



## Scalloway Preschool

### Admission Procedure

#### Registration

During registration week (usually taking place in February), parents will be asked to complete a SIC registration form. The forms can be obtained from any pre school setting, S.I.C. Children Services or online at <http://www.shetland.gov.uk/education/PreSchool.asp>). Completion of the registration form does not guarantee a place but is merely a registration of intent in order to inform the local authority of the amount of provision needed in the coming session.

Registration week is normally in February and is widely advertised in the press and local communities. Once the registration details have been distributed by the SIC Children Services, preschool will contact the parents by the letter to acknowledge the registration (by the last week of the Spring Term).

#### Enrolment

Scalloway Preschool operates under SIC Children Services Admission policy. The places will be allocated as follows:

A child whose third birthday falls between the start of an academic session in August of one year and 28 February the following year, will commence pre-school education during the month following their third birthday or as soon as practicable thereafter.

A child whose third birthday is between 1 March and the start of an academic session in August of that year will commence pre-school education in August.

Forms must be returned by the specified date to the early years setting of choice.

In the event that there are insufficient spaces to accommodate all the requests for admission to a pre-school setting, then places will be allocated places in the priority order listed below.

- Children referred by Additional Support Needs, Social Work or Health professionals.
- Children who have already attended the pre-school setting and wish to continue for their pre-school year or have deferred entry to Primary School.
- Children who have siblings at the pre-school setting.
- Eligible four year olds.
- Eligible three year olds (oldest first).

To ensure that your child is guaranteed a place, it is essential that, as well as completing the registration form, you attend the pre school setting of your choice and complete an enrolment form. Enrolment forms can be completed at Open /Transition day. If a parent is unable to attend on that particular date it is recommended that they either send a representative to complete the form or call along the preschool as soon as possible after the date.

Parents will be informed by letter once a place has been allocated for their child and will be advised of when their child can start attending (usually in a month following their third birthday).

Monitoring attendance, payment information, etc is performed through centralised NAMS computer system (under SIC Children Services) Accurate payment for commissioned places for Partner Providers is dependant upon this system. Parents must inform early years setting as soon as possible if they wish to change attendance pattern (increase/decrease sessions).

#### Wrap Around Care/Younger children

Scalloway Preschool will offer a wrap around care service to parents who wish for their children to attend before funded place start (from the age of 2 ½). This service will be available only if there are places left on the register after all other eligible children who have registered/enrolled at the preschool have been offered places. There will be no new starts (2 ½ year olds) in the last (summer) school term. Should a parent decide to use this service for their child they will be informed of the current numbers using the preschool and they must sign an agreement stating that *'if an eligible child (1, 2 or 3 on the placement list) should move into the area and registers for a place with the preschool we will be unable to continue to offer the wrap around care'*. The preschool will give the parent reasonable notice which will be at least one month. In the meantime, the eligible child's parent will be informed of the situation i.e. their child will be placed on a waiting list until the next available space comes up.

#### Attendance

A daily register must be kept of those children attending at each session

Attendance should be agreed by the parent and the Preschool.

It is recommended that deferred entries and pre-school attend for five sessions where it is possible to offer this.

It is understood that a three year old may attend for less than five sessions per week.

However, parents should be advised that a minimum of three sessions is recommended.

Although attendance is voluntary, it is desirable for the child to attend regularly. Should attendance become irregular or stop staff should discuss the situation with the parents and emphasise the benefits of regular attendance. If the family is experiencing difficulties, staff should show consideration and if possible, offer support.

Serious consideration should be given before a family is removed from the register.

#### Deferred Entries

Children who have their fourth birthday before the end of February are entitled to go to school in August. However there is considerable evidence to show that younger children can struggle in the first stages of a more formal curriculum.

The key issue is what is best for the child.

It is important that pre-school staff and parents share their knowledge of the child so that a well informed decision is made about the transition to school.

Detailed observations of the child using the recommended format in the Planning, Recording and Reporting Document, or similar, will be crucial in determining the readiness of a particular child for school.

The Authority has produced a leaflet for parents on this issue and pre-school staff may find this helpful in contributing to the discussion.

#### Additional Support Needs

The integration of children with additional support needs into the pre-school setting is of benefit to all.

The full range of experiences should be made available to children with additional needs. This may require liaison with other agencies in order to help children maximise their development and learning.

A Priority Admission Procedure has been drawn up and included in Managing Inclusion Guidelines, SIC, 2007.

Children may be referred for pre-school placement by:  
the Paediatric Clinic  
the Health Visitor  
Social Care Services  
The Pre-School Home Visiting Teacher

Additional staff may be required and where this has been identified funding will be put in place.

### Transition Procedure

The acknowledgement of registration letter will be sent to all families who registered their children with the early years setting. There is an Open/Transition day in June each year for the families to visit preschool with the children, meet staff and get familiar with the setting. The detailed enrolment form should be completed at the Open day and all parents will receive an information leaflet and a copy terms and conditions which parents are required to familiarise themselves and sign.

Points to consider during transition from home

- Copies of the centre's transition procedures will be available to the parents on request
- The 'settling in' procedure will be explained, discussed and agreed with the parents
- Staff will aim for a gradual process - settling in time should not be hurried
- Staff will always consider the individual needs of the child

It is a requirement that the education authority (and therefore its staff) must start preparing for transition of children with additional support needs to a pre-school centre no later than **3 months** before the start date.

Scalloway Preschool works in partnership with the Scalloway School on transition arrangements between 2 settings. We have regular meetings and discussions with the school staff. The Head teacher attends preschool for informal observations prior to the transition. Scalloway Preschool children attend the school for the transition visits during June.

### Toilet Training

While it is desirable that children are toilet trained before starting at the preschool, it is recognised that children develop at different rates. Many children are just past their third birthday when they begin at Preschool and so there will be a small number of children who have not developed consistency in their toileting.

Staff should discuss the management of this with the parents/carers so that both are working in partnership towards the child's independence. As with other areas of development, the parent/carer should be reassured that all children progress at varied rates and that staff are there to offer practical help, support and encouragement.

### Transport

The safety of children on the way to and from the centre is ultimately the parent's responsibility. Children must be brought into the centre and collected by an adult, preferably familiar to the child and staff. Staff should be notified if there is any change to the usual arrangements.

Transport to and from the preschool is not provided by the local authority.

However any family experiencing real difficulties in accessing provision for their child can be referred to the Shetland Childcare Partnership Transport Scheme.

Date:

Signed: