



Admissions Policy

Hollywood Park Nursery School

Admissions and registration policy.

We offer places for funded and non-funded 2 year olds and funded 3 and 4 year olds. There are two ways mums, dads and carers can apply for a place at Hollywood Park Nursery School. One is directly approaching the nursery or through the Stockport Local Authority website. The process for 2 year olds is slightly different.

Nursery Placements for 3 and 4 year olds

Stockport has a well-organised admittance procedure for 3 and 4 year olds nursery places which is outlined in a booklet/on line available to all parents/carers, this information is updated annually. The Town Hall department telephone number is: 0161 217 6022, the website address is:

www.stockport.gov.uk/schooladmissions.

The Nursery is able to offer the equivalent of 120 part-time places. Places are offered as a part-time sessional basis. Providing there are spaces available children may be offered places at the start of the term after their third birthday.

The admissions team at the Town Hall contact parents/carers and offer nursery places. We contact each parent to discuss placement arrangements. We also invite parents/carers to Stay and Play sessions that are scheduled so that parents/carers can visit the Nursery prior to their child's starting date.

Extended entitlement places -30 hours

The Nursery offers extended entitlement places (30 hours) for 3&4 year olds. Parents/ carers are asked to fill out an agreement contract and supply the Nursery with their eligibility code. It is the responsibility of parents/carers to renew their code, and if the code expires the child will lose their extended entitlement place.

Places for 2 year olds:

The Nursery offers part time places for 2 year olds, these can be funded or self-funded. The Nursery allocates these places internally, as they are not allocated by Stockport Town Hall. Where there is a waiting list for these places they are allocated on a first come first served basis. For funded places, these are only guaranteed once the Nursery has received the child's eligibility code. The admissions process otherwise mirrors that of the 3 and 4 year olds outlined below. Parents/carers who wish their children to transfer into the 3 and 4 year old provision are requested to complete an internal transfer form, rather than applying through the Town Hall.

Opportunities to visit the Nursery

Opportunities are arranged for parents/carers of prospective new children to come and visit the Nursery with their children through Stay and Play monthly sessions where they can be:-

- a) Be introduced to the staff at the Nursery.
- b) Be given an outline of the philosophy of the Nursery.
- c) Receive a copy of the Nursery booklet.
- d) Hear about the Nursery curriculum (EYFS) and the day to day organisation.
- e) Find answers to any outstanding questions they may have.

Home Visits

Optional home visits will be offered to parents/carers before their child starts Nursery in September. If parents/carers prefer not to have a home visit they will be offered a meeting with their Key Person in the Nursery environment.

Our aims are to:

- a) Give the parent time to talk with the child's Key Person in an environment where the child is relaxed and confident.
- b) Share background or any other relevant information. This session provides an opportunity to update information and reassure parents/carers about the "settling-in" process and their child's first days at Nursery.

Starting Nursery

We take the view that if parents/carers and staff work together then the transition from home to school is much smoother for both parents/carers and children.

All parents/carers are required to complete the following administration documents prior to the child taking up their nursery place.

- ✓ Children's Information Sheet containing a Child's personal details including:

Full name and any other name the child is known by, date of birth, name and address of every parent and carer, medical details, contact numbers, dietary requirements, details of specific needs a child may require, details of who has Parental Responsibility for the child and who may have legal contact with the child.

- ✓ Emergency contact details

It is vital that we have full details of three emergency contact numbers. It is important that we know the relationship of the emergency contact person(s) to the children, to ensure we can reassure the children when required.

- ✓ We will require parental consent for the following:
 - ✓ Permission to take and use photographs of children engaging in activities and for name cards.
 - ✓ Permission to administer prescribed medication (required for each and every occasion medicine may be required)

- ✓ Permission to seek emergency medical advice or treatment if required
- ✓ Permission to involve outside agencies such as Educational Psychologist, Primary Behaviour Support Service, Speech and Language Therapy Services (SALT) etc.
- ✓ Permission to apply sun block during full day sessions at nursery

- ✓ Permission for a designated person to collect their child, in the absence of parent / carer.
- ✓ Permission for adults to change children if they become wet or soiled.

All forms are to be completed in full for each individual child; even if more than one child from the same family attends. We will check records regularly (at least once a year) to ensure we have the most update information on each child. Parents/carers will be advised of the importance of informing us immediately of any changes to personal details previously given.

We carefully stagger the intake so that each child has time to make a good relationship with their group leader and ask parents/carers to gradually build up the time the child stays in the Nursery until they feel confident enough to stay for the whole session. We encourage parents/carers, where appropriate to separate themselves from their children for brief periods, at first usually an hour, gradually building up to longer absences.

Registration of Pupils

Registration of pupils takes place at the beginning of each session

Nursery Sessions for 3 and 4 year olds

Beginning of week:

Monday 9.00 –15.00
Tuesday 9.00 –15.00
Wednesday 9.00 – 12.00

End of week:

Wednesday 12.30 – 15.30
Thursday 9.00 –15.00
Friday 9.00 –15.00

Three days of own choosing:

9.00/30- 14.00/30

Extended entitlement sessions:

Monday to Friday 9.00 –15.00

Nursery Sessions for 2 year olds

3 days of own choosing :

9.00/30-14.00/30

Other options are available, in discussion with the Headteacher.

The Nursery also offers wrap around care, which is available from 8.00am and from 3.00pm to 17.30 in the afternoon.

- Children's attendances and absences are recorded in the Group register by the child's Team Group Leader. This information is then uploaded to SIMS.
- The Headteacher monitors attendance and absences and follows the Nursery's attendance policy.
- Parents/Carers are asked to contact the Nursery to inform us of absences / late arrivals etc.
- Late arrivals are recorded in the signing in book system which is then uploaded to SIMS.
- In the case of illness, parents are asked to inform us of the reason for absence and to keep us updated on anticipated date of return to Nursery.

- Registers are marked in accordance with agreed Stockport MBC 'coding' guidance.

Links to other policies, procedures & guidance:

Local Authority Admissions Policy

Attendance policy

Current Admissions Booklet

Version / Status	Summer 2020
Date Agreed	Summer 2020
Where Agreed	Governing Board Meeting
Review Date	Summer 2022 unless Local Authority make changes before this date