



Dorking Nursery School and Children's Centre

ADMISSIONS PROCEDURE 2017-18

Pre-School Centre for Speech, Language and Communication Needs (PSLCN) and Special Needs Support Centre (SNSC)

This policy is written in accordance with all the other policies in the Centre and in particular the Equalities policy, Disability Access Scheme, Safeguarding Policy and Special Educational Needs.

For admissions to the PSLCN or SNSC, Dorking Nursery School abides by the regulations for admissions according to Surrey County Council which are as follows:

- Children must have reached their third birthday
- Children must have identified special educational needs - see below for the criteria for each group
- The education, health or the speech and language therapy service must notify the local authority (LA) of the child's needs
- After considering all reports the special educational needs (SEN) panel at the local education office makes a recommendation that the child may be considered for an assessment placement at Dorking Nursery School in either the SNSC or PSLCN
- The admissions panel for Dorking Nursery School, West Hill School, St Catherine's and West Ewell language facilities makes the final decision on places. This consists of a representative from the LA, speech and language therapists, educational psychologist, clinical medical officer and staff from the settings.

Prior to the meeting of the admissions panel, we encourage parents to visit the nursery with their child to have a tour and meet staff. We will arrange more visits if parents request it.

Children are offered assessment placements in order to monitor the child's development and make recommendations to the LA regarding suitable future provision to support the child. In most cases children would have a placement for one year with us, but consideration will be given on a case by case basis for a placement of less than one year. We have 11 places; typically they are allocated as 4 places in the PSLCN and 7 in the SNSC. At present these places are funded by the local authority for 25 hours per week.

Criteria for Admission to the Pre-School Speech, Language and Communication Needs Centre (PSLCN)

- Speech and language impairment in the absence of any other underlying difficulty e.g. developmental delay, autistic spectrum disorder (ASD)
- Non-verbal cognitive ability should be above or within normal limits
- The child is able to be included in the main nursery without one to one adult support

Criteria for Admission to the Special Needs Support Centre (SNSC)

We cater for a variety of additional needs, including autism. Children may have mild physical difficulties. The children will also have speech language and communication needs. The children need to be able to benefit (with adult support as appropriate) from the daily opportunities to integrate in the mainstream classroom. Special consideration will be given to children who meet the criteria and come from socially disadvantaged backgrounds.

Approved by the Governing Body: January 2017

To be reviewed by: January 2018

This policy is relevant to:

Nursery staff - yes	Centre staff - yes	Parents - yes
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