

**Lilycroft Nursery School for children from two to five
Admissions, Attendance and Transition Policy**



Lilycroft Nursery School *for children from two to five*
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Rationale

At Lilycroft Nursery School we believe that children benefit from mixing with other children from a variety of backgrounds and cultures and of different ages and gender. We endeavour to ensure that our classes are always balanced in this way.

Our aim is to make the admissions, attendance and transition policy fair and easily understood. Within the system there must be flexibility to cater for children and families with exceptional circumstances.

We have places for 2 to 3 year olds and 3 to 4 year olds. There is a mixture of free and paid for provision (see Charging and Cancellation Policy).

Lilycroft Nursery School recognises children's well-being and learning are enhanced by a positive experience of transition from home to school and between rooms. Our school community is committed to support children and their families at times of transition having high regard to meeting children's social and emotional needs. This work is reflected in our procedures and practices.

Aims

- To provide high quality integrated education and care for children from two to five years
- To provide a seamless transition from home to school, from room to room and from nursery to primary school
- To offer flexible arrangements, wherever possible, in order to meet the needs of children and families
- To personalise support for individual children, particularly those who are vulnerable and have special needs
- To ensure that assessment records of children are used effectively at times of transition

Free entitlement

2-3 years

There are a number of free early education places for some two year olds in the two 2/3 rooms (it is not an entitlement for all children as it is for all 3 and 4 year olds). The free entitlement can be taken over five days, term-time only or four days, all-year round, either as morning sessions or afternoon sessions.

All children accessing these places must meet the following Local Authority (LA) criteria:

- Free School Meals
- Child who is Looked After (LAC)
- Low income families and earning no more than £16,190 a year
- Child who has a current statement of Special Educational Needs or an Education, Health and Care plan
- Child is entitled to Disability Living Allowance
- Child who has left care through special guardianship or an adoption or residence order

The school/centre use the LA criteria first then for additional places look at children:

- Living locally
- With siblings already attending the school/centre

3-4 years

There are two classes for 3 to 4 year old children.

From the term (January, April or September) after their third birthday all children are entitled to 15 hours of free early education per week, for 38 weeks a year. The free entitlement is usually taken over five days, either a morning session

from 8.45-11.45 or an afternoon session 12.30-3.30, or over two-and-a-half days, either Monday and Tuesday 8.45-3.30, Wednesday 8.45-11.45 or Wednesday 12.30-3.30, Thursday and Friday 8.45-3.30. In certain cases it may be taken more flexibly. If a 2½ day place is offered the child will be expected to stay for lunch. Lunchtime is a social experience with children helping to set the tables, sitting in small groups with an adult and serving each other; children are encouraged to try new foods (see Food and Nutrition Policy).

Families complete a waiting list form; this can be done over the phone. Children's names may be put on the waiting list from birth and they may live within any area of Bradford Metropolitan District. Children are normally admitted to 3/4 rooms in the September or January following their third birthday.

The waiting list is organised into terms which reflect the September and January intake and children are added to the waiting list the date the completed form is received.

Places are allocated using the following criteria:

- In order to ensure a seamless experience for very young children priority is given to children who have attended the 2-3s provision for at least 12 weeks
- The remaining places are allocated from the waiting list, ensuring that each class has a balance of ages, gender and ethnicity
- Children who have recently moved into the area or who have not had their name down on any waiting list and would otherwise miss out on nursery education may be given special consideration
- Priority may also be given to children with special educational needs or family needs.

Lilycroft Nursery School also offers the **free 30 hours** entitlement for 3 to 4-year-old children. Where children are eligible for a free 30 hour nursery place these sessions run from 8.45-11.45 and 12.30-3.30. Should you wish your child to remain in Nursery between 11.45 and 12.30 there is a lunchtime charge to cover the cost of the meal.

Children accessing these places must meet the following HMRC criteria:

- Both parents are working (or the sole parent is working in a lone parent family); each expect to earn at least £115 a week or work more than 16 hours at the National Living Wage (unless you became self-employed less than 12 months ago), or each expect to earn at least £111 a week or work more than 16 hours at the National Minimum Wage (unless you became self-employed less than 12 months ago), or each expect to earn at least £61.92 a week if you are under 18, £84.80 a week if you are aged 18-20 or £52.80 a week if you are an apprentice (either under 19 or in the first year of your apprenticeship), or
- Both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity or paternity leave, adoption leave or receiving statutory sick pay, or
- One parent is employed & the other parent has substantial caring responsibilities based on specific benefits received for caring, or one parent is employed & one parent is disabled or incapacitated based on receipt of specific benefits.
- You, and your partner, must also both live in England and neither parent must have an income of more than £100,000 per year.

Paid provision

- Paid for provision is available for 2-5 yr olds, either to top up a free early education place or stand alone for 2 yr olds.
- If places are available, children can be admitted at any time of year. If places are not available, the child will be added to the paid provision waiting list.
- Attendance at nursery school must be for a minimum of three sessions each week.
- Parents/carers will be given a copy of our Charging and Cancellation Policy and must sign a contract when their child is admitted.

The Nursery School is open from 7.45 to 17.45 from Monday to Friday during term time. Holiday provision is available at St Edmund's Nursery School and Children's Centre for those families who require it. Both settings are closed for Bank Holidays and for the week between Christmas and New Year. In order that the whole school can come together for staff development and training we will also close for an additional five days throughout the year. Holiday and Training Day dates are available on the website www.lilcroftnurseryschool.com or you may request a paper copy from the office.

Transition

We want children to settle into the provision happily with parents/carer circumstances also being taken into account during the settling in period. Children thrive in an environment in which they feel safe and secure. Parents/carers must feel confident that their child's experience is as good as it could be. In order to facilitate this, all children are allocated a key person. This adult has a special relationship with the child and their family and is the first point of contact.

Families have a home visit prior to starting nursery. Children are also offered lots of opportunity to visit prior to the official admission date (parents/carers must stay with the child during visits). For children under three it is essential that several visits are made before the child is left for the first time.

- All children will be visited at home by the key-person (see lone working policy). This is a time to share information about the child and the school. The child's interests should form the first observation for the child's file.
- New children should be admitted gradually. In advance the child's basket/ROA/coat peg/name card should be ready. The key-person should be there to warmly greet the child (using child's name) and parents/carers. The key-person should then spend some time supporting the child, reassuring parents/carers and organising the settling-in process. Other staff should be introduced to the child and parents/carers.
- The key person and parents/carers work together to decide when a child may be left unaccompanied at the nursery for the first time. Each child is treated individually; his/her particular past experiences (e.g. playgroup attendance) and emotional maturity are taken into account during this important settling in period. Parents/carers are often asked to leave their child for only short periods of time initially.
- All children should be greeted warmly each day. Arrivals and departures are times when information can be shared between home and centre. Information from home can be recorded in the child's file
- Children should be supported at key transition times during the day. When children need to move from one place to another they should be informed what is happening and why and then helped through the process
- When children are almost ready to move from one room to another or to a new key group, parents/carers need to be fully informed. Transition should take place over a period of time. Information should be passed from the old key-person to the new key-person and parents/carers should be kept informed of the process, taken to the room and introduced to the key-person and any other new practitioners.
- Where children transfer settings before reception year the key-person will ensure all relevant information is passed onto the receiving setting
- At the appropriate time, we will ensure all children have been allocated a primary school. There will be close liaison with the receiving school to ensure staff have the opportunity to visit children here and dates of visits to primary school can be passed onto parents.
- Teachers will ensure reports are prepared for the child's new school and the admin team will forward children's personal data onto the individual primary schools via a secure Government web link.

Attendance

Regular attendance is crucial for children's achievement; lack of attendance may well indicate a need for extra support for a family. These guidelines aim to ensure that the correct support is given in order to encourage good attendance.

- Parents/carers must inform us by phone or other means on the first day of absence, giving reason. Parents/carers should be encouraged to bring their child back as soon as possible

- Where a child is unwell whilst attending nursery, staff should use their discretion as to the appropriateness of attendance. If staff feel a child needs to go home they should seek approval from the senior leadership team
- Key persons and admin staff will follow-up any unexplained absences (see Absence Process). If a child has not attended after 4 sessions in total and no valid reason for absence has been obtained a home visit should be undertaken. Separate arrangements may be made for families with an intervention plan or where Children's Social Care are involved. Where a child is on the child protection register attendance is checked daily and any absence is followed-up the same day with a telephone call and a home visit if there is no reply. The social worker will also be informed.
- Where there are persistent concerns about attendance these will be discussed at planning meetings
- The administrative team will provide half-termly reports to the the Head of School about attendance
- Staff should make clear to parents that children should be brought to and collected from the school by a person 16 years of age or over. Where a parent/carer cannot collect their child they must inform a member of staff who will be collecting them and give tis person the password. Ideally, persons who will be picking up a child from Nursery will be introduced to their key person in advance.
- If a parent/carer says a child will be absent because of a holiday, the form 'Application for Absence' should be completed and signed by the headteacher. A copy is given to the parent/carer, a copy kept in the child's file and a copy kept in the Application for Absence file
- Absence for up to two weeks family holiday is authorised. Four weeks absence can be authorised in exceptional circumstances in the case of extended visits abroad. If the child does not return after four weeks absence his/her name will be removed from the register and the place allocated to someone else.

Late or Non Collection of Children (A copy of this information is given to parents/carers at the home visit)

Parents/carers must ensure that their children are collected promptly at the end of the session. If they are going to be late they must contact the staff at the school by telephone.

In the event of a child not being collected at the end of the session and staff not being informed, the following steps will be taken:

- Staff will reassure the child they have not been forgotten
- Staff will try to contact the child's parents/carers
- If unable to contact the parents/carers staff will try to contact the emergency contact numbers
- If unable to contact anyone, staff will continue telephoning at 5 minute intervals
- Staff will not release the child to an unauthorised person

Staff will not take children home. Children's Social Care will be contacted on 01274 530434/01274 437500 if the child has not been collected after 45 minutes

Staff will keep a record of all children who are not collected promptly at the end of the session. If children are collected late on a regular basis without a legitimate reason parents/carers will be charged to cover the extra costs incurred in terms of staff wages and premises hire charges at the rate of £10/hour or part thereof.