



# Admissions Arrangements

**Date adopted by the Board of  
Governors:**

**November 2023**

**Date for review:**

**November 2024**

BUSHBURY NURSERY SCHOOL  
ADMISSIONS ARRANGEMENTS

**GENERAL STATEMENT**

It is the belief of Bushbury Nursery school that all children should be entitled to a broad and balanced curriculum within the setting of the school. Children will normally be admitted in the autumn term in line with single admission arrangements. However, children can be admitted into nursery when a place is available for them.

AIMS

- provide a welcoming environment for children and parents/carers from their first contact with the nursery
- enable each child to transfer from home to Nursery School with confidence and trust
- initiate and encourage a close partnership with parents/carers at each stage of the transition period
- respond to the individual needs of each child and support them as they adjust to the wider world around them
- Accept and integrate children with special needs as far as is reasonably practicable within the limitations of staffing ratios, physical requirements and support available.
- Provide ICT equipment where practicable to meet individual needs

## GENERAL PRINCIPLES

Nursery places are allocated in date-of-birth order as a general rule, but priority may be given to a child who has been referred by an outside agency e.g. Health Visitor, Social Worker, Early Years Special Needs support Team or Speech Therapist

Parents are notified by letter of a morning, afternoon or 30 hour place at nursery, according to preference wherever possible, and a preliminary visit and interview is arranged, followed by a second visit at the beginning of the term in which they start nursery.

Each child is allocated to a family group, with a specific member of staff to care for his/her needs.

Parents are asked to participate fully in settling their child happily into nursery. Other carers e.g. Grandparents, childminders are encouraged to be a part of the settling period.

### 3. GUIDELINES

#### Initial Contact

- A warm welcome is extended to all prospective parents. Relevant sections of the Local Authority Admission form are completed by the Parent/Guardian
- An opportunity is given to view the nursery at this stage or at a later date.

#### First Visit and Registration

During the term before admission, a letter is sent to offer parents a date to attend for a first visit with their child; The adult stays with their child throughout the visit. If the adult needs to leave for any reason they must take the child with them.

#### Staff - Welcome child and parent(s)

Encourage child to participate in activities and routines

Encourage parents to involve child in play

Take the opportunity to exchange information with parents

### Registration Interview

Parents are invited to visit the nursery during a normal session with their children before they start. During this visit various registration and consent forms will be completed, child's birth certificate will be checked and medical information will be sought. The staff will also show families around and they will look at all the areas of learning, and the learning environment. Parents are invited to ask any questions and the child is encouraged to participate in chosen activities.

### Home Visit:

The home visit is arranged to help the child settle happily into nursery. It also gives the parents the opportunity to meet their child's key worker. During this visit an 'All About Me' booklet is completed, this gives additional information about the child.

### Second Visit

A second visit takes place at the beginning of the term in which the child is admitted. The new children and Parents/Carers are welcomed into their allotted family group.

The children are then supervised in play by members of staff, while parents/carers attend an informal meeting, led by the Headteacher.

This visit offers an opportunity for further familiarisation with nursery staff, resources and routine. The children are encouraged to play together, supported by the presence of parents on site, to enable them to take a further step towards independence.

### Day of Admission

Children are given staggered dates and times of admission over a 2 - 3 day period. Parents/carers settle children to activity and leave when child is ready to say 'goodbye'. With shy or sensitive children, the parent/carer is encouraged to stay longer until the child feels secure and has found an 'ally' in nursery, whether it is a member of staff or peer.

With very insecure children it may be necessary to allow the child to attend for shorter sessions, in the first instance.

## **Bushbury Nursery School**

### **Without Tears Policy and Arrangements for Terrific for Twos**

#### **Aims**

At Bushbury Nursery school we offer a full induction programme for families and children so that:-

- Parents can become familiar with the nursery and staff.
- Parents understand the nursery ethos and the experiences we offer to the children.
- Information and concerns can be shared at the outset to give us a full picture of children's individual development needs and interests at home. Children can start to develop relationships with the staff and their peers. They are familiar with the geography of the nursery and are comfortable in the surroundings.

#### **The First Visit**

Parents are invited to visit the nursery during a normal session with their children before they start. During this visit various registration and consent forms will be completed. The staff will also show families around and they will look at all the areas of learning, and the learning environment. Parents are invited to ask any questions and the child is encouraged to participate in chosen activities.

#### **Home Visit**

Nursery Staff will visit the child and family at home. This allows staff to get to know the child in the familiar surroundings of his/her own home. The visit ensures a happy and secure relationship is formed with key members of staff. Any concerns or special details are discussed during this visit. 'All About Me' book are also completed on this visit

#### **The Second visit**

This occurs soon after the home visit and is just for new admissions, this gives the children an opportunity to meet their key member of staff and explore the nursery with them. Parents during this session attend a meeting with the head teacher, who talks with them about the nursery, including the day to day routines and the curriculum, and how to settle their child into the school

#### **Settling in and Starting Nursery**

To ensure a successful start and to guarantee a firm foundation we allow the child and parent a flexible start, meeting the individual and specific needs of each child.

## **Tf2 settling in**

Recognising that the needs of our younger children will be different, we have a staged approach to settling in our two year old's, we call this our "settling in without tears" approach recognising that we need to give the children (and parents) sufficient time to build a relationship with nursery staff before separation takes place.

Following the first visit, this process starts with another one hour induction sessions where the parent stays with the child (stage 1) No child is allowed to stay without a parent/carer on this visit and after that the nursery teacher will guide parents/carers as to the most appropriate time to leave their child.

Different children need different amounts of time to settle in. We recommend that parents plan for two weeks to support their child. After stage 1, in discussion with the parent, we implement a planned staggered intake that supports both parents and children.

**Stage 1-** Parent/carer spend two one hour sessions together in the nursery (this includes the first visit)

**Stage 2 -** Parent/carer stays to settle the child and then leaves and the child spends 45 minutes in the nursery without the parent/carer.

**Stage 3-** When the child is happy (without tears) for the 45 minute session, in collaboration with the parent a longer period of time is negotiated that best suites the child's needs, working towards the full session as soon as possible. Each child is different so stage 3 will look different for each child.

**Stage 4-** Child spends full three hours in the nursery

Our aim is to settle children in at their own pace. This ensures happy and settled children – and parents!