

# **Ascot Nursery School**

## **Admission Policy**

The Ascot Nursery is open to every family in the community. New parents are invited to visit the Nursery during a session. Parents complete an application form and a registration fee is charged unless the child is of funded age.

Children may start the Nursery at the age of 2 years. Children can be admitted into the Nursery at the end of the term before they start officially, their parent or carer should accompany them on these visits to help the child to settle.

At the Principal's discretion the special needs of an individual child will be given consideration and priority. eg.

- Children with disabilities or special educational needs, referrals and requests from Social Services or Health Visitors;
- Children that have little or no contact with other children;
- Children of ethnic minorities with little experience of mixing;
- Children whose first language is not English;
- Children who have social or emotional problems;
- Families who have Aids/HIV positive will not be excluded.

In the event of a child requiring special procedures for their own well-being, (e.g.inhalers), it may be a requirement of admission for the parent or their representative to train all staff in these procedures. Current staff members are already trained in the use of Epi Pens.

At Ascot Nursery School we can offer:

- 15-hours and 30-hours funding;
- Five sessions per week to voucher or certificated children

Please note:

- The minimum a child may attend is two sessions per week;
- A term's notice is required, or the equivalent in fees is due in lieu of notice.

Each child's admission/settling in period is individual and tailor-made to their requirement. Some children walk in from day one and others require a much longer settling in period.

- Discussion takes place before the start date to ascertain any special needs or personal requirements. Information forms and consent forms are completed by parents.
- A parent is encouraged to stay with their child on the first few visits to the nursery, prior to the child's starting date.
- Once the child begins nursery the parent is encouraged to stay until the child feels familiar with their new surroundings, routine and the staff.
- The child is welcomed at register time and introduced to the other pupils who are encouraged to make friends and help them to settle.
- Parents are then encouraged to leave their child for short periods of time and, if necessary, to leave the child with something that they will find comforting, a favourite toy or something belonging to the parent. The child is rewarded with stickers for this. The short periods will lengthen as the child grows in confidence. Distressed children are always comforted and distracted to play or to an activity.
- At all times staff are available to talk to and help both child and parent to cope with the parting and settling in period. There is no time limit on this, the importance being the child's enjoyment of nursery life.

Previous review: ~~August 2018~~ March 2019

Reviewed: August 2019

Signed: P Evitt

Next review: August 2020