

Autism Early Support Admissions Policy

For internal use only

Created:

Head of Children's Services

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HOCS/Teachers

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Autism Early Support Trust Limited

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1. Updates from previous version

Inclusion of membership to The Parent's Portal for all parents who have a child in attendance at Circle Centre.

2. Purpose

This policy documents the admissions criteria for a child to be offered a place at our specialist nursery, 'Circle Centre'.

3. Scope

This Policy applies directly to all parents / carers, who wish to apply for a place at Circle Centre.

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

4. Terms and definitions

In this Policy, the following capitalised words and expressions shall have the meaning ascribed below:

"AES" means Autism Early Support Trust Limited.

5. Admission to the Circle Centre Nursery

In the AES (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 (includes lunch time)
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 also subscribe to AES's online parent support – 'The Parent's Portal' whilst their child attends the nursery. (£10 a month membership)
Membership to the portal is free for any family in receipt of Financial Assistance at AES.

You can register and subscribe to this service here:

<https://portal.autismearlysupport.org.uk/>

- 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)

6. 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.

7. 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

8. 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.

9. Further Reading

Parent/Carer Fees and Funding policy for all funding related information.