**Portlethen Primary School Nursery**

**Admissions, Induction and Transition Policy**

**Policy Statement**

Portlethen Primary School Nursery adheres to the most current Aberdeenshire Council Admissions Policy. Each child and their family will be fully supported during the induction, settling in and transition processes in order to give each child the best possible start to their education. All inductions, settling in periods and transitions will be handled sensitively according to each child and their family’s needs and wishes.

**Admission Procedure**

Aberdeenshire Council guidelines are fully adhered to for all new admissions to nursery. We aim to ensure that the admission of each child is fair, equitable and responsive to their needs and that the preferences of the child and their family are our priority. We are an inclusive and welcoming school and no child or their family will be subject to any form of exclusion based on their ethnicity, culture, religious beliefs, additional needs, disability, sexual orientation, gender or ability.

Information regarding admissions will be posted in the nursery, on the school website and in the local press during Aberdeenshire Council’s admission period.

**Induction and Settling In Period**

Upon application, all information provided to the nursery about children and their family will be held in the strictest of confidence and all information will be treated with the utmost respect.

Information regarding settling in procedures and policies will be made available to all parents and carers.

Full arrangements will be made to discuss individual children’s needs and how they are to be met with nursery staff to ensure that children settle as quickly and securely as possible. Additional arrangements will be made for all children who come under the Priority 1 and Priority 2 category (please see Aberdeenshire Council’s Admission Policy for more details on priority levels).

Transition links will be made with any outside agency to ensure that the children’s needs are fully met, such as previous pre-school providers or medical agencies.

Children and their families are welcome to visit the nursery to see familiarise themselves with the setting. Our setting will always offer a warm and welcome environment to ensure each child feels safe, healthy, achieving, nurtured, active, respected, responsible and included (SHANARRI).

We will always respect a child and family member’s readiness to leave a family member’s care and we will work sensitively and respectfully with the child and family member to ensure anxiety is kept to a minimum.

We aim to always provide feedback to parents and carers in order for them to be fully informed of their child’s education and welfare.

**Transition Procedures**

A transition programme is undertaken to ensure that a child entering the nursery receives a positive and happy experience in accordance with their needs.

Transition meetings and visits are arranged for children and their families to meet with nursery or school staff. These meetings will take place throughout the academic year.

**Relevant Documentation**

*Education and Children’s Services, Getting it Right for Aberdeenshire’s Children:*

www.girfec-aberdeenshire.org

*Aberdeenshire Council 3 – 18 Curriculum Policy 2014*

<http://www.aberdeenshire.gov.uk/council-and-democracy/about-us/service-structure/education-andchildrens-services-8>

**National Documents**

How Good Is Our Early Learning and Childcare (2016) http://www.educationscotland.gov.uk/learningandteaching/earlylearningandchildcare/selfevaluation/index.asp

The Scottish Government and COSLA. *The Early Years Framework: Part 1 and 2* (2008). The

Scottish Government. Edinburgh.

www.scotland.gov.uk/Publications/2009/01/13095148/0

The Scottish Government. *A Guide to Getting it Right for Every Child* (2008). The Scottish

Government, Edinburgh

http://www.scotland.gov.uk/Resource/Doc/238985/0065813.pdf

The Scottish Government. *Curriculum for Excellence - Building the Curriculum 3: a framework for*

*learning and teaching* (2008) The Scottish Government, Edinburgh

www.scotland.gov.uk/Publications/2008/06/06104407/0

HMIe. *The Child at the Centre 2: Self Evaluation in the Early Years* (2007) HMIe, Edinburgh

http://www.educationscotland.gov.uk/Images/TheChildattheCentreSelfevaluationintheEarlyYears\_tcm

4-684267.pdf

Scottish Executive. *Health for all Children (HALL 4): Guidance on Implementation in Scotland* (2005).

Scottish Executive, Edinburgh

www.scotland.gov.uk/Publications/2005/04/15161325/13269

National Care Standards for Early Education and Childcare (2008)

http://hub.careinspectorate.com/media/108849/ncs-early-education-child-care-up-to-16-sep-2009.pdf