

LEICESTERSHIRE COUNTY COUNCIL
Children & Young People's Service
Pupil Support



SPECIAL EARLY YEARS PLACEMENT IN LEICESTERSHIRE :
SKETCHLEY HILL MENPHYS NURSERY, THE MENPHYS CENTRE WIGSTON
AND SHELTHORPE CHILDREN'S CENTRE.

ADMISSION PROCEDURES

1.1 CRITERIA FOR ADMISSION

The following criteria provide the basis on which children should be recommended for specialist early years placement.

- i)* The placements are an early years educational provision and children admitted must therefore be within the age ranges of 2 years old and Statutory School age, eligible the day after their second birthday. Children admitted must have identified significant and complex special educational needs. The purpose is to provide a structured educational programme for a child, not to solely provide respite care to support the family.
- ii)* The need for social interaction with children and adults outside the family. It should be noted that it may be possible to meet this need within a local early years setting (i.e. playgroup or mother and toddler group) and that this may be the most suitable provision. A special early years placement is likely to be of benefit where that interaction will not take place unless it is carefully managed, or where local early years provision would be unable to meet the child's other special educational needs.
- iii)* The need for a carefully planned structured teaching programme, either in all areas of development or one or more specific areas, such as self-help or language. Such a programme may of course be possible within the home and or local Early Years setting, perhaps with the support from the Early Years SEN Inclusion Team (Specialist Teaching Service) or the Portage Service (Educational Psychology Service). Where this is not possible, or where social aims feature in that programme, a special early years placement would be of value.
- iv)* The need for multi-disciplinary advice and specific therapy to be integrated into a child's developmental programme in a single setting. It should be noted that multi-disciplinary advice can and indeed should, be incorporated into other early years support and is, for example, a particular feature of the Portage Service (Educational Psychology Service).
- v)* The need for access to a wide range of teaching aids (for example walking aids or a multi-sensory stimulation room), which it is not possible to provide within the child's own home or community provision.

- vi) If a child with significant and complex special educational needs is attending a local setting, it does not prevent them from accessing a special early years placement.
- 1.2 Even where these criteria are met a number of other factors will influence decisions about the most appropriate provision. These will include the child's age, social maturity, readiness to separate from parents and, in particular, parental wishes.
- 1.3 The Local Authority will make reasonable efforts to offer a special early years placement that is closest to the home address, within a journey time of one hour.
- 1.4 Out county special early years placement are only used when the child's special educational needs cannot be met in county or where transport to a special early years placement in county would mean a journey time that would normally take more than one hour.
- 1.5 An out county special early years placement should only be agreed by the appointed Officers of the Local Authority: the Special Educational Needs Assessment Service Manager and the Senior Educational Psychologist for the Early Years Team (Educational Psychology Service).
- 1.6 There is no statutory right of appeal against a local authority decision in this area. However, standard processes for redress apply (see 1.7 and 1.8).
- 1.7 If parents or carers have any concerns about the criteria and decisions, they should discuss this with the Early Years Educational Psychologist. If a concern cannot be resolved satisfactorily at that level, the parents or carers can refer the matter to the Senior Educational Psychologist or the SEN Assessment Service Manager.
- 1.8 If parents or carers are dissatisfied with a service received from the department, they can write to the Director of Children and Young People's Service. The Director will ensure the complaint is investigated and outcome of enquiries are communicated to all concerned.

2. GENERAL ADMISSION PROCEDURES TO SPECIAL EARLY YEARS PLACEMENT IN LEICESTERSHIRE:

- 2.1 The majority of children under 5 with special educational needs come to the attention of the local authority through a notification to the Early Years Referral Panel (Lead Officer: Senior Educational Psychologist for the Early Years Team).
- 2.2 All children notified in this way are seen by an Early Years Educational Psychologist, a Specialist Teacher or the Portage Manager from the early years support services.
- 2.3 The Early Years Panel also receives referrals of under 5s from other sources.
- 2.4 Following assessment and liaison with other professionals and parents, the Educational Psychologist will take the lead in making recommendations about appropriate educational provision.

- 2.5 Special early years placement is one of a number of recommendations for early years support which an Educational Psychologist might make following an initial assessment.
- 2.6 Dual placements are encouraged by the Local Authority and Managers of special early years placements. Many of the children attending a special early years placement in Leicestershire also maintain part-time attendance at their local early years setting. Where children attend more than one setting, professionals and parents are encouraged to share information across settings.
- 2.7 Where children initially receive other forms of early years support a recommendation for special early years placement may arise from a review of the child's progress (i.e. an Early Years Action plus review).
- 2.8 Where special early years provision is being considered it is important that parents visit the placement in order to make an informed decision.
- 2.9 Once special nursery provision has been discussed with the parents and with other professionals, and the parents have visited one or more of the special nurseries, the Educational Psychologist completes a recommendation form.
- 2.10 The 'Recommendation for Special Early Years Placement' form will be completed by the Early Years Educational Psychologist and will include the following:
- Biographical (including attendance at local setting) and family details
 - Details of parent/carer visit to special early years placement
 - Professionals involved with child, early years provision or family
 - Summary of development
 - Medical information, including details of medical conditions and implication for education provision (e.g. staff training and advice required for special early years placement)
 - Reasons for special early years placement
- 2.11 This form would then be endorsed by the appointed Officer of the Local Authority (at present the Senior Educational Psychologist for the Early Years Team) if it is clear that the admission criteria are met.
- 2.12 Where necessary discussion will take place with the appropriate SEN officer in the Special Educational Needs Assessment Service.
- 2.13 The original form will then be sent to special early years placement. Copies of the form will be sent at this stage to the SEN Officer for information.
- 2.14 The order of admission to the special early years placement should be determined by admission panels, which meet twice termly.
- 2.15 The constitution of each admission panel should be as follows:
- Teacher in Charge of the Special Early Years Placement
 - Representative of Special Educational Needs Assessment Service
 - Representative of the Educational Psychology Service
 - Representative of local Area Special School
 - Representative of Local MLD Unit

- 2.16 The meeting should be chaired by the Teacher in Charge of the Special Early Years Placement and minuted by the representative from SENA or another panel member on their behalf.
- 2.17 Following the meetings the Teacher in Charge of the Special Early Years Placement will liaise with SENA concerning admission dates and letters.
- 2.18 Transport may be provided in accordance with the SEN transport eligibility criteria.

3. SPECIFIC CRITERIA FOR SPECIAL EARLY YEARS PLACEMENT AT SHELTHORPE CHILDREN'S CENTRE

The special early years placement is an educational provision. The purpose is to provide structured educational programmes for children.

3.1 Children recommended for special EY placement at the Shelthorpe Children's Centre will:

- Need to have significant and complex special educational needs as notified to the Early Years panel and identified by Educational Psychology Service in Children's Services Authority.
- Normally need a home address in the District of Charnwood. A key aim of the development is to limit the distance travelled by some children to specialist provision around the county.
- Need to be within the age ranges of 2 years old and Statutory School age, eligible the day after their second birthday.
- Need carefully managed support in order for them to successfully integrate and benefit from interaction with their peers.
- Need a carefully planned and a structured teaching programme, either in all areas of their development or one or more specific areas.
- Need access to a wide range of teaching aids (for example walking aids or a multi-sensory stimulation room), which it is not possible to provide within the child's own home or local community provision

3.2 Type of support offered at Shelthorpe Children's Centre:

- An integrated childcare experience for children with significant and complex special educational needs.
- 2 Specialist Nursery Officers will support and aid the integration of children into the activities of the nursery.
- We will be considering commissioning the services of private providers.
- Withdrawal areas to allow children who need to have time out from activities and away from group contact.
- Access to necessary equipment, resources and staffing to aid individual development and enable integration.
- Available during term-time only, for a maximum of 3 days per week, 38 weeks per year. The arrangements are moving towards 5 days a week.
- Hours of service will be between 9am and 3:15pm.
- Any additional hours or days will become a chargeable service, to include all necessary additional costs for the child's individual needs, at the moment. Work is taking place in Leicestershire County to develop extended school provision.

- The above arrangements will be reviewed in March.
- The setting accommodates professionals already involved with the child and family e.g. Speech and Language Therapist, Occupational Therapist, Physiotherapist, Educational Psychologist and Specialist Teacher.

4. EQUAL OPPORTUNITIES, DISCRIMINATION AND SAFEGUARDING ISSUES

- 4.1 There is no perceived increased risk to discrimination that may result from the implementation of the above procedures.
- 4.2 There is no perceived increased risk to safeguarding the protection and welfare of children as a consequence of the above procedures.

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With acknowledgement to colleagues in the Educational Psychology Service (Early Years Team & Leadership Group), SEN Assessment Service, Early Years SEN Inclusion Team, Early Years and Childcare Service, Wigston Menphys Centre, Sketchley Hill Menphys Centre and Shelthorpe Children's Centre.

Date

26th February 2007

Issued on 28th February 2007.

Procedures to be reviewed in one year.

**PROCESS FOR DECISIONS REGARDING ENTRY TO
SPECIAL EARLY YEARS PLACEMENT**

