



## Nursery Admission Policy

### Bramley Vale Primary School

Version (3)

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| Owner            | Bramley Vale Primary School |
| Author           | Lydia Knowles               |
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|         |                            |                                     |
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## **Nursery Admission Policy**

### **NURSERY – 26 FTE Places**

Applications for the Nursery class waiting list can be made as soon as parents wish to do so after a child is born. Early registration can help us to plan future provisions. To register a child for a place on the waiting list please collect a form from the school office or telephone (01246 850289). Alternatively, forms are available on our school website.

<https://www.bramleyvaleprimary.com/parents/our-school-2/>

When offering Nursery places, the Headteacher and Governors will allocate these on the basis of the Authority's criteria. The criteria are intended to ensure that those children in greatest need have access to Nursery places.

The criteria (listed in priority order) are: -

1. Children who are on the Child Abuse 'at risk' register.
2. Children who are, or are likely to be the subject of a statement of Special educational Needs under the 1981 Education act.
3. Children whose families are experiencing severe social and psychological stress leading to significant impairment in the child's development.
4. Looked After Children
5. Other children from the normal area of the school with siblings who already attend BVPS
6. Other children from the normal area of school.
6. Other children from outside the normal area.

Children are admitted to our Nursery from the term following their 3rd birthday (subject to the availability of spaces). We admit in age order and subject to the Authority's criteria above. In the case of (5) the Governors reserve the right to admit children from outside the normal area of the school who have siblings at school before other children from outside the normal area without siblings.

Admissions to our Nursery class occur at the beginning of the autumn and spring terms. If we have spaces available, children will be admitted at the beginning of the summer term also. Should vacancies occur midterm, attempts will be made to admit children at this stage.

Children will normally be offered 5 sessions of 3 hours in duration. These will comprise either morning or afternoon sessions and will be allocated according to the age of the child and the Authority's criteria above. It is important that parents consider carefully which of these sessions they prefer and accept.



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From the point of view of the child, it can be undesirable to change once a firm commitment has been made and the child has been entered on our register. Changing to an alternate session will only occur due to changing circumstances and after an application has been made to the Headteacher and Governors.

## **The application procedure**

- To register your child for a place on the waiting list, telephone the school office (01246 850289) or visit our school website. Each child is placed on the waiting list according to the criteria set out in the policy and age order.
- As the time nears for your child to start nursery, the first contact will be by telephone or in writing. Parents will be offered a morning or afternoon place (subject to availability and in line with the criteria set out in the policy and in age order). Each parent will be encouraged to collect an admission pack and complete at home in as much detail as possible.
- A total of four transition sessions will be arranged for all new starters to meet the staff and a start date given along with a meeting with the class teacher and headteacher. This must be attended to prior to your child starting at Bramley Vale School.
- Parents will be offered the opportunity to defer their child's entry should their preferred session not be immediately available. Though such deferral may result in the preferred session being offered it must be understood that future unknown and unpredictable circumstances may mean that a preference cannot be guaranteed.
- Governors retain the right to offer places according to availability, need or with a view to changing a placement during the next admission phase should such preferred places become available.

Your child may be eligible to attend a full days sessions. You can access this via the 30 Hour Funding option for working parents. Please see the office if this may apply to you.



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## **1. Starting Nursery**

Before starting nursery, we invite all new children to a four transition sessions. This is a 'trial period' for your child to see what Nursery is like. During this time we encourage your child to join groups of children in play or teacher led activities.

Here are some ways in which you can help your child to settle into Nursery quickly:

1. Build your child's confidence to clearly say their full name.
2. Encourage your children to tidy their toys away and to look after their toys and books.
3. Encourage your children to put on their coat, socks and shoes and when possible dress and undress themselves.
4. Ensure that your child can use the toilet and wash their hands afterwards.
5. Help your child to practice talking, understanding and answering questions.
6. Encourage your children to carry short messages.
7. Read to your child regularly.

If you know the names of other children and the Nursery staff, use these in conversation with your children to encourage friendships.

## **2. Session Times**

Morning Sessions 8.45 – 11.45

Afternoon Sessions 12.45 – 3.45



A member of the EYFS team will welcome you and your child at the gate in order to help you establish and settle into the nursery routine.

We ask that children are collected promptly at the end of each session. Please inform the staff/school office if your child is to be collected by an adult who is not on the schools admission form or known to the staff.

## **3.Attendance**

Although attendance at nursery is not statutory, we believe a strong start to a child's education can really make a difference. We would recommend that you bring your child to school everyday in order to start good patterns for starting in main school. If

your child is going to be absent we would recommend that you get into the habit of phoning or texting into school to inform us.

If your child is absent from school then please do one of the following:

- Telephone school with a message, which will be passed on to the class teacher.
- Leave a verbal message at the office or with the class teacher.

#### **4. Clothing**

The 'Code of Dress' for the school is as follows:

Yellow polo top for both boys and girls

Black shorts in summer for both boys and girls

Black trousers for both boys and girls

Blue sweatshirts both boys and girls

Black skirts

Light blue dress

Dark shoes or black trainers

No sleeveless dresses, tops or vests

No jewellery, except pierced earrings, studs only, (which must be taken out on PE days or taped up)

No ties or blazers

Please remember that the Nursery is a work and play place for your children and we ask that you consider the clothing and shoes children wear in respect to health and safety. Please don't send your children in 'best clothes' or any that are difficult to get off in a hurry e.g. dungarees.

**Please ensure that your child's clothes are named.**

Aprons are provided for messy activities.

Most days your children will be able to play outside. We advise that children should have a coat or jacket and when appropriate, gloves and a hat.

Jewellery should not be worn, as it can be a hazard and is easily lost. Studs are the most appropriate form of earrings if needed. However, if you choose for your child to 'wear' these, they should be removed on P.E. days or taped up.

#### **5. Children, Parents and Staff**

We are partners in the education of your children. We build on the work that you do and we value your help. Staff are always willing to discuss issues concerning your child.



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## **6. Keeping Safe and Healthy**

### **Safety**

**Fire Safety** – Children and staff regularly practice the Fire Drill and children are praised for remembering the following Nursery Rules, which are particularly important in emergencies.

Always walk in the Nursery – do not run

Please stop immediately when told

Please listen carefully

**Road Safety** – Within the Nursery, road safety is given a high priority with constant reminders and frequent discussions.

**Safe Play** – Through all aspects of play the children are taught to play carefully with respect to themselves, each other and property. We also teach children awareness of seasonal dangers (i.e. safe play in the sun) and of safe places to play. We aim to help the children become more aware of dangers and how they can avoid them without causing stress or fear.

### **Safety / Security in school**

Clearly, the Governors and staff, have a moral as well as a legal responsibility to ensure as far as possible that we provide a safe and caring environment for your children to be in.

All regular staff wear a staff lanyard to identify them. All visitors are required to wear a visitor lanyard and sign in and out of the school at reception. This policy is clearly explained to all the children.

We ask all visitors / parents to close doors as they pass through them. All buildings are securely locked and no person can access classrooms without permission. At playtimes and lunchtimes all entrances are monitored and all visitors are escorted to the main office. Your child's safety is paramount to us.

### **Health**

If your child is absent from Nursery due to illness please telephone to explain the reason. The following chart tells you how long to keep your child away from Nursery / School if they have an infection.

Chickenpox 5 days after rash appears

Measles 5 days after rash appears

German Measles 4 days after rash appears

Glandular Fever Until swelling has gone down (at least 7 days)

Sickness / Diarrhoea If your child experiences either of these, please keep them off nursery for 48 hours after the last episode in order to ensure they are fully recovered and to prevent spreading the illness.

Mumps 21 days after cough starts or 5 days after antibiotic started.

**Headlice** – Unfortunately head lice can be a problem whenever children meet together. The best advice is to be constantly vigilant, checking your child's hair regularly, particularly when you are advised by Nursery staff.

**Hygiene** – Children are taught basic hygiene skills using the toilets, washing their hands and blowing their noses. Other aspects of personal cleanliness are taught within the framework of the Nursery Curriculum. The school has general responsibility for recognition and referral of any concerns that we may have about the welfare of individual children. Parents should be aware that the school will take reasonable action to ensure the safety of its pupils. If we have any concerns about injury, harm or risk to a child, staff have no alternative but to follow Protection procedures.

## **7. Safeguarding / Child Protection**

Internal Procedures – the school has designated safe guarding lead (Mr Rumsby) Headteacher. All staff are fully safeguarding trained and are up to date with any changes made in the 'keeping children safe in education act 2023'.

All members of staff in school have been DBS checked. This is a requirement by the government. Any employee will complete this procedure as part of their employment. All other adults that work for Derbyshire County Council will also have been checked. Any parent wishing to help in school on a regular basis will also need to complete a DBS check.

## **Responsibilities of all staff**

In the event of a member of staff (teaching and non-teaching) having a child protection concern about a pupil, he/she will immediately inform the Designated Safeguarding Lead and record accurately the event(s) giving rise to concern.

Please note that the school is an agency for child protection and is required, along with all other schools, to take any reasonable actions to ensure the safety of all pupils. Parents should be aware that the school will work closely with all other agencies to ensure the safety of our children. In cases where the school has reason to be concerned that a child is subject to ill-treatment or neglect or from any form of abuse, staff have no alternative but to follow Derbyshire County Councils Procedures and inform social services of their concerns. This is a legal and moral obligation.

## **8.Special Needs**

Within the School and Nursery, we have a policy to help your children achieve their full potential. If staff feel that a child is displaying difficulties within their development,





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staff will initially discuss these with the child's parents suggesting possible courses of action.

The child will be monitored to enable their progress and to call in expert help when required. The School has a legal responsibility to carry out this procedure and regularly review provisions for each individual child on the list. Our school SENCO is Mrs Fay.

If parents / carers have any concerns, please do not hesitate to contact Nursery Staff.

## **9. Equal Opportunities**

In our Nursery it is our aim to treat all children fairly and without bias, regardless of race, creed, culture, sex or status. We have an equal opportunities policy to help us achieve this aim.

## **10. Behaviour and Discipline**

In the Nursery we encourage good behaviour through a system of praise and reward. We encourage self-control, good manners and consideration for others. We aim to modify behaviour that does not help your child and other children to learn and be happy.

In extreme cases of disruptive behaviour we will liaise with parents or carers. Sanctions may be used and help from the Headteacher or the Education Psychologist may be sought. If you have any concerns, please speak with a member of the Nursery team.

Rules are kept to a minimum but bullying, fighting and the use of inappropriate language are not tolerated. The school and nursery operates an anti-bullying policy. Our Nursery Curriculum is structured around guidelines from the Department for Education. It also follows guidelines from Derbyshire Education Authority for the education of the under five year olds.

In the Nursery, children are taught through a wide and varied range of play based activities both indoor and outdoor. Learning is monitored and assessed and records are kept to inform planning and teaching.

## **11. The Curriculum**

We have 3 key stages in our school.

1. Early Years and Foundation Stage (EYFS)
2. Key Stage 1 (KS1)
3. Key Stage 2 (KS2)

Your child will start in the EYFS when in Nursery and Reception. They will then move onto KS1 with Year 1 and Year 2 and onto KS2 with Year 3 to Year 6

## **12. EYFS**

### **What is the EYFS?**

The EYFS is a stage of children's development from birth to the end of their first (Reception) year in school. The EYFS Framework describes how early years practitioners should work with children and their families to support their development and learning. It describes how your child should be kept safe and cared for and how all concerned can make sure that your child achieves the most that they can in their earliest years of life.

### **What are the EYFS principles?**

Theme: A Unique Child

Principle: Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

Theme: Positive Relationships

Principle: Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.

Theme: Enabling Environments Principle: The environment plays a key role in supporting and extending children's development and learning.

Theme: Learning And Development Principle: Children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and interconnected.

Each Principle applies to all children from birth. Each Principle is supported by four commitments that describe how the Principle can be put into practice. The curriculum in EYFS covers 7 areas:

### **Prime Areas**

Communication, Language and Literacy

Personal, emotional and social development

Physical Development

### **Specific Areas**

Mathematical Development

Literacy Development

Creative Development



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Knowledge and Understanding of world

A play based, active, free flow curriculum is offered for children to develop their skills in each of these areas. It uses both the indoors and outdoors environment, maximising on 'in the moment' learning opportunities and following the children's interests.

## How will my child be prepared for starting reception?

We work closely with the local authority and other agencies to ensure a smooth transition into school and to ensure children are ready. The best way to do this is by giving parents and carers an opportunity to discuss their child and how they can support them to be ready for school.

Parents will be contacted by a member of the health visiting team and offered an appointment at a local venue for a face-to-face pre-school health review. The meeting allows more time to offer support and advice around school readiness if it is needed.

## What are the 10 keys to unlocking school readiness?

The 10 keys have been identified by Derbyshire parents, carers and professionals. These will help everyone understand what children developing typically for their age should be able to do by the time they start in reception class.

The 10 keys for unlocking school readiness are:

I can settle happily without my parent or carer

I can tell friends and grown-ups what I need

I can take turns and share when I am playing

I can go to the toilet on my own and wash my hands

I can put on my own coat and shoes and feed myself

I can tell a grown up if I am happy, sad or cross

I know that what I do and say can make others happy or unhappy

I am curious and want to learn and play

I can stop what I am doing, listen and follow simple instructions

I enjoy sharing books with grown-ups

Hopefully we have answered any questions you may have had about school, school life and school routines. If you have any other worries at all please do not hesitate to get in touch