

14. Admissions Policy

Guidance for this policy has been taken from:

EYFS 2023 Statutory Framework for the Early Years Foundation Stage

Signed by (Trustee): Diane McVey

Date: 07.08.2023

Next review date: August 2024

Review date	Description	Proposed by	Approved by
31.01.22	Updated to add clarity to admissions criteria and payment of fees	Catherine Cook	Board approval
July 2023	Updated to add clarity to priority criteria for children on the waiting list	Sadie Clarke	Board approval

This policy should be read in conjunction with our fee policy.

Review of Policy

The Centre Manager will review the content of this policy every year or earlier in the event that there are changes in legislation or as a result of a change in good practice.

Admissions Criteria

We provide care and support to children aged 0-5 with special educational needs and disabilities from Staffordshire, Stoke-on-Trent and Cheshire East.

We are a registered charity and we must ensure that our service reaches the children who will benefit from our specialist support the most.

Referral to the Peter Pan Centre may be from any parent carer and/or professional working with a family. The parent carer's views and wishes will be paramount. Places are dependent on availability and the priorities set out below and the final decision will be made by the Centre Manager.

We recognise that many children may come to us without a formal diagnosis therefore the following criteria will be used to determine priority for a place at the Peter Pan Centre for children who are placed on our waiting list.

1. Children with complex needs who require a high level of support, and are a LAC
2. Children with complex needs who require a high level of support, who are approaching school age
3. Children with complex needs who require a high level of support, who have no access to an alternative suitable setting

Admissions Process

Parent carers should ring us themselves in the first instance to enquire about places. We will then either invite them to visit our centre or discuss their requirements over the phone.

We ask that the family bring the child and any relevant paperwork, such as medical letters, to their first visit to our centre. Some families also bring a professional who knows the child well, such as a family support worker or play and learning practitioner.

During the visit and/or over the phone, we will inform parent carers the structure of our sessions, our ratios and other key issues such as health and medication plans that will be written to support their child and their child's targets.

During this visit and/or over the phone we will discuss children's needs at length. This helps us to decide which of our weekly sessions might best suit their child best.

Occasionally the Centre Manager may deem that a child does not require a place at the Peter Pan Centre. Usually because, on balance, the child would benefit more from a mainstream setting, where they will benefit from a language rich environment and having an appropriate peer group. The Centre Manager's decision is final.

If the Centre Manager agrees that a child would benefit from attending our Centre, we will confirm if parent carers are happy for their child to be placed onto our waitlist. Once on the wait list we will get back in touch with parent carers when a suitable place becomes available. We are unable to give a definitive timescale on this because we allocate sessions according to need and using our priority criteria. Children are allocated a place in a group that will benefit their learning, with a child to adult ratio appropriate to their needs.

The standard offer to children wishing to attend the Peter Pan Centre will be one 2.5 hours per week. Subject to availability, we may be able to offer a second session, on a reviewed basis, with the aim of supporting progress or helping with the transition process. Availability of second sessions are at our discretion.

Many children attend our Centre on a dual place, combining this with a place at day care setting such as a private nursery or childminder. We fully support this and will work with parent carers and the other setting to provide consistency for children, including sharing targets and other important information.

Once children have a school place or an appropriate mainstream provision suited for their needs secured, we will close their place within six weeks. This is due to the demand for our help and to ensure children's needs are well met within the most appropriate educational setting.

Transport

At our discretion, in exceptional circumstances we may also be able to offer subsidised transport for children and families. If you cannot find transport to and from the Centre please speak to the Centre Manager or Deputy Centre Manager and we will explore whether a subsidised taxi package may be appropriate and eligible. This is at the Chief Executive's discretion.