



## **Guide to the procedures for allocating pupils to morning or afternoon sessions at Melrose Primary School Nursery**

### **Rationale**

As part of the nursery enrolment process parents are given the opportunity to express whether they would prefer their child to attend morning or afternoon sessions. At Melrose Nursery School it is normal for over 90% of parents to request a morning place therefore it is not always possible to offer first choice of a morning or afternoon place.

In order to ensure transparency of allocation and following discussions with parents a set of procedures has been developed for allocating pupils to morning and afternoon sessions at Melrose Primary School.

### **Enrolment**

Each November an advert will appear in the local press and the school Newsletter informing parents of the enrolment date for pre-school and ante pre-school education.

The number of children that we can have in each of our two Nursery sessions is regulated by two factors.

- Care Inspectorate has granted Melrose Primary School Nursery a Certificate of Registration that allows us to have a maximum of 30 children in the morning and 30 children in the afternoon. This number is based on a number of factors but importantly includes the floor area within the nursery classroom and the toilet facilities available for use by pupils.
- Current staffing allocation for the Nursery is three adults, one class teacher and two nursery nurses, for each of the two sessions. The current ration is one adult for every 10 children therefore the maximum the adult/ child ratio allows us is 30 children in any one session.

Each child is entitled to attend either 5 morning or 5 afternoon sessions. It must be stressed that children attending either a morning or an afternoon session receive the same quality of experience. Scottish nursery schools, including those in the Scottish Borders, work to the principles of Curriculum for Excellence. This has been designed to ensure that all children, no matter which nursery or session they attend, have experiences which will lead to the same learning outcomes.

### **Allocation of morning and afternoon sessions**

1. Morning and afternoon sessions at Melrose Nursery which each include a mix of children from the pre-school and ante pre-school groups, with similar proportions of children from each group in both sessions.
2. In creating the nursery sessions the over riding principle will be to ensure each session includes an age spread and gender balance which is reflective of the whole pre-school and ante pre-school group. This criterion is based on the principles set out in the Scottish Borders Council 'Class Composition' policy. To ensure this balance:
  - A list will be created which separates boys and girls and places them in birth date order starting with the oldest through to the youngest; the list will include both pre-school and ante pre-school children.
  - We will go down through each of the gender lists allocating alternative morning place and then afternoon place and so on.
3. Exceptional factors
  - The specific needs of pupils with Additional Support Needs or social, emotional or behavioural considerations will be taken into account, in consultation with their parents.
  - The placement of siblings (including twins and triplets etc) will be discussed with parents and their views will be taken into account.
4. If a parent enrolls a child at the Nursery during the academic year they will be offered a session which ensured that the age spread and gender balance remained in both sessions.

November 2012

To be reviewed: - January 2014 (changed from October 2013 due to Early Years review)