

Nursery Admissions and Access Policy

This policy should be read in conjunction with our policy 'Parent/Carer Fees and Funding'

Admission to the Circle Centre Nursery

- In the Autism Early Support Trust Limited (formerly Puzzle Centre) Specialist Nursery, we cater for children aged between 2 years and 5 years.
- Criteria for admissions are based on an assessment of the needs of the child rather than a specific diagnosis, however most children who attend have a complex language/social communication and interaction difficulties that may or may not be associated with autism.
- Places will usually be allocated on a first come first served basis - using the date on which a completed application form is received.
- It is our policy never to turn away a child, who would benefit from our provision, for whom we can find a place.

Our Nursery is open for 35 weeks a year. Sessions (2.5 hours) available are:

Monday	Core session 09:45 – 12:15	Enrichment session 12:15 – 14:45 <i>(includes lunch time)</i>
Tuesday		
Wednesday		
Thursday		Core session 13:15 – 15:30
Friday		Nursery closed

- Children must attend a minimum of two 'Core' sessions per week, and can attend a maximum of six sessions in total.
- Parents/ Carers must agree to give 12 weeks when their child is to leave Circle Centre Nursery.

- Parents/ Carers must agree to enable Autism Early Support Trust Limited to claim**;
- the Early Years (3/4 year old) Education Grant for their child (when eligible)
 - [15 hours funding – 3 and 4 year olds.](#)
- 2 Year Funding (parental application to county is required)
 - [2 year old funding](#)
- High Needs Funding (applied for by Circle Centre)
- Disability Access Fund (setting based fund for children with Disability Living Allowance) (Copy of Disability Living Allowance proof is required)

*** each element of funding has different criteria- please see appropriate links for further information*

This above funding is in addition to the contribution for specialist teaching and therapy you will be asked to make (see Parent/Carer Fees and Funding policy)

Nursery Access

- Our nursery is all on one level and the Trust will do all it can to ensure any child who may have mobility difficulties can be accommodated.

Delaying school start - sessions at our nursery

- The statutory requirement is for all children to attend school from the term after they turn 5. Parental preference allows parents to request their child to remain in a pre-school environment and not commence school until the term after they are 5.

For more information on school delay procedures visit here:

[delaying-your-child's-school-start/](#)

Continuation of sessions for an existing child delaying schooling will only continue on our 3 subsidised sessions unless the local authority have agreed to fund additional sessions and place the child at our setting with a funded Final EHCP

Education out of cohort

- Autism Early Support will consider admission of a school aged child only if the local authority name Circle Centre as an alternative suitable provision in a Final EHCP for that child.

This is referred to as 'Educating out of cohort' – changing year group

For further information on educating out of cohort please follow this link:

[Educating out of cohort-group/](#)

- **Local Authority agreement is required for educating out of cohort. Without local authority agreement to defer, your child will be expected to join year 1 when they start school.**

Please refer to our separate Parent/Carer Fees and Funding policy for all funding related information.

Review Date:	Dec 2021
Next Review Due:	Dec 2023