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**Admissions and Settling in Procedure**

*UNCRC in Article 28: Children have the right to a good quality education. They should be encouraged to go to school to the highest level they can.*

The following procedure has been written based on *Early Learning and Childcare Policy for Admission, Aberdeenshire Council; Health and Social Care Standards My support, my life* (regarding descriptive statements 1.15, 3.11 & 4.5) Care Inspectorate, 2017; *Managing Aberdeenshire’s Enhanced Provision Centres and Community Resource Hubs Guidelines*, Aberdeenshire Council, November 2017.

**Admissions**

Aberdeenshire Council has a statutory duty, under the terms of the Children and Young People (Scotland) Act 2014 to offer 600 hours of Early Learning and Childcare (EL&CC) to all eligible children. All children are eligible for a place from the school term following their third birthday. To ensure we fulfil this duty we work in accordance with the requirements and guidance identified in local and national documentation and legislation.

We follow the Admission to Pre-school Education procedure as stated by Aberdeenshire Council. Further information can be accessed through <http://www.aberdeenshire.gov.uk/schools/information/early-learning-and-childcare-information/>

**Childcare and Early Years Education Extended Day Provision**

Laurencekirk nursery operates an extended day provision in response to families who are experiencing short term periods of difficulty. Admissions to Extended Early Learning Childcare (ELC) Provision is through a referral process and approved by local panels on a case-by-case basis. Referrals can be made by Health Visitors, Social Workers, ELC staff, parents or third sector organisations. Patterns of sessions are agreed at a meeting with the parents and Head Teacher and are reviewed on a regular basis. Lunch will be provided by the school kitchen, served in the nursery at no extra cost to the parent/carer.

Examples of when a place may be offered:

* Periods of family stress such as bereavement, long term illness, family breakdown
* Families looking for support with parenting skills
* Lone parents or young parents, under 24
* Children with or affected by disability
* Families affected by unemployment or requiring extra support to remain in employment

**Enhanced Provision**

Laurencekirk Nursery has an enhanced Early Learning and Childcare (ELC) provision which provides inclusive, targeted support for 3 to 5 year olds with additional support needs. This offers positive role models and opportunities for the development of all children including awareness raising, tolerance, understanding and value of diversity. Admission to enhanced ELC provision is through the Multi-Agency Action Planning (MAAP) process and Area Enhanced Provision Forum. Should the referral be agreed, the Head Teacher of the Enhanced ELC Provision will ensure that the place is allocated and prioritised in accordance with Aberdeenshire’s ELC policy for admissions. In exceptional circumstances, children with a significant level of additional support needs may be placed in a partner provider setting in response to parental preferences. Such circumstances will be considered on a case-by-case basis by the Quality Improvement Manager (Early Years).

Please ask a member of staff for more information or further information can be accessed by contacting Early Years Team Aberdeenshire on *earlyyears@aberdeenshire.gov.uk*

**Partnerships**

We value the knowledge and relationships that your child has made with previous early learning and childcare providers. As part of our partnership working we visit your child with their previous key worker in their previous setting to begin to establish positive relationships. We then invite you and your child to visit our setting to allow them to become familiar with the environment and staff.

We ensure that we have the permission of the parent/carer before any information is shared between different early education and childcare providers. As a staff we are all aware and follow the general data protection regulation.

## Settling in

* We make arrangements for the child and parents/carers to visit the nursery so that they can familiarise themselves with the setting.
* The child and parent/carer are introduced to their keyworker and will have the opportunity to share information about their child.
* We offer a warm and welcoming environment and ensure each child feels included, secure and valued.
* We deal sensitively with the child’s readiness to leave the parent/carer and the parent/carer’s readiness to leave the child.
* We stagger the intake of the new children to the nursery.
* We provide feedback to parents/carers about how their child is coping in the nursery.
* We provide every child with a personal plan to ensure we are meeting their individual needs.

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