

Admissions Policy

Stepps Primary Nursery Class has 20/20 places open to all pre-school and ante-pre-school children who will be allocated 5 morning or 5 afternoon sessions per week.

Nursery places in services managed by North Lanarkshire Council are allocated according to the 'Admission to Early Years Establishments Policy 3 - 5 Years' and in accordance with the following criteria:

- **Category 1** Children whose applications are supported by an agency significantly involved with the child and family.
- **Category 2** Children who have siblings within the nursery
- **Category 3** Children from the defined local area and those children deferring entry to primary school.
- **Category 4** Children from the defined local area whose parents/guardians are in employment and/or education and who require additional childcare services. (Nursery Centres only)

Children resident in North Lanarkshire whose carers live within the defined local area.

- **Category 5** All other eligible children residing in the North Lanarkshire Council area.
- **Category 6** Eligible children residing outwith North Lanarkshire Council
- The defined local area is the catchment area of the local non-denominational or denominational primary school.
- *Applications which fall within Category 4 in centres, the defined local area encompasses the catchments of all local authority managed establishments within the nursery centre's panel area.
- When the number of applications exceeds the places available a ballot will be conducted using an agreed criteria.

For all establishments children in Category 1 will have places allocated prior to consideration of Category 2 children and so on. **How to apply for a council nursery place:**

Children will normally attend the nursery closest to their home but may attend any of the council establishments

Applications are available from all nurseries and should be returned to the nursery of your preferred choice

Forms are also available to download by visiting the Nursery admission, policy and application area of our website by following the link at the right of this page.

Applications should be submitted in November/December (precise dates change each year and nursery staff will advise on this)

Please ensure that you indicate three choices on your application in order of preference

The nursery works alongside other council nurseries to agree the allocation of places

Only one application should be made for each eligible child

The nursery will contact you in March to advise you on your placement request and to offer your child the opportunity of an induction at the nursery

For general advice on childcare contact our family information service by following the link at the right of the page.

North Lanarkshire Council early years establishments offer the following:

Fully trained, fully qualified friendly staff who will be able to respond to you and your child and who will plan activities and play opportunities to help your child learn

Safe and secure premises with opportunities to play and explore a range of equipment and resources which are appropriate to your child's stage of development which will allow your child to progress when he/she is ready

A curriculum which encourages your child to learn which focuses on learning through play and helps children's development in five key areas;

- emotional, personal and social development
- communication and language
- knowledge and understanding of the world
- expressive and aesthetic development
- physical development and movement

An opportunity for your child to make friends with other children and to have fun in an environment where your family's culture, religion and language are respected

The council also works with early years providers in the independent and voluntary sector and places may be funded within these establishments.

Application forms are obtainable from the school office. When returned these must be accompanied by the child's birth certificate and proof of address. Photocopies of these documents are acceptable.

- The length of time a child's name is on the register of applications does not affect the priority given to children.
- In distributing places between morning and afternoons it is the policy of North Lanarkshire Council that there should be a balance of places between the morning and afternoon. There should also be a balance between pre-school and ante-pre-school children. Where demand would create an imbalance out with council guidelines, the council have stipulated that preference should be given to working parents.
- The school staff will write to parents to advise them of their allocated place and to give a starting date for a child.
- Parent and child will be invited to enrol and attend an induction session.

- The induction visit will last for about an hour and during this time the nursery staff will outline what happens at nursery and parents will complete an enrolment form, with particular attention being paid to allergies, medical conditions and emergency contacts. Children can play in the nursery and meet other children during this time.
- The first day that the child starts nursery they will stay for half an hour. The parent/carer will stay in the waiting area during this session. The settling in process will continue over the next few days. Each day the child will spend an extra half hour in the nursery until they reach their full allocation of two and a half hours. During these days, the parents will be free to leave the nursery as long as telephone numbers are provided in order that the parent can be contacted if their child is distressed. The length of time it takes for a child to settle in nursery is individual and therefore discretion will be used.
- Each child will be allocated his/her own Keyworker. If a parent/carer has any concerns, they will be advised to discuss matters with their child's Keyworker.

January 2014