



Settling in and Attendance Policy

Waiting List and Admission of children

Kylemore Nursery School implements the Admission Policy in relation to Open Enrolment that is prescribed by the Department of Education and Education Authority.

The Governors review criteria each year in Term one and send to Education Authority.

The criteria for selection outlined by the Department of Education is applied by the Board of Governors.

Sub criteria as drawn up by the Board of Governors may also then be applied. The criteria is reviewed yearly and published by the Education Authority.

The system is online and goes live in January. Kylemore Nursery School has an open day prior to when the School Portal goes live. At this stage we do not accept paper applications. The time-table of procedures for the school year is adhered to throughout the process.

Once selection has been made each parent is informed on the date specified by the Department of Education and preparations begin towards eventual admission.

Induction

After accepting the school's offer of a Nursery place, parents will receive information regarding an Induction meeting and Play and Stay sessions (August).

At the Induction Meeting parents are given an outline of the school curriculum and given an opportunity to view the nursery and its resources. Parents/carers will also receive information regarding the settling in procedures for September.

In August, parents/carers and children are invited to meet with the Class Teacher. This will allow the children the chance to familiarise themselves with their new classroom and to locate their new peg and outdoor area.

Settling In

- The staff of the nursery will work in partnership with parents/carers to settle the child into the nursery environment. In co-operation with parents all staff members help each child to establish stable relationships with peers, with adults outside the family circle.
- Every attempt is made to ensure that the settling in period is relaxed and enjoyable experience for both parent and child.
- The gradual settling in policy encourages parents to take an active part in the process



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and they are welcome to stay as long as necessary – until the child is ready to separate from mum or dad without distress. We promote a Partnership approach.

- Children will commence Nursery School in small groups of children.
- The September settling in process will build up to a full class size and a full session using a smooth and calm, phased approach.
- Should any pupils have additional or special needs, staff will work with parents/carers to personalise the transition process and meet the individual pupil's needs throughout the settling in period.
- Should it be deemed necessary for any child to have an increased settling in period, this will be determined by the Class Teachers and made known to parents/carers.
- Parental partnership in terms of support and involvement is a vital aspect of the whole settling in process.
- Children who join during the school year are offered a similar settling in experience to ensure a positive experience for all.

Attendance Policy

The school's pattern of attendance is part-time – 2.5 hours per session.

It is unfortunate that the session is so short, but the important factor is to meet the needs of as many children as possible from the local community.

Morning Session	8:45 – 11:15
Afternoon Session	12:15 – 2:45

Implementation

- It is vital for Health and Safety Reasons that we always know which children are present in nursery school.
- For children to benefit most from nursery school it is vital that they attend daily.
- The secretary will ensure that each register is updated with new Admissions.
- The register will be marked at the beginning of each session by the small group leaders.
- The register will be marked in accordance with DE instructions.
- The total number present will be added when the register is complete and *always* within 15 minutes of the session beginning.
- If a child is sick parents are requested to phone the school and let us know or send an absence message using the School Website.
- Where a child is absent for 1 day and no contact has been made by the parent, the secretary will send a message using the school's communication App to the parent/carer.



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- Where a child is on the Child Protection Register or where there are grounds for concern all absences will be followed up
- In some cases of illness, where the guidance on display in school requires it, a parent may be asked to collect the child from school and keep him/her at home until fully recovered.
- Irregular attendance will be discussed informally with the parent to alleviate the problem.
- Should a child be absent for 21 days the place will be allocated to another child on the waiting list – unless the school has been informed of a valid reason for absence.
- We aim to improve levels of attendance and to work in partnership with parents.

Monitoring and evaluation

This policy will be reviewed and monitored in line with the school's policy review schedule.

Signed: *Nicola Cantello* Chairperson Board of Governors

Signed: *Hilary Hutchinson* Principal

Date: *June 2022*