

Reddish Vale Nursery School

Admissions and registration policy.

Nursery Placements

Stockport has a well-organised admittance procedure for nursery places which is outlined in a booklet/on line available to all parents/carers, this information is updated annually. The Town Hall department telephone number is: 0161 217 6022, the website address is: www.stockport.gov.uk/schooladmissions.

The Nursery is able to offer the equivalent of 156 part-time places. Places are offered as a part-time sessional basis. Providing there are spaces available children may be offered places at the start of the term after their third birthday.

The admissions team at the Town Hall contact parents/carers and offer nursery places. We contact each parent to discuss placement arrangements. We also invite parents/carers to Open Evenings that are scheduled so that parents/carers can visit the Nursery prior to their child's starting date.

Extended entitlement places

The Nursery offers 45 extended entitlement places for 3&4 year olds. Parents/ carers are asked to fill out an agreement contract and supply the Nursery with their eligibility code. If the places are oversubscribed the Nursery operates a waiting list in which parents/carers are given priority depending on the distance they live from Nursery. Where there is capacity to do so, the Nursery may offer additional places although this is with agreement from parents that this is a temporary arrangement. It is the responsibility of parents/carers to renew their code, and if the code expires the child will lose their extended entitlement place.

Places for 2 year olds:

The Nursery offers 24 part time places for 2 year olds. The Nursery allocates these places internally, as they are not allocated by Stockport Town Hall. Where there is a waiting list for these places they are allocated on a first come first served basis. Places are only guaranteed once the Nursery has received the child's eligibility code. The admissions process otherwise mirrors that of the 3 and 4 year olds outlined below. Parents/carers who wish their children to transfer into the 3 and 4 year old provision are requested to complete an internal transfer form, rather than applying through the Town Hall.

Opportunities to visit the Nursery

Opportunities are arranged for parents/carers of new children to come into the Nursery to:-

- a) Be introduced to the staff at the Nursery.
- b) Be given an outline of the philosophy of the Nursery.
- c) Receive a copy of the Nursery booklet.
- d) Hear about the Nursery curriculum (EYFS) and the day to day organisation.
- e) Be given an invitation to visit with their child.
- f) Find answers to any outstanding questions they may have.

Home Visit

Optional home visits will be offered to parents/carers before their child starts Nursery. If parents/carers prefer not to have a home visit they will be offered a meeting with their Keyworker in the Nursery environment.

Our aims are to:

- a) Give the parent time to talk with the child's Keyworker in an environment where the child is relaxed and confident.
- b) Fill in the Baseline Profile and background details and share any other relevant information. This session provides an opportunity to update information and reassure parents/carers about the "settling-in" process and their child's first days at Nursery.

Starting Nursery

We take the view that if parents/carers and staff work together then the transition from home to school is much smoother for both parents/carers and children.

All parents/carers are required to complete the following administration documents prior to the child taking up their nursery place.

- Children's Information Sheet containing a Child's personal details including:

Full name and any other name the child is known by, date of birth, name and address of every parent and carer, medical details, contact numbers, dietary requirements, details of specific needs a child may require, details of who has Parental Responsibility for the child and who may have legal contact with the child.

- Emergency contact details

It is vital that we have full details of three emergency contact numbers. It is important that we know the relationship of the emergency contact person(s) to the children, to ensure we can reassure the children when required.

We will require parental consent for the following:

- Permission to take and use photographs of children engaging in activities and for name cards.
- Permission to administer prescribed medication (required for each and every occasion medicine may be required)
- Permission to seek emergency medical advice or treatment if required
- Permission to involve outside agencies such as Educational Psychologist, Primary Behaviour Support Service, Speech and Language Therapy Services (SALT) etc.
- Permission to apply sun block during full day sessions at nursery

- Permission for a designated person to collect their child, in the absence of parent / carer.
- Permission for their child to have a drink of Hot Chocolate whilst at Nature School.
- Permission for adults to change children if they become wet or soiled.

All forms are to be completed in full for each individual child; even if more than one child from the same family attends. We will check records regularly (at least once a year) to ensure we have the most update information on each child. Parents/carers will be advised of the importance of informing us immediately of any changes to personal details previously given.

We carefully stagger the intake so that each child has time to make a good relationship with their group leader and ask parents/carers to gradually build up the time the child stays in the Nursery until they feel confident enough to stay for the whole session. We encourage parents/carers, where appropriate to separate themselves from their children for brief periods, at first usually an hour, gradually building up to longer absences.

Registration of Pupils

Registration of pupils takes place at the beginning of each session

Nursery Sessions for 3 and 4 year olds

Beginning of week:

Monday 08.45 – 14.50/15.00
 Tuesday 08.45 – 14.50/15.00
 Wednesday 08.45 - 11.15

End of week:

Wednesday 12.30 – 14.50/15.00
 Thursday 08.45 – 14.50/15.00
 Friday 08.45 – 14.50/15.00

Extended entitlement sessions:

Monday to Friday 08.45 – 14.50/15.00

Nursery Sessions for 2 year olds

Morning sessions:

Monday 8.30-11.30
 Tuesday 8.30-11.30
 Wednesday 8.30-11.30
 Thursday 8.30-11.30
 Friday 8.30-11.30

Afternoon sessions:

Monday 12.30-3.30
Tuesday 12.30-3.30
Wednesday 12.30-3.30
Thursday 12.30-3.30
Friday 12.30-3.30

Children's attendances and absences are recorded in a Family Group register by the child's Family Group Leader. This information is then uploaded to SIMS.

The Headteacher monitors attendance and absences and follows the Nursery's attendance policy.

Parents/Carers are asked to contact the Nursery to inform us of absences / late arrivals etc.

Late arrivals are recorded using the Inentry registration system which is then uploaded to SIMS.

In the case of illness, parents are asked to inform us of the reason for absence and to keep us updated on anticipated date of return to Nursery.

Registers are marked in accordance with agreed Stockport MBC 'coding' guidance.

Links to other policies, procedures & guidance: <ul style="list-style-type: none">• Local Authority Admissions Policy• Attendance policy• Current Admissions Booklet	
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Review Date	Summer 2022 unless Local Authority make changes before this date.