



Kinellar Nursery



Admissions and Settling in Policy

Admissions

Aberdeenshire Council has a statutory duty, under the terms of the children and young people (Scotland) Act 2014 to offer 600 hours of Early Learning and Childcare to all eligible children. All children are eligible for a place from the school term following their third birthday. To ensure we fulfil this duty we work in accordance with the requirements and guidance identified in local and national documentation and legislation.

We follow the admission to pre-school education procedure as stated by Aberdeenshire Council. Further information can be accessed through

<http://www.aberdeenshire.gov.uk/schools/information/early-learning-and-childcare-information/>

Partnerships

We value the knowledge and relationships that your child has made with previous Early Learning and Childcare Providers. As part of our partnership working we approach these providers to invite them to visit our Nursery with your child as part of the transition process into Kinellar Nursery.

We feel that providing opportunities for your child to visit with their previous setting allows your child to feel more comfortable in our setting as they have the support of that known person to them.

We ensure that we have the permission of the parent/carer before any information is shared between different Early Education and childcare Providers. As a staff we are all aware and follow confidentially and data protection procedures.

Settling In

1. You will be invited on your child's first day to have a private consultation where you can discuss any concerns you may have.
2. You will be asked to complete a Permissions form and also an All About Me/my favourite things allowing staff to get know your child.
3. We deal sensitively with the child's readiness to leave the parent/carer and the parent/carers readiness to leave the child.
4. We stagger the intake of the new children to the nursery (Two week induction)
5. We offer a warm and welcoming environment and ensure each child feels included, secure and valued.