



ATTENDANCE AND SETTLING IN 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. These sub-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 around the date 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.

Settling in

- ❑ The staff of the nursery school 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 a relaxed and enjoyable experience for both parent and child.
- ❑ Once all children have been notified that they have a place we hold an Open day when timetabled visits are arranged for the new intake of children to visit the nursery school.
- ❑ This is followed by two Parents' evenings where the school's policies and the nursery curriculum is outlined and parents are given an opportunity to meet the staff, view the nursery school and its resources.
- ❑ The school prospectus contains details of all aspects of nursery school life and is given to each parent at the time of their child's initial visit.
- ❑ The gradual settling in policy encourages parents to take an active part in the process and they are welcome to stay for as long as necessary – until the child is ready to separate from mum or dad without distress. We promote a Partnership approach.
- ❑ All children begin on the same day. Two groups of 13 attend each session at first and then the two groups are combined. This ensures that all children are given an equal start to their nursery school year.
- ❑ Gradually the length of time is increased until all children attend the entire session. From day one the staff encourage parents to assist the development of each child's self-confidence and self-esteem by promoting independence and self-control.
- ❑ Parental partnership in terms of support and involvement is a vital aspect of the whole Settling in process.
- ❑ Children who join a group 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 2 classes of 26 children 08.45 – 11.15.

Doors open 8:40 and 11:10

Afternoon session 2 classes of 26 children 12.15 – 14.45.

Doors open 12:10 and 14:40

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 especially due to the length of session, it is vital that they attend Daily.
- ❑ The secretary will ensure that the General Register is updated once new children begin to attend. She will also ensure that each Class Register is updated with new Admissions and that the Daily Report book is maintained up to date.
- ❑ The register will be marked at the beginning of each session by the class teacher.
- ❑ 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 or use the Parentmail App and let us know.
- ❑ Where a child is absent for 2 days and no contact has been made by the parent, it is the responsibility of the secretary to phone the parent/carer.

- ❑ Where a child is on the Child Protection Register or where there are grounds for concern all absences will be followed up immediately.
- ❑ 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 always aim to improve levels of attendance and to work in partnership with parents.

The Board of Governors and the Principal are aware that there is a need to maintain a review of the pattern of attendance on a regular basis.

Review date: Autumn 2019

Next Review: Autumn 2021

Signed: _____

Chair of Governors