



## **ADMISSIONS, INDUCTION AND TRANSITIONS POLICY AND PROCEDURES**

### **Nursery School - Places available**

2-5yrs                      80 FTE (160 part time places -15 hrs)

### **Early Years Care- Places Available**

6 mths to 2yrs              15 FTE places  
2-3yrs                      8-12 FTE places  
3-4 yrs                      16 breakfast / 16 Afterschool  
                                    Lunchtime x sittings of 16 (maximum 32 children)

### **Admissions Criteria – Nursery School**

**The School follows the Admission criteria for Lancashire Maintained Nursery schools**

#### **Admission Criteria (in priority order)**

- (i)** Children in public care (looked after children) or those children at risk of becoming looked after.
- (ii)** Children with statements for special educational needs (SEN) and those with exceptional/strong SEN reasons for attending a particular school/setting.
- (iii)** Exceptional/strong medical, social, welfare reasons (associated with the child and/or the family) for attending a particular school/setting.
- (iv)** Children who will have a sibling in attendance at the time of their admission / or child that has accessed a place within our EYC
- (v)** Parents/carers who provide evidence of training/education at a local establishment, working locally or established local childcare arrangements (at the time of the child's admission).
- (vi)** Those living nearest the school/setting.

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## FEE 2 Places

Some children are able to access a FUNDED 15hrs Nursery School place the term after they turn 2. ie FEE2. Eligible families will be allocated a unique code. The school requires this Unique Reference Number before the place can be confirmed.

At Whitegate FEE2 places are only offered on a mornings or afternoon basis (ie 5x3 hr morning sessions or 5x3hr afternoon sessions)

FEE2 places will be inducted into our Early Years teacher led class 2T

FEE2 places will be prioritised following the Lancashire Admissions criteria. Where the number of applications is in excess of the admission number places will be allocated by the Governing Body admissions panel.

The school has the capacity to take up to 24 FTE FEE2 places. Changes to this number are at the discretion of the Governing Body)

It is expected that Children accessing FEE2 funding through Whitegate Nursery School will remain in Nursery School until they transition to Reception class in Primary School.

## FEE34 Places (Universal Offer)

From the term after a child turns three years old-

**All** children can access a Funded 15 hours of Early Education within Nursery School.

The school follows the Lancashire Admissions criteria for Maintained Nursery Schools.

The school will prioritise children who are already accessing a FEE2 place in school in order to support smooth transitions and continuity of learning.

The school uses the Lancashire Nursery School's application form and DOB proof is required. Completed application forms, returned to the school office will be placed on our waiting list.

Main intakes for Nursery School are **September** (Autumn term) and **January** (Spring Term).

Occasionally the school has some available places in **April** (Summer Term).

Where the number of applications is in excess of the admission number, places will be allocated by the Governing Body Admissions Panel.

It is expected that Children accessing Universal FEE34 funding through Whitegate Nursery School will remain in Nursery School until they transition to Reception class in Primary School.

Some rising three places may be available if all children eligible for a funded place have been catered for. This will be agreed each year by the Admissions Committee of the Governing body)

At Whitegate FEE34 places are generally offered on a mornings or afternoon basis (ie 5x3 hr morning sessions or 5x3hr afternoon sessions). However there is some provision for children to access a flexible place using a mixture of mornings and afternoons. Where this is the case Parents are responsible for organising and funding the wrap around lunch provision with the on site EYC management committee daycare.

## 30hrs Offer

This is a combination of 15hrs **UNIVERSAL** funding and 15hrs **EXTENDED** funding. This is only available to a proportion of families that fulfil the Government Criteria. (see *Childcare Choices for further information*)

The Governing Body of Whitegate Nursery School will endeavour to provide some facility for families to access the Extended Offer however Early Education through FEE2 and the Universal FEE34 offers will continue to be prioritised.

The Extended Offer is subject to Household Income which is assessed by HMRC on a termly basis. Families must submit a live eligibility code and have a duty to ensure they

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do not fall out of eligibility. Where parents are not able to submit a Live Eligibility Code the Extended Offer place **will not** be allocated.

The number of sessions available for the extended offer is agreed by the Governing Body of the School. The number is restricted and will only be offered during term time. ( ie Whitegate does not offer a stretched extended offer.)

The school currently offers the Extended hours in Class 3B or 3L only. The School will offer **16** places in the Autumn, Spring and Summer terms respectively. This will be reviewed regularly by the Admissions panel of the Governing Body. Where more Extended hours places are required than places permit the Admission Panel will convene to review and allocate places.

The following Criteria will be adopted for this review

- The educational impact for the child
- Siblings in school / centre

Parents must complete and sign the school's Home School Contract ( agreeing allocated sessions each term ) with an undertaking to agree to access Whitegate Nursery School until moving on to Reception class in school and following agreed notice periods.

### **Admissions Criteria- EYC**

When a place becomes available in The Early Years Care the following criteria will be followed before the offer of a place is made.

- The age of the child – Children generally transition from room to room the term after their birthday
- Demonstrate a commitment to attend Whitegate Nursery School
- Position on the waiting list
- LCC school admission criteria i,ii,iii
- The child has a sibling in the EYC or Nursery school

EYC places may be offered at any point in the year if spaces / sessions become available.

The Centre has established 2 separate waiting lists for places:

### **EYC ( 0-2 places) – waiting list**

Person responsible – EYC manager in liaison with the Headteacher/ Management Committee.

*(Non funded places for 2-3 are available through the EYC however allocation of these places become the responsibility of the school . )*

### **Nursery School places- waiting list**

Person responsible –Headteacher / Governing Body

### **Admissions Panels**

Nursery School- Headteacher & a minimum of 2 nominated governors

EYC( 0-2) - 2 members of the Management Committee and EYC Manager

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### **Admissions Procedures – Nursery School**

- You can Register interest in a place- around 18months onwards (you will need to specify whether this is for a FEE2 or FEE3/4 place
- Parent to complete and sign relevant application form for our waiting list
- Submit photocopy of birth certificate / Red Book (Check DOB)
- Submit Eligibility Reference number on the dated letter received from the Local Authority. This can be submitted to school electronically (email) or via a hard copy
- Keep in touch with school to ensure we have the correct contact details for you and to check on the progress of your application.

### **Admissions panel meeting – (April / October )**

- If number of children waiting for places exceeds the number of places then the admissions panel will be convened.

### **Letter to parents who have been allocated a place –May / November**

- Each child will be allocated a class teacher and a key person
- If the child is a sibling – every effort will be made to keep the key person consistent in liaison with the family.
- Twins will normally be allocated different key persons. However this is at the family's discretion and will always be discussed prior to allocation.

### **Admissions Procedure – EYC**

1. Register interest in a place. Child and parents details and preferred sessions logged. This will be recorded in the waiting list file to keep order of enquiry. (Nursery Manager / Deputy)
2. When a place becomes available, Nursery Manager will ring parent to confirm required sessions.
3. Sessions are confirmed and the deposit outlined in the contract is paid.
4. A letter of confirmation will be sent out.
5. A month prior to the child's start date parents will be contacted to arrange a contract visit and settling in induction visits
6. EYC contract discussed and signed by the parent.
7. A key person will be allocated.

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## TRANSITIONS

We recognise the importance that both the child and their parents feel confident about and comfortable with each transition.

- Potential transitions will be discussed with the family. This will ensure that parents are able to ask questions and discuss any concerns prior to the move. They will also be able to talk to their child about their move to a new room.
- Wherever possible children will be moved from room to room in small peer support groups.

### **Transition into School**

All families who are new to school are offered a home visit with the class teacher and an early years practitioner. Some families may prefer this visit to take place in the centre and this would be agreed in consultation with the Head teacher.

New families are provided with a welcome pack and invited to a welcome/ transition meeting (some families may join the school mid-term and so the information from the welcome meeting will be provided by the Head teacher and/or Teacher through informal meetings/ discussions).

### **Transitions through school/ centre**

#### ***Snug to Class 2/ Den***

Families are offered a visit within the centre to meet the Class teacher and familiarise themselves with the new classroom environment and key routines. A welcome pack is provided and families are invited to a welcome/ transition meeting.

#### ***Class 2/ Den to Class 3***

There is a personalised approach to transition within school based upon a family's needs. Families who have been accessing school for their children on a payment basis will be offered a visit within the centre. Families who have been accessing school through a funded place will initially be offered a visit at their home, however, they may prefer the visit to be completed in the centre and this would be agreed in consultation with the Head teacher. In some cases the Head teacher and Teachers may feel it particularly beneficial to a child to have a visit in the home and this would be discussed with the family. A welcome pack is provided and families are invited to a welcome/ transition meeting.

### ***Transition to Primary School***

Families will be asked which Primary School their child will be attending. Teachers from the Primary School are invited to visit the children at nursery in the summer term. Information is shared with the class teachers about each child's key achievements and learning dispositions. Families are informed of the visits.

Whitegate nursery school has established positive relationships with the local Primary schools and additional visits have been organised for nursery staff to take groups of children to visit their new school in the summer term (this is dependent upon the numbers transitioning and is organised annually). Each child has a progress and attainment report at the end of their nursery year and with the permission of the family a copy of this information is sent to the Primary school that the child will attend.

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## ***Transition to another nursery setting***

A transition report will be completed for children who move to another nursery setting during their 'on roll' period. This will include information about key achievements and learning dispositions.

## **Welcome/ Transition Meetings**

Families are invited to attend a welcome/ transition meeting prior to the induction of their child and also when transitioning from the Snug to Class 2/ Den or Class 2 to Class 3. Information about the school routines and procedures and the curriculum is shared with families. This provides an opportunity for families to meet key teaching staff and ask questions about the school.

## **Welcome packs**

Each family will receive a welcome pack. This will include:

- School brochure
- Emergency contact form
- Registration Form
- Key person / group information
- Induction timetable / start date
- EYFS information
- EYC information leaflet
- School fund
- Uniform
- What's on / current events leaflet

Those families that are unable to make the welcome meeting will be requested to call in to collect the pack and briefly discuss it with either the Headteacher, Deputy or a Class teacher.

## **Home Visits/ Centre Visits**

Visits normally take approximately 20 -30 minutes. Nursery School children in the September cohort will be visited in September prior to starting. Where January places are offered Home visits will take place in the first week of the Spring Term.

All visits in the home are carried out by two members of staff. (Class teacher and early years practitioner)

Staff wear their ID badges ensuring they are visible to parents.

Each Class teacher is given a visit schedule, map and a Centre mobile phone. (Schedule and map collated by admin team)

On leaving the Centre staff must complete the visits file.

This visits give families and staff the opportunity to get to know each other and begin the partnership between the school and home required to support the child's ongoing development and learning.

The Class teacher will

- Complete the child's pen portrait with the parent ( IPAD)
- Share the School brochure
- Discuss the Personal Achievement Log / P.A.L (All about me booklet )
- Emergency contact forms ( if complete bring back to centre)

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Staff may also request that they take additional photograph to be used for name cards and coat pegs.

### **In school transition procedures**

Prior to the transition of the children, key adults meet to discuss and pass on important information about each child.

#### ***Snug to Class 2/ Den***

Prior to the children's transition the EYC Manager meets with the Class 2 teacher to discuss the children transitioning.

Discussion points:

- General information about likes, dislikes and learning dispositions
- Any health care information
- Any dietary information
- Any SEND

The key person is responsible for ensuring that the child's Personal Achievement Log (PAL) is updated and passed onto the Class teacher prior to the transition.

Each child has three visits to their new class. Their key person takes them to their new class and stays with them, gradually stepping back as appropriate. These visits take place in the Den during term time immediately prior to transition (September/January). The visits may include a meal time if appropriate. Families are informed about the visits.

#### ***Class 2/ Den to Class 3***

Prior to the children's transition the Class 2 teacher meets with the Class 3 teacher to discuss the children transitioning.

Discussion points:

- General information about likes, dislikes and learning dispositions
- Any health care information
- Any dietary information
- Any SEND or vulnerable groups
- Attainment information using target tracker

The key person is responsible for ensuring that the child's Personal Achievement Log (PAL) is updated, including the 2 Year Development Check and passed onto the child's new key person prior to the transition.

Each child has two-three visits initially with their key person or a familiar adult to class 3. All transitions take place during term time. Children return to their current class prior to transition (September, January) this enables visits to take place and gradual entry for all children.

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## INDUCTION

### Start Day / Phased Induction (Nursery School)

It is very important that each child's induction is a smooth and positive experience. We therefore operate a phased admission.

Small groups of children will be inducted each day. (No Friday inductions)

Children that have attended the EYC will be inducted first.

Remaining inductions will be organised by age- older children first.

All inductions will have taken place over a two week period.

Children will be inducted into Class 3 first, then Class 2 inductions commence.

#### Day 1

New children will start after the main group (9:30 / 1:30) and may be collected 30 minutes before the end of the session (11.00 / 3:00).

Parents are encouraged to stay with their child for some of the first session.

#### Day 2

Children will attend for the full session. Parents are asked to settle their child in before leaving. Parents will be asked to return 5 minutes before the end of the session.

Most children leave their parent happily and become engrossed in the session's activities. All families react differently to separation and therefore induction may be slightly different for each family. Each family's key person will tailor the process for the individual.

*When separation is difficult.....*

- Parent to stay with child and gradually moving away from the child but staying visible
- Parent settles the child and then leaves for increasing periods of time.  
The parent should always tell the child they are leaving but will return. It is often helpful if the parent gives the child something special to look after (as a comfort) whilst separated i.e. a photo.
- Parents will be encouraged to ring school to check their child has settled.
- The class teacher / Key person will take some video snapshots to share with the parent

### Start Day / Phased Induction (EYC)

It is very important that each child's induction is a smooth and positive experience. We therefore operate a phased admission.

- A visit will be arranged during session time when all staff are present. The parent will be invited to stay for the first visit in order to meet all staff, talk to their key person and ask any necessary questions. This visit can last usually between 30 minutes to 1 hour.
- During the next visits, parents are encouraged to settle their child and leave them for a short period of time, increasing the time periods with each visit.
- Some children may take longer to settle into nursery, depending on the individual. We ask that children have a minimum of 3 visits, with the second lasting a minimum of 1 ½ hours. One visit should also include a mealtime.
- Parents are encouraged to ring the Centre if they wish to check their child is settled.
- Once the parents and key person are happy that the child has settled into the EYC , they will be able to start their nursery sessions.
- If the child starts nursery and the key person feels more visits are necessary, this will be arranged with the parent in addition to their normal nursery sessions.

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