

Blackhall Nursery

At Ravelston Park Pavilion, Craigcrook Rd, Edinburgh EH4 3RU

Admissions and Welcome Policy and Procedures

Blackhall Nursery is in partnership with the City of Edinburgh Council's Communities and Families Department to provide funded early learning and childcare to eligible 3- and 4-year-olds. In meeting its standards of care Blackhall Nursery follows the Scottish Social Services Council Codes of Practice for Employers of Social Service Workers and Social Service Workers. We are a community nursery, managed by a volunteer board of directors and supported by a parent committee, with a staff team of early years professionals who run the Nursery on a day-to-day basis along with a part-time business manager. We aim to be a centre of excellence in the provision of a happy learning-through-play environment.

Places, the Waiting List and Applications

Blackhall Nursery offers all children 1140 hours per annum of funded early learning and childcare. From August 2023 the 1140 hours will be delivered as 6 hours and 10 minutes per day, 08.25 – 14.35, Monday to Friday, during term-time. 1140 hours of fully funded early years education is the standard entitlement for all eligible children. In addition, we offer the option to pay for an additional hour at the end of the day (14.35 – 15.35)

1. Application forms are available from the Nursery or can be downloaded from the Nursery website www.blackhallnursery.co.uk. Applications can be submitted on or after your child's second birthday. Forms should be returned to the Business Manager, Blackhall Nursery, Ravelston Park Pavilion, Craigcrook Rd, Edinburgh EH4 3RU or emailed to staff@blackhallnursery.co.uk.
2. Applications will be treated on a first-come, first-served basis, with the exceptions detailed below. You should receive an email acknowledgement of your application within two weeks of submitting an application. Please email staff@blackhallnursery.co.uk if your email acknowledgement does not arrive.
3. We are trying to meet a specific need for a pre-school catchment nursery feeding into Blackhall Primary School, so priority will be given to children who live in the Blackhall catchment, as defined by the City of Edinburgh Council's Communities and Families Department, or to those with siblings at Blackhall Primary.
4. Children entering their pre-school year (4-year-olds) will be given priority over younger children (3-year-olds) when places are allocated.
5. We depend on a per capita grant from the Council, so **require your place at Blackhall Nursery to be your sole funded place** (i.e. you may not also have a **funded** place either at a local authority nursery or at a partner provider private nursery). We do not accept fees in lieu of local authority funding.
6. When we are able to offer your child a nursery place, you will be notified in writing in the term prior to the August start. If a place becomes available during the course of the year, we will contact you first by phone, then in writing, to offer the place.
7. Once you accept a place for your child, further information will be sent to you about open days, start dates etc.
8. If you decide not to accept a place offer, but wish to keep your child's name on the waiting list for the following year, please indicate this clearly by email or by phone.

Blackhall Nursery is a company limited by guarantee

Registered in Scotland No 270878

Scottish Charity No SC029338

9. If you decide to turn down a place offer and to remain on the waiting list, your child will only be offered a place after the start of the academic year if there is no other eligible child on the waiting list.
10. **Once you accept a place at Blackhall Nursery and your child has been enrolled we will require a minimum of 2 weeks' notice of your intention to withdraw your child from the Nursery. During this notice period the funding for your child's place will remain with Blackhall Nursery.**

The Welcome: Familiarisation Visits and Settling In

11. Blackhall Nursery welcomes all children.
12. We will endeavour to cater appropriately for children with additional support needs, in consultation with parents, carers and relevant agencies and within the constraints of our facilities and resources.
13. We hope to make your child's settling-in process a smooth one by offering the following opportunities:
 - an induction session in the summer term.
 - slightly staggered start dates so that smaller groups of children start together.
 - the opportunity for your child to ease gradually into Nursery by staying for a shorter period than the full session initially.
 - regular consultation with staff to establish good settling-in practice between the parent/carer, the child and staff, as appropriate.

We look forward to welcoming you and your child(ren) to Blackhall Nursery.

Notes:

These are for your guidance and information only.

- A place at Blackhall Nursery **does not guarantee your child a place at Blackhall Primary School**. Those who live within the Blackhall School catchment apply directly to the school in the November prior to the year in which your child is due to start school. Those who live outwith the catchment must make a separate application to the Council for a place. Nursery staff will advise you on the process at the appropriate time.

Children with a 5th birthday after the school start date in August may currently choose to have a deferred entry place at school. This means you may wish to apply for an extra pre-school year at Blackhall Nursery. Staff will advise you on the process at the appropriate time.

Adopted On: 03.05.2023

Revised Aug 15/Oct 18/Dec 19/Jan 21/May 23
FG 18.09.2015/LS,FG 29.10.2018/9.11.18/06.12.19/Jan 21/05.03.21, SM 03.05.23