** H**appiness **– A**chievement – **N**urture **- K**indness

**Kinellar Nursery**

**Admissions and Settling In Policy**

**Admissions**

Aberdeenshire Council has a statutory duty to offer 1140 as of August 2021. 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. There are three intakes a year in August, January and April.

Nursery places are funded by the Scottish Executive via the Local Authority. Parents are asked to make a contribution towards snacks which is paid termly by bank transfer.

We follow the admission to pre-school education procedure as stated by Aberdeenshire Council.

***National Policy/Guidance:***

<http://hub.careinspectorate.com/media/549001/space-to-grow.pdf> - Space to Grow

<https://education.gov.scot/improvement/pages/elc1buildingtheambition.aspx> - Realising the Ambition

<http://www.newcarestandards.scot/> - Health and Social Care Standards

<http://www.scotland.gov.uk/Resource/Doc/238985/0065813.pdf> The Scottish Government. *A Guide to Getting it Right for Every Child*

[www.scotland.gov.uk/Publications/2008/06/06104407/0](http://www.scotland.gov.uk/Publications/2008/06/06104407/0) The Scottish Government. *Curriculum for Excellence - Building the Curriculum 3: a framework for learning and teaching*

[www.educationscotland.gov.uk/earlyyears](http://www.educationscotland.gov.uk/earlyyears) How Good Is Our Early Learning and Childcare?

[www.eductionscotland.gov.uk/earlyyears/buildingtheambition](http://www.eductionscotland.gov.uk/earlyyears/buildingtheambition) Realising the Ambition

***Aberdeenshire Policy/ Guidance:***

<http://publications.aberdeenshire.gov.uk/dataset/early-learning-and-childcare/resource/bb190a05-50e8-483c-b9a6-9ef69a7c76d3> Admissions policy

<http://publications.aberdeenshire.gov.uk/dataset/early-learning-and-childcare/resource/22db14ba-1596-4597-8afe-e82187e5399c> Admissions procedure

[www.girfec-aberdeenshire.org](http://www.girfec-aberdeenshire.org) Getting it right for every child

** H**appiness **– A**chievement – **N**urture **- K**indness

<http://www.aberdeenshire.gov.uk/council-and-democracy/about-us/service-structure/education-and-childrens-services-8> *Aberdeenshire Council 3 – 18 Curriculum Policy 2014*

<https://www.aberdeenshire.gov.uk/media/16803/right-support-right-place-right-time-a-guide-for-parents.pdf> *Right support, Right place, Right time*

***Health and Social Care Standards:***

1.1 I am accepted and valued whatever my needs, ability, gender, age, faith, mental health

status, race, background or sexual orientation.

1.11 I can be with my peers, including other people who use my service, unless this is unsafe

and I have been involved in reaching this decision.

1.17 I can choose from as wide a range of services and providers as possible, which have been

planned, commissioned and procured to meet my needs.

1.19 My care and support meets my needs and is right for me.

1.20 I am in the right place to experience the care and support I need and want.

**Partnerships**

If a child has attended another setting previously then we ensure we have the permission of the parent/carer before any information is shared between the two settings. The staff at Kinellar Nursery are all aware of the importance to follow confidentiality and data protection procedures.

**Settling In**

Before your child starts at the nursery you will be invited in to fill out all the admissions information and this will give your child the opportunity to have a play in the setting. This will be an opportunity to have a chat with the EYSP/EYLP to make us aware of any care plan requirements as well as filling out the child’s All About Me form, permissions and any other relevant information. This information helps staff to get to know your child.

** H**appiness **– A**chievement – **N**urture **- K**indness

Your child will then be invited to the Nursery for two settling in sessions where the parent/carer will leave the child at the Nursery for two hours to have a play. As a Nursery we deal sensitively with both the child’s readiness to leave the parent/carer and the parent/carers readiness to leave the child. If a child is unsettled we are happy to discuss how we can support the child by perhaps extending their settling in period.

As a setting we offer a warm and welcoming environment and ensure each child feels included, secure and valued during their time at Kinellar Nursery.

**Policy Author – Nikki Nicol**

**Date of Issue – December 2020**

**Date of Review – December 2021**