

## 2. Nursery Admissions and Access

- In the Specialist Nursery, we cater for children aged between 2 years and 5 years.
- Children usually have a diagnosis of complex language/communication difficulty or autism.
- Criteria for admission are based upon an assessment of the needs of the child matching the specialist provision we offer and not upon a specific diagnosis.
- Places will usually be allocated on a first come first served basis - using the date on which a completed application form is received.
- The Specialist Nursery at the Puzzle Centre is open for 35 weeks a year. Sessions available are:

Monday, Tuesday & Wednesday	9.45 am – 2.30pm <i>(2 sessions including lunch)</i>
Thursday & Friday - Morning	9.45 am – 12.15 pm
Thursday - Afternoon	1.15 pm – 3.30 pm

- Children may attend between 2 and 6 sessions per week. A session is two and a half hours long.
- The Specialist Nursery is all on one level and Puzzle Centre will do all it can to ensure any child who may have mobility difficulties can be accommodated.
- Puzzle Centre operates as both an early years nursery, providing access to the EYFS and free entitlement (term time only offer) to nursery education for 3 and 4 year old children, as well as a provider of specialist education and therapy for children who have special educational needs as defined by the 1996 Education Act and the 2014 Children and Families Bill. Puzzle Centre Trust heavily subsidises the specialist provision at the Specialist Nursery. This is exclusive of the nursery grant, which funds the provision for access to the EYFS.
- Parents to agree to Puzzle Centre claiming the Early Years Education Grant for their child (when eligible)\*\*

\*\* If Puzzle Centre is unable to claim the early years education grant, parents will be charged the equivalent. (this is currently £10.50 for the 2.5 hour session). This is in addition to the contributory fee for specialist teaching and therapy.

- Parents must agree to give a terms notice (12 weeks) when their child is to leave Puzzle Centre

## Contributions to Puzzle Centre Costs

- Puzzle Centre is proud to be a charity and it is our policy never to turn away any child who would benefit from our services, for whom we can find a place.
- Our fundraising activities are our primary source of income: we need about £450,000 per year to keep Puzzle Centre doors open.
- Income is received from Local Authorities (LAs) when an Education and Health Care Plan (EHCP) has been agreed for a child and grant money made available. However, this still leaves a significant funding gap that we are asking parents to help bridge.
- It costs Puzzle Centre around £150 per session for a child to attend the Specialist Nursery and receive the help we offer.
- Therefore, from 1<sup>st</sup> September 2018, parents of children at the Specialist Nursery will be asked to contribute to Puzzle Centre's costs as follows:
 

➤ 2 sessions per week ( <i>minimum requirement</i> )	£50 per week (£25 per session)
➤ 3 sessions per week	£70 per week
➤ 4 or more sessions per week	(discounted third session £20) price on application
- Contributions are payable in advance on the 1<sup>st</sup> of each month by Direct Debit, based on a minimum of 3 months.
- Any family that would face difficulties in meeting these contributions, and which has household income of less than £25k pa, may qualify for financial assistance from the Puzzle Centre Trust. Please ask for further details.
- Puzzle Centre retains the small Universal Early Years Grant of around £10 per session, which almost all children receive. Some children are eligible for a Higher Needs SEN grant from their Local Authority, of a further £10-15 per session, which Puzzle Centre also retains.
- LA funding may be available for children through Higher Needs Funding (HNF) or the equivalent, or an EHCP. Most children who attend Puzzle Centre eventually obtain some level of LA funding for a portion of the cost of their place at Puzzle Centre, either through their EHCP or HNF.
- If a child is in receipt of an EHCP with Puzzle Centre Trust named in Section I and once our agreed rate of fees for LA's is paid by the LA, parents are entitled to a 50% discount on their contributions (£12.50 per session) for up to 6 sessions (15 hours) from the date the agreed payment is received by Puzzle Centre from the LA.



- Prior to admission to the Specialist Nursery, parents are asked to attend a pre-admission meeting with a senior member of Puzzle Centre staff. Questions about how Puzzle Centre is funded and what parents can do to help fundraise are welcomed.
- A £50 non-refundable Registration Fee is payable prior to the pre-admission meeting, to cover administration costs.