



St Chad's CofE Nursery and Infant School

Nursery Admissions Policy

School Leader: K Gilsenan

Link Governor: E Cartwright

Policy Approved Signed: E Cartwright Date: 07.06.17

Policy Reviewed Signed: E Cartwright Date: 09.06.21

Policy Reviewed Signed: E Cartwright Date: 17.06.20

Policy Reviewed Signed: E Cartwright Date: 19.06.19

Policy Reviewed Signed: K Bryne Date: 06.06.18



Information about the Foundation Stage

There are strict adult: child ratios for Nursery settings. For children aged three and over, there needs to be at least one member of staff for every 13 children. At least one member of staff must be a school teacher. If other members of staff are needed to fulfil the ratio, at least one of them must have a full and relevant level 3 qualification

At St Chad's CofE Nursery and Infant School, the Foundation Stage Leader is Miss K Gilsenan.

What is a child entering Nursery eligible for?

Children are eligible to be admitted to Nursery the term after they turn three years old, providing there is an available place available in school. All three and four year olds are eligible for 15 hours (a week) of free Nursery entitlement (funded by the Government). Children can spend a maximum of five terms in Nursery depending on their date of birth.

Putting a child's name on the Nursery 'Waiting List'

Parents / guardians wishing to apply for a Nursery place at St Chad's CoE Nursery and Infant School will need to contact the school directly and arrange a convenient time to come in and complete a Nursery Waiting List Application with a member of the office staff. Nursery places are in high demand and we recommend parents / guardians contact school as soon as possible to register for a Nursery place for their child.

The allocation of Nursery places is in accordance with the Governors' agreed oversubscription criteria.

Nursery Provision at St Chad's CoE Nursery and Infant School

The maximum number of children that can be accommodated in Nursery is 13. At present, our Nursery sessions run across the mornings (8:45am-11:45am), Monday to Friday.

This will be reviewed annually according to need.

Admissions procedures

The school will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

The school may assess its ability to cater to the applicant's needs by:

- Visiting the applicant's home
- Visiting the applicant's current education provision
- Inviting the applicant to attend the school

Induction arrangements

At St Chad's, we believe in giving every child and parent/guardian the best start. We provide a range of opportunities to build strong relationships prior to a child starting school to ensure we are well equipped with as much information as possible to meet the needs of each individual family. Parents/guardians are encouraged to make an appointment to walk around the school environment to share our school ethos and values prior to applying for a Nursery place. If the parent/guardian then wishes to proceed with their Nursery place application and there is space:

1. A member of the admin team will call a parent/guardian to make an appointment to complete induction paperwork in school.
2. The EYFS Lead will complete the induction paperwork with parent/guardian and child at school (See appendix):
 - School admissions form



- Pupil checklist
- Sun safety letter
- Video and photo consent policy
- Home school agreement
- Derby Dental services
- Pupil premium form
- Attendance information
- Class Dojo log in details
- Save the date parent induction meeting

Parents are asked to bring ID, the child's Birth Certificate, National Insurance numbers, emergency contact details, GP information and dental information.

3. A letter of confirmation will be sent to parent/guardians to confirm their child's school place
4. All parent/guardians are invited to attend a parent induction meeting to learn about the school's expectations, ethos and values.
5. Where possible, all parent/guardians will receive a home visit by two members of our St Chad's EYFS team. Staff will complete a home visit form. At this time, staff will discuss support from health visitors, embedding good routines and play and learning opportunities at home.
6. Parent/guardians are invited to 'stay and play' with their child in their new class to support settling in.
7. Parent/guardians are encouraged to support settling their child into school life. For some children this does take some time. Staff will give regular updates on each child's progress of settling in.
8. It is the responsibility of the parent/guardian to complete medication forms and bring any labelled prescribed medication into school as needed
9. The New Communities Team will support with translation and sharing school expectations, if necessary.

Toileting and Intimate Care

We will not refuse a child entry to Nursery if they are not yet toilet trained. If a child is not toilet trained and uses nappies or pull-ups it is the responsibility of the Parent / Guardian to provide school with a supply of nappies / pull-ups (at least 5-6) and wet wipes so that staff can change the child as necessary whilst they are in school. If children are not toilet trained, we will encourage and support parents / guardians to begin toilet training prior to attending Nursery. If a child is in the early stages of toilet training it is the responsibility of the parent / guardian to provide a bag with 2-3 pairs of underwear and a change of trousers / skirt to be used as necessary. During the school induction process parents / guardians will need to agree to our Intimate Care policy, a copy of the policy can be made available at request.

Key Worker Groups

Nursery is divided into key worker groups. Each group has a maximum of 13 children. A qualified teacher or teaching assistant will lead a Key Worker Group. Additional teaching assistants may be present to support specific named children. Occasionally other adults may be present in Nursery, this includes students or volunteers who are all DBS checked and have completed the school's staff induction procedures.

Attendance and Punctuality

All children must be accompanied to and from school by a known adult (age 18 or older). All children should be brought on time to the start of the session and picked up promptly at the end of the session. The school does not authorise holidays or extended leave during term time and doing so may result in your child losing their Nursery place. Parents / guardians are expected to contact the school if a child



is ill and unable to attend school or if they are going to be absent from school at any time, following our school's Attendance Policy.

Attendance

Attendance is monitored daily by the Office Administrator and through our school database systems, SIMS. If a Nursery child's attendance drops below 96%, the following measures will be implemented:

95-94% (amber):

- Nursery teacher made aware of attendance cause for concern
- Nursery teacher to monitor attendance closely

93-90% (amber+):

- Foundation Stage Lead made aware of attendance cause for concern
- Letter of concern issued to parents/carers
- Headteacher to monitor attendance closely and parent meeting considered

Below 90% (red):

- Letter of concern issued to parents/carers
- Meeting held with Headteacher and parents/carers
- Home visit considered

Withdrawal of Nursery Place

A Nursery place will be withdrawn if 20 consecutive sessions are missed without authorisation or without contact being made by a parent / guardian providing an adequate reason for the absence.

A Nursery place may be withdrawn if there are concerns around persistent absence (90% and below) and/or persistent lateness without authorisation or without contact being made by a parent / guardian providing an adequate reason for the absence/lateness.

If a parent wishes to withdraw their nursery place they must write a letter addressed to the Head teacher. This must include the date of the last day the child will attend nursery and a reason for withdrawing the school place.

Snack

The Government provide a daily healthy snack of fruit and milk or water to every child in Nursery. Children have access to water every day at school. Parents/Guardians are asked to make a voluntary contribution of 50p per week to purchase additional snack and for malleable resource such as playdough.

School Uniform

All children attending St Chad's CofE Nursery and Infant School wear school uniform, including children in the Nursery. The school uniform is as follows:

- Red book bag (featuring school logo)
- Red jumper or cardigan (logo optional)
- Grey trousers or skirt or dress
- White polo t-shirt
- Black flat shoes (not trainers)
- Black or grey or white socks



- Black or grey or red tights

Only one pair of stud earrings are permitted. Hoop earrings are not permitted. No other piercings are permitted.

Details of where to buy official logo jumpers / cardigans will be available from the school office.

Children in Nursery are not required to wear a PE kit.

Allocation of places and oversubscription criteria

When the Nursery is oversubscribed, priority for admission will then be given to those children who meet the criteria set out below, in order:

1. Children known by the local authority to have identified additional needs with an Education and Healthcare plan (EHC plan) and whose needs can be best met at the preferred setting.
2. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
3. Children who are both living in the catchment area served by the school and have brothers or sisters* of compulsory school age still attending the school at the time of their admission.
4. Other children living in the catchment area at the time of admission.
5. Children who do not live in the catchment area served by the school but who have brothers or sisters* of compulsory school age attending the school at the time of their admission.
6. St Chad's - children whose parents request a place on religious grounds as stated on their application form.
7. Other children whose parents have requested a place.

* For the purposes of admissions, we class a brother or sister as:

- having one or both natural parents in common
- are related by a parent's marriage
- are adopted or fostered.

Note: a brother or sister must be living at the same address. Cousins are not classed as brothers or sisters.

Where we have to make a choice between children who meet the same criteria, we will give priority to the child living nearest to the school, measured by a straight line. The line will be measured from the home address to the school using the national Ordnance Survey set points.

Please note that if a child already attends Nursery at St Chad's CofE Nursery and Infant School, this does not automatically give them a place in Reception. Applications for a Reception place must be applied through the Local Authority (Derby City Council).

As there is no statutory right to a Nursery place, there is no right of appeal against refusal.



Appendix Admissions paperwork

Welcome Letter

Nursery Information

Dear Parent / Carer,

XXXXXXX

We are thrilled that your child will soon be starting school in our FS1 Nursery class at St Chad's CofE Nursery and Infant School on **Thursday 12th September 2019**.

This academic year, we are making some exciting changes to our Foundation Stage unit. Our Nursery and Reception children will be coming together as one Foundation Stage class. Their class name will be the Brave Bears.

Attendance Information

Your child will be attending nursery for 5 mornings: **8.45am-11.45am Monday to Friday**.

At St Chad's, we are committed to ensuring regular school attendance for every child in our care. Please support us by ensuring that your child starts their nursery session promptly and on time.

We set an attendance target of 96% for every child in school. Please familiarise yourself of our attendance procedures: **if your child is unwell, please call the school office before 9.30am on 01332 345997**. Mrs Lambert is employed as our Attendance Officer and works in our main school office. Attendance and punctuality are both monitored carefully. If your child's attendance becomes a concern, teachers will meet with you to discuss ways this could be improved over time.

We recognise that children have periods in which they are genuinely poorly and need to stay at home. However, as a school we would like to raise parent's awareness or how long to keep a child absent from school in the event of illness and the impact of children's learning when there are random days of absence 'here and there'. Below is some useful guidance from the NHS explaining when your child should/should not be kept off school due to illness:



We understand that our very youngest children in nursery are still establishing good sleep routines and that waking them in the morning can be more challenging. However, this is not a valid reason for keeping your child off school. Our Nursery places are precious. They are fully funded through the government and we are only able to offer a limited number of spaces. All Nursery children are expected to attend every day in the same way as our older children throughout the rest of our school.

Class Information

Miss Gilsenan is the Foundation Stage Leader and will be your child's main class teacher. Throughout the week, Miss Holland, Mrs Clarke and Mrs Maciejewska will also be teaching your child.

The teachers will arrange a 1:1 meeting with you if your child is currently in pull-ups or nappies. A toileting plan will be agreed for both home and school to support your child to become independent in their self-care over time. Please share any worries or concerns.

We would like to invite you and your child to **Stay and Play sessions (transition week)**:

Monday 15th July 2019 9.15am-10.15am
Tuesday 16th July 2019 9.15am-10.15am
Wednesday 17th July 2019 9.15am-10.15am
Thursday 18th July 2019 9.15am-10.15am
Friday 19th July 2019 9.15am-10.15am

You and your child will have the opportunity to explore our indoor and outdoor environment and ask any questions you might have. We ask that you attend each session so that the teachers can get to know you and your child better. If you are unable to attend please contact the school office.

During transition week we will be visiting your family at home on **xxxxxx**. Making strong links between home and school is key to developing children's skills and development. This is an opportunity to see your child in their home environment and talk through the interests so that we can provide similar toys and books to help your child feel more comfortable in our school surroundings.

Yours sincerely

K Gilsenan

Miss K Gilsenan
Foundation Stage Leader



LOVE God LOVE Neighbour LOVE Self

ST. CHAD'S COFE NURSERY & INFANT SCHOOL
Gordon Road, Derby DE23 6WR
Tele: 01332 345997 /
E-mail: admin@stchads.derby.sch.uk
Headteacher: Ms. K Leach



Nursery Admissions Form



OFFICE USE ONLY	
DATE OF ENTRY:	YEAR GROUP:
CLASS:	PASSPORT/BC SEEN:
SIMS:	
INA: YES / NO NEW TO ENGLISH: YES / NO EAL: YES / NO NEW TO EDUCATION: YES / NO ENGLISH PROFICIENCY CODE:	
Child's Information	
Forename(s):	
Child's Surname/Family Name:	
Preferred Name:	
Date Of Birth:	
Sex: Male/Female	
Country Of Birth:	
Ethnic Origin:	
Nationality:	
Religion:	
Home Language:	
Other Languages:	
Parent/Guardian Information	
Mr/Mrs/Miss/Ms/Other	
Parent/Guardian 1 Name:	
Date Of Birth:	
Tel:	
National Insurance / Asylum Seeker	
Number:	
Sex: Male/Female	
Country Of Birth:	
Ethnic Origin:	
Nationality:	
Religion:	
Home Language:	
Other Languages:	
Parent/Guardian Information	
Mr/Mrs/Miss/Ms/Other	
Parent/Guardian 2 Name:	
Date Of Birth:	
Tel:	
National Insurance / Asylum Seeker	
Number:	
Sex: Male/Female	
Country Of Birth:	
Ethnic Origin:	
Nationality:	
Religion:	
Home Language:	
Other Languages:	



St Chad's CofE Nursery and Infant School

PHOTOS AND VIDEOS CONSENT FORM

Why do we need your consent?

St Chad's CofE Nursery and Infants School requests the consent of parents/guardians to use photos and videos of their child for a variety of different purposes.

Without your consent, the school will not use photos and videos of your child.

Why do we use photos and videos of your child?

St Chad's CofE Nursery and Infants School uses photos and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote the school on social media and on the school's website; and for other publicity purposes in printed publications, such as newspapers.

Where the school uses photos of individual pupils, the full name of the pupil **will not** be disclosed.

Who else uses photos and videos of your child?

The school may be visited by local media and press, who take photos or videos of school events, such as sports days. Pupils will appear in these photos and videos, and these may be published in local or national newspapers, or on approved websites.

The following organisations may use photos and videos of your children: **Derby Telegraph (newspaper)**. Where any other organisations intend to use photos or videos of your child, **additional consent** will be sought before any image or video is used.

What are the conditions of use?

- This consent form is valid for the entire time your child attends St Chad's CofE Nursery and Infants School
- It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.
- The school will not use the personal details or full names of any pupil in a photo or video, on our website, in our school prospectuses or any other printed publications.
- The school may use pictures of pupils and teachers that have been drawn by pupils.
- The school may use work created by pupils.
- The school may use group or class photos or videos with general labels, e.g. 'sports day'.
- The school will only use photos and videos of pupils who are suitably dressed.
- The school will appoint a professional photography company to take photos of your child, individually and with their class / group, which are available to purchase annually.



Nursery Pupil Checklist



Pupil Checklist for St Chad's Nursery and Infants School

Your teacher:	
Your class:	

Things to Remember:

Keep up-to-date on our **school website**.

<http://www.stchads.derby.sch.uk/website>



Keep up-to-date with curriculum information, diary dates and newsletters on our **school website**.

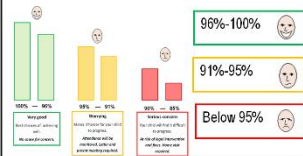


Things to Remember:

Healthy snack. A fruit or vegetable snack is provided every day at school. Additional snack of yoghurt, sandwiches and cereal etc are provided at 50p per week. This money also helps to pay for messy play activities.



Attend school everyday and on time.



Things to Remember:

School starts at **8:45am**.



School finishes at **11.45am**



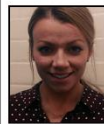
Uniform Direct
★★★★★ Yell (1)
54 Boleington Lane, Derby D15 2JG
Open - Closes 5 PM
01532 510016

Wear your **uniform** every day.



Things to Remember:

If you are worried about your child, please speak to us so we can help you.



Ms. Leach



Mrs Thomas



Miss Gilsenan

We welcome your support and we are always pleased to see you in school.



Things to Remember:

Attendance Matters. Every day counts.

- 10 Tips to help you and your child make going to school easier:
1. Help get your child's book bag ready the night before.
 2. Make sure your child's uniform is ready the night before.
 3. Get them to bed on time so they have a good night's sleep.
 4. Set the alarm clock early enough to allow plenty of time to get ready.
 5. Make sure your child has a healthy breakfast.
 6. Check that your child has everything before you leave the house: coat, book bag, PE kit...
 7. Leave plenty of time to get to school: punctuality is important.
 8. If your child is finding their school work too hard speak to their teacher.
 9. Talk to your child about what they did in school today.
 10. If you or your child are worried or unhappy about something, contact the school.

If you are **sick**, telephone school **before 9:30am**.

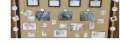


Things to Remember:

Follow our **Golden Behaviour Policy**.



Support our **school's values**:



Support our **LOVE Promise**:

We:

- Look after our school
- Only ever do our best
- Value everyone and remember our manners
- Enjoy our learning!



Things to Remember:

Build Maths Skills



Remember to speak in **English** and in **Home Language**



Things to Remember:

Build Fine Motor Strength



Playdough: Pat, poke, squeeze and roll

Threading

Painting

Things to Remember:

Reading at home is very important.

Try and read to your child and with your child.



Try to provide your child with books at home.
Visit the library

Things to Remember:

Good listening



Concentration and attention



Talking and sharing experiences



Outings and visits



Getting messy



Outside and active



Things to Remember:

Becoming independent

Your child must be **confident** to use the toilet independently.



Your child must be **confident** to feed themselves independently.



Your child must be **confident** to dress themselves independently.



Things to Remember:

Becoming independent

No dummies or bottles

No pushchairs



Practise sharing with others, listening, following instructions and tidying up.





Sun Safety



SUN SAFETY AND SUNCREAM

Dear Parent/Guardian,

Now that we are approaching the warmer and hopefully sunnier months, we want to ensure that every child in school is kept safe from the sun.

We ask that all children have sun cream applied to them at home before arriving at school in the morning. This will offer protection throughout the school day.

We also ask that sunhats are in school. Please ensure that your child's name is labelled on their hat.

As part of our commitment to educating the children about the importance of sun safety, we also have sun cream available in every classroom. This year, we have purchased our sun cream from Aldi (SPF Factor 30). On very hot/sunny days, we will be encouraging children to apply 'top up' cream to their faces, necks and arms. **This is a 'top up' application and will not replace the full application of the day, which must be done at home.**

Staff are unable to apply sun cream to any child. Please practise with your child applying sun cream and rubbing it in evenly. This is especially important for younger children.

We require parental permission for sun cream use in school. Please can you kindly complete the permission slip below and return to your child's class teacher.

Thank you for your continued support. By working together, we can help to keep our children 'sun safe' over the coming months.

Yours sincerely

K Leach

Ms K Leach
Head of School

Derby Dental

Derby NHS Dental Practices		Derbyshire Healthcare NHS Foundation Trust	
Normanton Road Family Dentist Centre	Mydentist		
254 Normanton Road Normanton Derbyshire DE23 6WD Tel: 01332 242526	53 Harrington Street Derby Derbyshire DE23 8PF Tel: 01332 271321		
Trinity Terrace Dental Practice	Mydentist		
113 London Road Derby Derbyshire DE1 2QS Tel: 01332 344810	Sinfin Moor Health Centre Sinfin District Centre Derby DE24 3DS Tel: 01332 973080		
Dove Dental	Revive Dental Practice		
33-35 Normanton Road Derby Derbyshire DE1 6GJ Tel: 01332 345222	23 Roe Farm Lane Chaddesden Derby DE21 6ET Tel: 01332 666646		
Central Dental Practice	Dental Perfection @ Littleover		
52-56 Curzon Street Derby Derbyshire DE1 1LP Tel: 01332 202200	Hollybrook Medical Centre , Hollybrook way Derby Derbyshire DE23 3TX Tel: 01332 411211		
Chaddesden Dental Practice	Charming Smiles Dental Practice		
466 Nottingham Road Derby Derbyshire DE21 6PE Tel: 01332 673828	1089 London Road Alvaston Derby DE24 8PZ Tel: 01332 571 606		



Home Visit Induction



ST CHADS CofE NURSERY AND INFANT SCHOOL

Home Visit Induction

Name:	DOB:
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Personal Social And Emotional Development			
Is your child toilet trained? Yes/No			
Does your child wear a pull-up or a nappy? Yes/No			
What degree?			
Any concerns raised at Health Care visits?			
Does your child use a dummy? Yes/No			
Does your child have a milk bottle? Yes/No			
Does your child travel in a pushchair? Yes/No			
Describe your daily routine:			
Describe your child's diet/meals:			
<u>Breakfast</u>	<u>Lunch</u>	<u>Tea</u>	<u>Snacks</u>
Sleep Routines			
What time does your child go to bed?			
Does your child sleep through the night? Yes/No			
Where does your child sleep? Who with?			
Does your child have a nap during the day? Yes/No			
Relationships			
Does your child spend time with other children who are the same age? Yes/No			
Can your child share and take turns? Yes/No			
Personality of your child e.g. shy, loud, quiet:			
Describe your child's behaviour:			



Attendance Concerns letter



Date:
Ref:

ATTENDANCE CONCERNS

Dear xxxxx

I am writing to inform you that I am very concerned about your child's attendance as it is significantly below our school target of 96%. **Your child's attendance is currently XX%.**

At St Chad's, we are fully committed to ensuring that each of our children gets the best possible start to life. One way that we can do this is through ensuring regular school attendance. We recognise that all children have periods in which they are genuinely poorly and need to stay at home e.g. vomiting, diarrhoea, an infection requiring antibiotics.

As a school we would like to raise parent's awareness to the impact of children's learning when there are random days of absence 'here and there'.

As a school, we are only able to offer a limited number of spaces. These spaces are fully funded by the government. For these reasons, nursery places are precious. All nursery children are expected to attend every day in the same way as our older children throughout the rest of our school. Your child's attendance is beginning to impact their learning and I would like to encourage you to ensure that they attend school more regularly, wherever possible.

At St Chad's, we value strong home-school partnerships. It is important that we work together to establish the reasons why your child is not attending school regularly. Over the coming weeks, I will be in contact with you to arrange a meeting to discuss these attendance concerns in more detail.

If your child will not be attending school, please inform Miss Richardson in the school office by telephone on 01332 345997 by 9:30am on the first morning of absence.

I hope that by making you aware of my concerns and our school procedures you will now be able to bring your child to school every day.

Yours faithfully,

Ms. K Leach Headteacher

LOVE God LOVE Neighbour LOVE Self



ST. CHAD'S CofE NURSERY & INFANT SCHOOL
Gordon Road, Derby DE23 6WR
Tele: 01332 345997
E-mail: admin@stchads.derby.sch.uk
Headteacher: Ms. K Leach





Withdrawal of Nursery place letter



Date:

Ref:

Address

Dear

Your child, X, has now been absent from our Nursery at St Chad's CofE Nursery and Infant School since X. This leave of absence has been unauthorised.

At St Chad's, we are fully committed to ensuring that each of our children gets the best possible start to life, even our most youngest children in our Nursery. One way that we can do this is through ensuring regular school attendance.

Our Nursery places do not work in the same manner as our statutory school places. They are fully funded through the government and we are only able to offer a limited number of spaces. All Nursery children are expected to attend every day, in the same way as our older children throughout the rest of our school.

Due to this significant period of absence and very low attendance (X%), in accordance with regulation 8(1) of the Education Act and our school's attendance procedures, I am writing to confirm that I have authorised our school's Attendance Officer to remove your child from our school roll. This means that from X, your child will no longer have a school place in our Nursery. |

Should you wish your child to resume a nursery place, we advise that you apply for places in the next nursery admission intake: you will need to contact nurseries directly in the local area for a place.

If you require a nursery place in the future at St Chad's, you will need to re-apply by completing a waiting list nursery form. Please telephone our school office on 01332 345997. Further information can be found on our school website <http://www.stchads.derby.sch.uk/website>

Yours sincerely,

Ms. K Leach
Headteacher



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ST. CHAD'S CofE NURSERY & INFANT SCHOOL

Gordon Road, Derby DE23 6WR

Tele: 01332 345997

E-mail: admin@stchads.derby.sch.uk

Head Teacher: Ms. K Leach

