

Tanglewood Nursery School

"Using the EYFS curriculum we aim to provide a broad and balanced learning environment to enable children to develop socially, culturally, emotionally, intellectually, physically, spiritually and morally. We aim to ensure that every member of the school community reaches his/her full potential and is regarded as being of equal worth, irrespective of race, age, gender or ability."

Admissions Policy

Date Reviewed: Spring 2018
Next review date: Autumn 2018

TANGLEWOOD NURSERY SCHOOL

ADMISSIONS POLICY

General

1. A child's name may be placed on the waiting list during the term in which he/she reaches his/her second birthday. The deadline for applications for September admissions is the previous January 31st and the deadline for January admissions is the previous headcount day (usually mid-September). Any applications received after these dates will be added to a waiting list. Places will be allocated and parents/carers notified as soon as possible after these dates.
2. Parents/carers are contacted by email and/or telephone. **Please ensure your contact details are kept up to date.**
3. Children may not start at Tanglewood Nursery School until they have reached their third birthday.
4. All admissions are for five 3-hour sessions per week, morning or afternoon, except in very exceptional circumstances and at the discretion of the Headteacher.
5. Once children have started at Tanglewood Nursery School we are unable to change the session they attend.
6. Children are normally admitted for a minimum of three terms, unless there are exceptional circumstances (for example: looked-after or adopted children; referral by a health professional or social worker; request from the Women's Refuge, etc).
7. Children and parents/carers are invited to visit the Nursery School and to have a 'Come and Play' session before they are admitted.

Allocation of Places

The Nursery can offer 156 places.

Of the 156 places, 16 are allocated via Health for the Speech and Language Centre (Rainbow Room). These children are full members of Yellow Room, but they receive specific therapy delivered by a Senior Speech and Language Therapist, plus an experienced Speech and Language Therapy Learning Support Assistant. These places are allocated by a panel of professionals, and in line with the Centre's own Admissions Procedures. The Headteacher plays no part in these decisions.

There is no guarantee of a place for children living in the priority admission area.

In the event of oversubscription, places will be allocated using the following criteria in the order given. In exceptional circumstances a decision may be made on a case-by-case basis at the Headteacher's discretion and with the approval of the Chair of Governors.

1. Looked-after and adopted children.
2. Emergency admissions with supporting documentation.
3. Those children who attend Little Tanglewood and live in the priority area, in conjunction with the length of time they have attended Little Tanglewood. Those children who have attended the longest will be given a higher priority.
4. Siblings of children who are **currently** attending Tanglewood. Siblings are defined as children living in the same family unit, whether or not they are blood-related. This does not include blood-related brothers or sisters who live in separate homes.
5. Children living the shortest distance from the school within the priority area, as defined by the map held at school. If more than one child lives the same distance from school, priority will be given to the child who has been on the waiting list the longest.
6. Children living outside the priority area as defined by the map held at the school who have attended Little Tanglewood. Within this group priority will be given to those living nearest to the school. If more than one child lives the same distance from school, priority will be given to the child who has been on the waiting list the longest.
7. Siblings of children who attended Tanglewood in the previous academic year. Siblings are defined as children living in the same family unit, whether or not they are blood-related. This does not include blood-related brothers or sisters who live in separate homes.
8. Children living outside the priority area as defined by the map held at the school. Within this group priority will be given to those living nearest to the school. If more than one child lives the same distance from school, priority will be given to the child who has been on the waiting list the longest.

Distance will be calculated as the walking distance from the home address to school using Google maps.

For applications received after 31st January for September admissions, or after headcount day for January admissions, places will be allocated as they become available and in the order in which names were added to the waiting list.

Allocation of morning and afternoon places will be decided in order to best achieve an appropriate balance in each class between age, gender or additional need and the places available. Preference may be made, but cannot always be guaranteed. Children transferring from Little Tanglewood cannot be guaranteed to keep the same sessions, as they will be attending 5 morning or 5 afternoon sessions each week.

Funding

Parents/carers of children aged 3-4 years old are entitled to 15 hours of free early years' provision per week. This is known as 'Free Early Education Entitlement' and comes into effect the term after children turn 3. At Tanglewood Nursery School the offer is for the full 15 hours and cannot be split with another provider.

Appeals

In the event of parents/carers being unhappy with the allocation of a place, they should speak, in the first instance, to the Admissions Officer. If still not satisfied with the decision, they should then speak or write to the Headteacher. If they need to take the matter further, they should then write to the Chair of Governors. In the event of parents/carers still being unhappy, the matter should ultimately be referred in writing to The Executive Director for People (Children and Adults), at Essex County Council, whose decision shall be final.



TANGLEWOOD NURSERY SPEECH & LANGUAGE CENTRE ADMISSION PROCEDURES

Number of places available: 16

Number of half-day sessions per child: 5

Children who may be considered for referral

Children referred to the Tanglewood Speech and Language Centre should present with severe and specific speech and language impairment. This may include speech and/or language difficulties in the areas of receptive and/or expressive language.

It is expected that referrals should be made by the child's local speech and language therapist and sent to the consultant therapist at Tanglewood.

Referrals should provide evidence that:

- Speech and language impairment is the child's primary difficulty
- The child has better skills in tasks that do not require language, as demonstrated at the least by observation
- The child is capable of integrating into the mainstream nursery environment, as demonstrated by the quality of interaction within the family, or with peers, or within the period of assessment
- The child has made minimal progress over a period of at least six weeks, while receiving weekly speech and language therapy within the local clinic; (this does not preclude consideration where a late referral has been made to the therapy service)
- Parents are in favour of a referral being made, and wish their child to be considered for placement (see referral checklist for further detail)

The type of intensive speech and language therapy which is provided by the Tanglewood Speech & Language Centre would not be considered to be either beneficial or necessary for children whose communication difficulties are secondary to other problems, for example:

- Children with hearing impairments
- Children on the autistic continuum
- Children with physical impairments, including dysarthria, cleft lip and palate

- Children with more general developmental delay

Examples of expected primary difficulties

Children who are referred may have difficulties in some or any of the following:

- Understanding spoken language
- Understanding the meaning of words
- Learning and retrieving vocabulary
- Formulating abstract concepts
- Planning, organizing and expressing their thoughts
- Putting words together
- Sentence construction
- Learning and applying phonological rules
- Sequencing and organizing speech sounds
- Accurate speech production

Using the Speech and Language Framework (SALF), at least one area of the child's difficulties should be within descriptor levels 1-2, to warrant referral. Intervention package 1a or 2a should be recommended.

Evidence to support placement at Tanglewood Speech & Language Centre: the role of the Consultant Speech and Language Therapist

The Consultant Speech and Language Therapist will:

- Provide a second opinion following initial referrals
- Collate all relevant information
- Assess the child's speech and language difficulties and prepare a profile of strengths and weaknesses

Evidence from the consultant speech & language therapist should usually confirm that:

- At least one area of the child's difficulties is within descriptor levels 1-2 on the SALF and intervention package 1a or 2a is recommended

- The child's speech and language impairment is likely to have a significant impact on learning and the development of social skills.

Further admission requirements

Following the Essex guidelines on admission to nursery schools:

- Children must be at least 3 years old prior to admission
- Children must be able to attend for at least 3 terms prior to school entry. N.B. In exceptional circumstances where clinical need is such a 2 term placement may be considered. This recommendation will be made by the consultant speech and language therapist where it is appropriate.

Referral

The catchment area for Tanglewood Speech and Language Centre is where the Mid Essex Health NHS Area coincides with the LEA's Central Essex Area

Referrals should be sent to the consultant speech and language therapist at Tanglewood Nursery (currently Lauren Woodhead), with a copy to Mike Hollingsworth, SEN Area Manager, SENaAPS, Crossman House, Station Approach, Braintree, Essex.

The closing date for receipt of referrals is the beginning of the half-term holiday in each term.

The consultant speech and language therapist will submit evidence and priorities by attendance at the Case Management Panel on a termly basis.