Process for children beginning our Nursery class

We operate our own admissions for our Nursery class, to add your child to our list, please contact the school office on 01538 714796 or email office@woodcroft.staffs.sch.uk

Registeration of your child

- Parent/carer places your child's name onto our waiting list, our office staff will ask for basic details, such as; name, date of birth, address and name of parent/carer, email, mobile phone number and the number of hours (15 or 30) you will be using.
- As we manage our own waiting list for our Nursery class we do operate a first come, first served basis so the earlier you can register your child, the better. We will confirm at this point whether your child has a space in our nursery class.

Term before your child is due to start in our Nursery

- The term before your child is due to start in our Nursery class, we will send out a welcome pack, which will include all of the information you will need.
- Once you have completed all of the applicable forms you will need to return them to our school office.
- Our school office will then confirm your child's sessions by email.
- The school office will pass your details to our Early Years Team and they will make contact with you to arrange a home visit. If your child already attends a nursery we will also make contact with them to ensure we have all of the relevant information for your child.

Home Visit

- At your home visit our Early Years Team member will get to know your little one, finding out about their likes and dislikes. They will discuss any concerns and answer any questions you may have. They will also arrange your child's bespoke tranisition into our Nursery class.