

Alumwell Nursery Admissions Policy

The Nursery is funded for 130 part time places 65 am and 65 pm. There are five family groups of 13. We also offer 64 two year old places- 32 am and 32 pm for eligible children. These are situated in Alumwellies building. Our extended schools provision offers 24 morning and 24 afternoon places.

Children wishing to attend the Nursery are asked to fill in an application form and provide the child's birth certificate. There is no restriction for age when this is done. Children are funded in Nursery in the term following their third birthday and the term after their second birthday for two year old funded places.

We contact family before their child starts nursery and arrange a home visit by school staff.

Information is shared and early links are created with outside agencies with parent's permission.

The majority of children are admitted in September on a staggered intake over two weeks. Parents are contacted by letter in the preceding term to inform them a place is available. They are then invited to meet the group leader and share further information about their child and complete the Nursery entry details and receive the school prospectus.

Children then begin their induction by making two one hour visits during their first week. Group sizes are reduced at this time to assist with induction. Children begin to attend full sessions in the following week. If children are unsettled they may continue with hourly sessions until they are feeling happier. This is by negotiation with parents. Parents are notified via the prospectus that regular attendance is required unless a child is ill. Four weeks of no attendance without sufficient reason the child will lose their place.

If we are over- subscribed please see the council over -subscription criteria. If we have places available, we take children through the school year, ideally at the beginning of a new term. If there are no places available, children will be placed on a waiting list until a place becomes

available. If children have early identification of a special need or disability, a transition meeting will take place prior to beginning school.