



## 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 2018/19, 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 1140 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:

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- 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

### **Additional Support Needs Provision**

Some children may have identified Additional Support Needs (ASN) prior to joining the setting and work with external agencies such as Child Development team, Health Visitor, Speech and Language Therapist etc. Where appropriate, the Senior Practitioner will arrange a Child's Action Planning Meeting (CAPM) with the parent(s) and any involved professionals to discuss the child's needs and put together a plan to ensure the child is supported. Where required, the EYSP will contact Aberdeenshire Early Years Team to discuss the child's needs further and request additionality for staffing and resources. A carefully planned transition would then allow the child's needs to be met and regular CAPMs arranged so that the provision can be continually reviewed. If required, a multi agency agreement is signed by the parent and the EYSP can contact the school's Educational Psychologist or English as Additional Language Teacher.

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](mailto: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 aim to 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 (GDPR).

### **Settling in**

- We make arrangements for the child and parents/carers to visit the nursery so that they can familiarise themselves with the setting.

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- 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 visits so that each family has time and space to get to know the setting.
- We provide feedback to parents/carers about how their child is coping in the nursery and allow families to ask any questions.
- We provide every child with a personal plan to ensure we are meeting their individual needs.
- Parents receive updates on what the children have been doing via Learning Journals, Facebook and face-to-face feedback.
- If the child is particularly unsettled coming into nursery, staff will contact the parent via the nursery mobile to inform them if the child has settled.

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