



MAIN TANGLEWOOD ADMISSIONS POLICY

Written by	SLT/Admissions Officer/Governors
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Links with other policies	Little Tanglewood Admissions Policy Charging and Remissions Policy Fees and Refunds for Paid Places Policy

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 first birthday.

The deadline for applications is:

- September admissions – Previous January (Headcount Day)
- January admissions – Previous September (Headcount Day)

*Please check the website for Headcount days as these change on an annual basis.

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

Places will be allocated and parents/carers notified as soon as possible after these dates.

2. Before a nursery place can be offered, both children and their parents/carers are required to attend a school tour.
3. Parents/carers are contacted by email and/or telephone. **Please ensure your contact details are kept up to date.**
4. Our core offer: five 3-hour morning sessions per week OR five 3-hour afternoon sessions per week. Children are required to attend all sessions they have been allocated.
5. We offer a limited number of extended places **in addition** to our core offer. Our extended offer: 2, 3 or 5 sessions at the start or end of the week. Minimum 2 sessions (no single sessions offered). * see appendix 1
6. Once children have started at Tanglewood Nursery School we are unable to change the session they attend.
7. Children are expected to attend 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, or request from the Women's Refuge.
8. We are an inclusive school that welcomes children and their families from many different backgrounds. Within our diverse community, we have a number of children identified with additional needs or present as needing additional support and Tanglewood has a strong reputation for providing this support. However, there are times when we reach capacity for meeting children's needs. At these times, to ensure that we can meet all children's needs safely, we will work with individual children, their families and the professionals involved around them. This may result in a delayed start or a deferred entry until

we do have capacity and can meet the needs of every child in school. Any decisions made will be at the discretion of the Headteacher.

9. Children with medical needs or who require specialist equipment may have their start date delayed while we wait for the appropriate training to be carried out and/or the specialist equipment to be supplied and fitted by the appropriate health professional e.g. Epipen training.
10. Children and parents/carers are offered a home visit where possible, and are required to attend 'Stay and Play' sessions before they are admitted.

Allocation of Places

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 in conjunction with their age and 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. **It is the Parents/Carers responsibility to inform office staff of this.**
5. Children living within the priority area, as defined by the map held at school and whose name has been on the waiting list the longest.
6. 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. **It is the Parents/Carers responsibility to inform office staff of this.**
7. 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 headcount day 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 for particular sessions, a particular room or member of staff may be made, but will not be guaranteed.** Even after places have been allocated it may be necessary to move staff at any point in the school year.

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

Government-funded Early Years Education and Childcare Entitlements in England help families with the cost of childcare and early education. These entitlements are part of the statutory *Early Years Entitlements* and are funded by the Department for Education and administered through local authorities and HM Revenue & Customs (HMRC). They apply until the child reaches compulsory school age (usually the September following their 4th birthday). The main schemes available to 3-4 year olds are:

- **Universal Entitlement for 3-yr olds (15 Hours):** All 3 and 4-year-olds in England are entitled to 15 hours of funded early education per week for 38 weeks of the year, regardless of parental income or working status. Funding starts the term after they are three.
- **Working Parent Entitlement (up to 30 Hours):** eligible working parents can claim an additional 15 hours, bringing the total to **30 hours** per week for children **from the term after they turn 9 months old until they start school.**

For more information please visit <https://www.essex.gov.uk/children-young-people-and-families/early-years-and-childcare/help-childcare-costs>

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.

Allocation of Places for Enhanced Provision

The Nursery can offer 156 places, of which 16 are allocated via Provide for the Speech and Language Centre (Rainbow Room). These children are full members of Wonder 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.**



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 difficulties. This may include speech sound disorders and/or 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 severe difficulties with any of the following: receptive language, expressive language and/or speech sound production.
- 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 loss/deafness
- Children with social communication differences e.g. Autism
- 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 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.