



# Admission and Induction Policy

<b>Date the policy came into effect</b>	<b>February 2018</b>
<b>Date of next policy review</b>	<b>2020</b>
<b>Name of person responsible for this policy</b>	<b>Christopher Fulton</b>
<b>Issued to</b>	<b>Staff, governors, parents</b>
<b>Date of issue</b>	<b>February 2018</b>

## Rationale

It is the responsibility of the Principal and Board of Governors to ensure that all Education Authority guidelines for admission to the Nursery Unit & Primary School are followed. Our role is to ensure that the children settle and are afforded every opportunity to achieve their full potential, on admission to both the Nursery Unit & Primary School.

## Aims

In Victoria Nursery Unit & Primary School we will ensure that:

- Procedures for admission as outlined in the EA's open enrolment booklet are strictly adhered to.
- Opportunities are provided to raise parents' awareness of the principles and aims of education and its relevance to the development of their child.
- All children will settle well and be happy participating in the life of the school.

## Admissions to Nursery

- a. Children will be allocated a nursery place by applying the criteria as set out in the EA's open enrolment booklet.
- b. Admissions Criteria to be used in the event of the Nursery Unit being oversubscribed are listed below in order of priority.

The statutory criteria set out in the Enrolment Booklet will be applied to all valid applications received on the official application form. The criteria will be applied according to the procedures detailed in the Enrolment Booklet.

In the event of the enrolment number being exceeded on the application of a statutory criterion, the sub-criteria set out below will be applied in the order indicated.

- a. Children will be admitted in accordance with the preference for Victoria Primary School Nursery Unit named on the application form i.e. those whose form indicates a first preference will be selected before those whose form indicates a second or subsequent preference, second preferences will be selected before third or subsequent preferences etc.
- b. Preference will be given to children of members of staff.
- c. Preference will be given to children who have an older brother/sister already attending Victoria Primary School, or who have had an older brother or sister who completed the majority of their primary education at Victoria Primary School. In the event of there being more applications than places at this stage selection will be on the basis of children with brothers/sisters in ascending year group order, beginning with those children who have brothers/sisters currently attending the Nursery.
- d. Preference will be given to children who are the oldest/first in their family.

e. The final selection will be on the basis of distance from the school to the child's permanent address as measured through the Ordnance Survey digital mapping service (Spatial).

### **Admissions to Primary School**

- Admissions criteria to be used in the event of the school being oversubscribed. The criteria are listed in order of priority.

1. Children who have/had siblings attending the school.
2. Children who have attended Victoria Nursery Unit.
3. Children of staff in the school.
4. If still oversubscribed, final selection will be made on the basis of closest distance from the child's permanent address to the school as measured using the Ordnance Survey digital mapping service (Spatial). Proof of home address may be required.

## Induction in Nursery Unit

- A parents' information / welcome meeting will be organised each year, towards the end of the summer term, for the following year's intake when:
  - The basic principles of Nursery education will be outlined.
  - Induction procedures for the children will be discussed.
  - Parents/guardians will have the opportunity to ask any questions they may have or speak to the nursery teacher about any other matter concerning their child.
  - Parents/guardians will receive a copy of the Nursery Information Booklet and any other relevant information.
- Parents/guardians will be asked to complete information and consent forms to bring with them to the open evening.
- Each child will have the opportunity to visit the nursery with his/her parents or guardians prior to commencing nursery.

On this day parents will receive a letter outlining the start date and pattern of attendance for the first number of weeks along with information aimed at assisting parents in preparing their child for nursery.

- The nursery induction will be completed by the end of September / beginning of October\*.  
\*in the event of admitting children in their penultimate preschool year
- All staff will be familiar with and take into consideration written information provided by parents, particularly any issues that may impact on a child settling in.
- All parents will be requested to stay on their child's first day to ease the transition between the home and nursery environments.
- For the first few weeks, children will attend nursery in small groups, enabling staff to establish sound relationships with them and to gain increasing awareness of their needs, interests and abilities.
- Staff will be available to discuss with parents / carers any anxieties or concerns they may have with regard to their child starting Nursery.
- The children's initial stay in Nursery will be short, building up to a full session towards the end of September / beginning on October.
- Children will have opportunities to engage in both indoor and outdoor activities from the beginning of the settling in period. Subsequently, other routines and activities will be introduced e.g. tidying up, story session, circle time, snack routine etc.
- Rules that are in place for the children's safety and well-being will be introduced and reinforced naturally through their play and adult-led activities.
- A child experiencing difficulty settling in the absence of a parent/carer may benefit from a restricted period of attendance until he or she can settle happily. The nursery teacher will use her professional judgement to determine the appropriate length of stay for each individual.

- Staff will allocate additional time to work in partnership with parents of unsettled children, providing support and reassurance and implementing strategies to assist their child during this period.
- Staff will work with children in small groups as well as a whole class to teach the children basic play skills, how to access equipment and to encourage appropriate behaviour. This will involve initially limiting equipment, gradually building up the amount and type of equipment. Staff decisions will be informed by observing the children's play on a daily basis.

## **Induction in Y1**

- A parents' information / welcome meeting will be organised each year, towards the end of the summer term, for the following year's intake when:
  - The basic principles of education in Foundation Stage will be outlined.
  - Mr Fulton will speak to parents regarding how to prepare the children for starting school
  - Induction procedures for the children will be discussed.
  - Parents/guardians will have the opportunity to ask any questions they may have or speak to Y1 staff about any other matter concerning their child.
  - Parents/guardians will receive information and consent forms to be returned by the end of June.
  - All children will have the opportunity to visit their Y1 classroom and meet their teacher.
- Y1 teachers will explain to all parents at the induction meeting the details of how children will begin school. This will change year on year, depending on the needs of the pupils coming into Y1.
- During this period teachers will conduct meetings with the parents of each child, beginning to build a profile on the child based on information given by the parent.
- A parents' information meeting will take place in late September, early October when:
  - Y1 teachers will outline a typical day in Y1, providing an overview of the Y1 curriculum.
  - Parents will have the opportunity to visit the classrooms.
  - Parents/guardians will receive a copy of the Child Protection, Pastoral Care, Intimate Care, Anti Bullying and Positive Behaviour Management Policies.

## **Roles and Responsibilities**

### **Principal / Board of Governors**

- Review annually the criteria as set out in the EA's preschool & Primary School open enrolment books.
- To ensure that the correct procedures as set out by the EA have been followed.
- To oversee and minute the completion of the open enrolment process.

### **Senior Clerical Officer & Nursery Teacher**

- Undertake all administrative duties pertaining to open enrolment and induction throughout the process e.g. completion of paperwork for the EA, notifying parents of offer of place, reviewing Information Booklets, consent forms etc.
- Retain all records of applications for the following year's intake.

### **Nursery Teacher & Y1 Teachers**

- In consultation with the principal, arrange and facilitate a welcome / information evening for new parents.
- Establish and maintain a good working relationship with parents, liaising closely with them during the induction period and beyond.
- Oversee the settling of all children, ensuring they are happy and secure within the nursery / school setting.

### **Nursery & Classroom Assistants**

- Assist the teacher in welcoming new parents to the nursery and school.
- Assist the teacher in settling of children during the induction process.