



Chertsey and Dorking Nursery Schools and Mole Valley Family Centre

SEND NURSERY ADMISSION PROCEDURE 2021-22

Admission to the Special Education Needs Provision at both Chertsey and Dorking Nursery Schools 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
- An education or health professional must notify the local authority (LA) of the child's needs and complete an application form that recommends the child be put forward to the Surrey Early Years Governance Specialist Nursery Panels (consisting of all specialist Nursery placements in Surrey – East and West).
- The Surrey Early Years Governance team will collate all the information for each child and disseminate to all members of the specialist Nursery panels.
- The panel makes the final decision on places. This consists of representatives from the LA, speech and language therapists, educational psychologist and staff from the settings.

Prior to the meeting of the admissions panel, parents are encouraged 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 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, but consideration will be given on a case by case basis for a placement of less than one year.

Chertsey Nursery School is funded for 10 places.

Dorking Nursery School is funded for 11 places. All places are funded by the local authority depending on the child's funded entitlement for three and four year olds, therefore each child is entitled to 15 hours funded education, or 30 hours if the parent are eligible for this.

Criteria for Admission to the Special Needs Support Centre (SNSC) – Chertsey and Dorking

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. Special consideration will be given to children who meet the criteria and come from socially disadvantaged backgrounds.

Approved by the Governing Body: Jan 2021

To be reviewed by: March 2022

This policy is relevant to:

Nursery staff - yes	Centre staff - no	Parents - yes
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