

Hanover Street School



Nursery Induction

Policy

<u>Relevant Performance Indicators</u>		
<i>HGIOELC Quality Indicators</i>	2.6	<i>Quality of support for children and their families; Collaborative planning and delivery; Continuity and progression in learning.</i>
<i>Health and Social Care Standards (2017)</i>	4.12	<i>I receive proper notice and I am involved in finding an alternative if the service I use plans to close or can no longer meet my needs and wishes.</i>
	4.13	<i>I have enough time and support to plan any move to a new service.</i>
	4.14	<i>My care and support is provided in a planned and safe way, including if there is an emergency or unexpected event.</i>
	4.15	<i>I experience stability in my care and support from people who know my needs, choices and wishes, even if there are changes in the service or organisation.</i>
	4.16	<i>I am supported and cared for by people I know so that I experience consistency and continuity.</i>
	4.17	<i>If I am supported and cared for by a team or more than one organisation, this is well coordinated so that I experience consistency and continuity.</i>
	4.18	<i>I benefit from different organisations working together and sharing information about me promptly where appropriate, and I understand how my privacy and confidentiality are respected.</i>

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Last Updated: June 2018

Review Date: June 2019



**This policy is drawn from the guidelines of
Aberdeen City Council
Nursery Admissions Policy.**

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Guidelines for Induction

Aberdeen City Council is committed to providing induction programmes that will ensure the happy and safe transition to nursery and which will support children to become confident, eager and enthusiastic learners.

1. Principles of Induction

- Children need social and emotional support to help them cope with changes i.e. the people, the setting, the approach and the curriculum.
- Parents need to be well informed and involved.
- Nursery staff must welcome each child and help them develop independence and a sense of belonging to the nursery and the wider school.
- Recognition should be given to children's previous experiences.

2. Processes of Induction

- Induction is the educational process through which the child and the parents are introduced to the nursery and welcomed into the wider school community.

The following factors will be taken into account when planning nursery induction:

- **Parents** have a critical role to play as they are the children's prime educator in their early years. They provide the constant element in the child's experience of transition from one setting to another. Their in-depth knowledge of the child needs to be shared with the nursery staff.
- **Young children** have to learn to cope with people and settings outside their family. For this to be a positive process they require the social and emotional support from both parents and nursery staff to enable them to adjust to:
 - the temporary separation from the family;
 - the new social context; and
 - the range of learning experiences they encounter.



- **Nursery staff members** have a crucial role to play in welcoming parents and children by creating a safe and stimulating environment that will broaden and develop the children's learning experiences. They will promote genuine partnerships with parents to provide the best opportunities to discuss the child's achievements to date, which will help support programmes for learning.

3. Management of the Induction Process

We will ensure that all nursery staff and parents are familiar with Aberdeen City Council's Policy on admission to nursery.

Using our nursery policy for induction, the staff will:

- Organise a pre-entry visit/induction talk and allowing time for **individual contact** with every parent and child;
- Discuss intake arrangements and explain the rationale behind this;
- Provide each family with an induction/application pack (containing nursery handbook, class/staff/session information with starting dates and times, school calendar, school admission form, information gathering sheet, parental consent booklet, uniform information, instructions for the Schools information Line and School Website)
- Give due consideration to the order in which children are admitted e.g. whether children with additional support needs, previous experiences, family circumstances;
- Liaise with any other agencies involved with the child/family;
- Phase pre-school and deferred entry year children into the nursery for a full session over a 3 week period. It is expected that ante pre-school year children would attend a full session by the end of the fifth week. The local authority is required to provide a minimum of 38 weeks of pre-school education;
- Involve parents in the settling process;
- Organise opportunities for parents to find out about the curriculum and how children learn e.g. open days, meetings, workshops and information pamphlets.
- Review induction procedures annually in the light of parental and staff comment and taking account of the particular circumstances of the incoming group.



4. Application, Allocation & Induction Timetable, 2018/19

APPLICATION, ALLOCATION & INDUCTION TIMETABLE 2018/19

Early January 2018	<p>Early Years Team will write to all parents whose children are on waiting list (s) for 2017/18 and who are eligible for session 2018/19 advising that they have to apply in January 2018.</p> <p>Schools are responsible for ensuring that the parents of all children who are eligible to continue in 2018/19 complete an application form. This includes children who will start nursery in January and April 2018.</p> <p>An advertisement will appear in the local press advising parents to apply for nursery places for session 2018/19.</p>
January 2018	
15th January to 26th January 2018	Parents apply for places by collecting an Early Learning and Childcare Application Form from Schools . The closing date for receipt of applications is 26th January 2018 .
February 2018	<p>Schools copy application forms and send to the Early Years Team by 2nd February 2018.</p> <p>Schools should submit requests for Deferred Entry to P1 to the Early Years Team by 14th February 2018. The Deferred Entry panel will meet on 19th February 2018 to assess applications. Schools must ensure that Deferred Entry applications are included in the batch of nursery applications submitted.</p> <p>Pre-School Additional Support Needs admission panel will be held in February 2018.</p>
By 14th March 2018	The Early Years Team will send Head Teachers lists of children who will be offered places at their schools.
By 21st March 2018	The Head Teacher will compose classes using the criteria in this policy and forward this information to the Early Years Team by 21st March 2018 .
By 11th April 2018	Letters with offers of nursery places will be posted to parents/guardians by the Early Years Team by 11th April 2018 .
	Parents will be asked to return the acceptance slip to the Early Years Team by 23rd April 2018 .
11th May 2018	Early Years Team will send final list of accepted places to schools.
June 2018 Induction and enrolment	Schools should give each parent a Nursery Enrolment Form to complete and this should be used to input information to their Management Information System.
Two weeks before the Summer Holiday	Parents and children should know which session will be attended and, where possible, know who the Nursery Teacher and Nursery Nurse will be. They should have been offered an opportunity to visit the Nursery and be given a Nursery Prospectus/Handbook.
Schools should continue to send applications to the Early Years Team, who will process the applications and advise if the schools can offer spaces.	
No offers should be made by the school. The Early Years Team will make all offers.	



5. Calendar of Induction Procedures at Hanover Street

Children may begin nursery the term after their 3rd birthday. These intakes are in 3 stages, and the calendar of induction procedures are detailed below:

	Starting nursery in August	Starting nursery in January	Starting nursery in April
June	Visit to the school is arranged for parents and children - induction talk		
July			
August	Children are phased into nursery in accordance with Aberdeen City Council Policy, with consideration given to the individual needs of pupils and families.		
September	Nursery Workshop/Open Day is held.		
October			
November		Visit to the school is arranged for parents and children - induction talk	
December			
January		Children are phased into nursery in accordance with Aberdeen City Council Policy, with consideration given to the individual needs of pupils and families.	
February		Nursery Workshop/Open Day is held.	
March			Visit to the school is arranged for parents and children - induction talk
April			Children are phased into nursery in accordance with Aberdeen City Council Policy, with consideration given to the individual needs of pupils and families.
May			Nursery Workshop/Open Day is held.
June			