



Admittance, Induction and Transition Policy

Ditton Early Years Centre and Nursery School values and respects the role of the parent and close relatives in the development of their child. Our Admittance, Induction and Transition Policy will reflect our sensitivity and support of the child throughout their time with us. We will reflect both Halton Borough Council admission procedures and the Early Years Foundation Stage Statutory Framework and Guidance.

Admittance

Places are offered to parents if there is availability. There are two organizations within our establishment – Ditton Early Years Centre (DEYC), which offers daycare from 6 months old to school age as well as after school and holiday care for children up to 11 years and Ditton Nursery School which is a maintained nursery school offering 15 hours per week free nursery education during term time to 3 and 4 year olds.

Daycare children are offered places in the under 3's and extended Nursery school care with regard to adult and child ratios, availability and a consideration to children placed on the waiting list. Contracts of agreement are signed with parents. A non-refundable deposit is also taken to secure the place.

Nursery school children are offered free places for the term after the child's third birthday. Parents are offered places by letter and an acceptance slip is required to be returned to ensure the place. Non-responders are contacted by telephone if possible. There are three intakes of new pupils each academic year. New starters are welcomed at other times if places are available.

Admission Criteria

The existing arrangements are that children are eligible for admission from the beginning of the term following their third birthday and places are offered on a part-time basis. (**i.e. 5 morning or afternoon sessions per week**). Priority for admission will be given to Halton residents and as follows:

- i. Children in Public Care children who are subject to a care order, or are accommodated by the Local Authority.
- ii. Children in need as defined by the Children Act 1989.

- iii. Children who wish to take-up their full free entitlement at this nursery school/class.
- iv. Children aged 4 (i.e. children who will have reached the age of 4 by 31st August).
- v. Children aged 3 (i.e. children who will have been reached the aged of 3 by 31st August).

Where there are more children in any one of the categories above than there are places remaining, the following tie-break will be used:

- i. Halton resident children, with the oldest child having highest priority.
- ii. Siblings – children with an older brother or sister expected to be attending the nursery class at the time of admission.
- iii. Where more than one child has the same birth-date, those living nearest the school, as measured using an Ordnance Survey Address Point system which measures straight line distances from the address point of the nursery to the address point of the places of the child's permanent residence will have priority.
- iv. Children resident in other authorities, as described above.

Please note that completion of an application form is not a guarantee of a place, although every effort will be made to accommodate all children whose parents wish them to attend. According to the policy no account is taken of which primary school the child is likely to attend, or length of time the child has been on the waiting list.

The school has policies for special educational needs, disability and inclusion. Parents of children with additional needs or disabilities are encouraged to contact the school prior to admission to discuss how the school, family and relevant agencies can work together to meet the child's needs.

Induction and Transition

To reflect the EYFS we endeavour to|:-

- Form warm caring attachments with children
- Ensure that a child is special and well cared for through a key person approach
- Establish constructive relationships with parents, with everyone in the setting and with workers from other agencies
- Find opportunities to give encouragement to children, with practitioners acting as role models who value differences and take into account of needs and expectations
- Acknowledge affirm important people in children's lives
- A contract (DEYC)
- Registration forms and a 'Getting to know you' leaflet

Children and parents are also able to take part in the room activities together to develop a familiarity with setting and practitioners ready for start date. A prospectus also is given to parents with information about the setting. It is explained to parents to remain positive

about all nursery experiences to support this stage of the child's development. Staff are always ready to assist with children who are upset or distressed. Children attend for 1 hour on the first day and it is at the discretion of staff to increase this time so that the child has a positive experience of starting the new setting. Depending on the child, it may take a couple of days or more to attend for the full sessions.

Room Transition

As children develop and get older we arrange 'visits' to the next room with the key person. Parents are also welcome to accompany their children on these visits. Visits to the next area helps both the child and parent become familiar with the environment, routines and practitioners prior to moving up and greatly helps with settling and the child's sense of security. It may be necessary to update contact details and other information at this stage if necessary.

Nursery School

Children are actively encouraged to be more independent, according to their age and development. We continue our partnership with parents through our regular 'Stay and Play' sessions and parents' evenings to inform about children's progress. We will discuss our concerns with you as they arise. Parent group also support the centre with fundraising events and social occasions.

Starting School

Children will transfer to a primary school, of the parent's choice, in the year of their fifth birthday. Parents will need to complete documents provided by their chosen primary school. We encourage all primary schools to visit the child in the nursery setting. Schools also have their own induction arrangements for children and we encourage parents to take an active role in these.

Pre-School

We have a pre-school for 2 to 3 year olds who wish to be admitted to Ditton Nursery School. Children and parents enjoy this opportunity to become familiar with environment and routines and get to know staff prior to starting nursery school. As the child become more confident, pre-schoolers can be left to play independently while parents can meet together in a separate room.

Inclusion and Equal Opportunities Statement:-

All individuals whatever their age, sex, race or disability will be treated equally and with respect.