

### **Two year olds to three year olds.**

Step 1: On enquiry when a child is two years old or over then a **nursery application form** and brief information booklet are issued. On receipt of the completed form the child's name is placed on the nursery waiting list. On the child's third birthday they become eligible for a place in the following term.

Appendix 1

Step 2: The school contacts the parents, sending them a Council Nursery information pack and letter/acceptance form offering a place. We try to accommodate parents' wishes for am or pm places. Parents have two weeks to respond to that offer. If they do not wish to accept a place they may continue to keep their child's name on the waiting list. Appendix 2

Step 3: On our receiving the acceptance form we add the child's name to the register of attendees for open day unless the parents have indicated otherwise. In that case we get in touch with parents directly to arrange matters.

Step 4: An open day is held in the Summer Term for those children beginning in August (and any other interested parties)

Step 5: At the Open Day parents are given a starting date and further details of induction. Those parents unable to attend are offered individual interviews.

Appendix 3

Step 6: We enrol children on their first day and parents are given a copy of the Nursery Handbook.

Step 7: Later on in the year, in the Summer Term parents are offered the choice of changing their time from pm to am or vice versa for the pre school year

If a child requires a full time place this is presently not available at Dalmeny Primary School. Details of applications to nurseries where such places are available: App 4

For children due to start in August who for whatever reason have not already started, the Council Info Pack is sent out after the Easter Break. See Step 2 above

### **Pre school year children**

Pre- school children take precedence over three year olds and where there is insufficient space to take all pupils then council guidelines are referred to. See App 5. Where there is an appeal against a school decision then the matter is referred to the council. Any four year old who arrives during their pre school year will immediately be given a place in nursery if there is one available, filling in an enrolment form.

In the Spring Term parents are given information about readiness for Primary School. App 6.

Children whose parents wish them to stay on at Nursery instead of transferring to the Primary School are referred in council policies as taking the option of 'Deferring'.

Children whose birthdays are in January or February and are the youngest in the pre-school year may 'defer' and start school a year later. An application form for this can be obtained from the school office. App 6a

Children whose birthdays are from August to December and are the older children in the pre-school year may also be considered for 'deferment'. As above this should be discussed with staff and application may be made to the Council. App 6b

Children whose birthdays are from Mar to July are referred to as retained pupils and are dealt with internally using the Pupil Support Policy.. referrals to School Psychological Services

### **Admission to Primary 1**

A date is set by the City of Edinburgh Council for registration for the following session's P1 classes; this date is usually the first week in December.

Posters advertising the School's date for registration are placed on display around the school and in the village. Other local nurseries are informed.

Parents wishing to register are met with individually and the philosophy of the school is briefly discussed. A 'phoenix' form is filled in, if that has not already been done for the child's nursery. Date of birth and address are checked. Where the application is from outwith the catchment area the possibility of applying to the local catchment school is mentioned and a visit advised. A non-catchment area application form is completed and sent by the school to the education department. Parents are given the School Handbook, Education Department Handbook and inserts. At this meeting the HT and parents have an opportunity to discuss the child.

Where the school is informed that an application has been accepted then relevant sections of the school's Induction Policy' are put into action. (Policy No. 7)

Where parents are debating deferral then, depending on circumstances, they will be asked to register for enrolment, but meet again with school staff in the Spring Term after they have been given information in Appendix 6.

Where a child is likely to need consideration for deferral then it may be necessary to call a case conference. Before doing so, if the child is already at dalmeny nursery then an internal referral is made in accordance with the school's LS policy and action is taken following that policy. (School LS coordinator discusses with parents and relevant staff and observes the child in the nursery situation.)

### **Admission to other stages.**

This is dealt with in Policy No. 7

### Allocation of Nursery Places for August start

Around Easter Nursery Information Booklets arrive in the school.

On date agreed by CEC an offer of places is sent to parents together with the information booklet.

- Parents are informed that they have two weeks to respond to the offer either by accepting a place or requesting to stay on the waiting list.
- Parents who do not respond are taken off the waiting list and informed of this fact.
- The school keeps two places, until mid September, for any special needs children or for late arriving eligible children. This is in line with council policy.