

**Hillview Nursery School**  
**Additionally, Resourced Mainstream Nursery**



**Admissions Guidance**

**Specialist provision for children with moderate to complex learning difficulties**

Hillview Nursery School

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Middlesex

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Further information about the provision can be found on the schools website at: [www.hillviewnurseryschool.co.uk](http://www.hillviewnurseryschool.co.uk)

Headteachers - Carly Orbell and Lisa Orbell

## **Description of resourced provision**

Hillview is a mainstream Nursery School which has an additionally resourced provision funded by London Borough of Harrow for nursery age children with moderate to severe complex learning needs and who may be identified as requiring an Education, Health and Care Plan (EHC Plan), when they are of school age.

The additionally resourced provision at Hillview caters for up to 12 children part time. The nursery has 6 places in the morning and 6 in the afternoon. There is insufficient space on the nursery school site and staff capacity to further increase the number of specialist places.

The specialist provision at Hillview is for children who would find it difficult to make adequate progress and close their attainment gap without additional support provided through the provision.

A description of the nursery's provision for pupils with SEND is outlined in the school's SEND Inclusion Policy which is on the school's website:

[www.hillviewnurseryschool.co.uk](http://www.hillviewnurseryschool.co.uk)

## **The purpose of the resourced provision**

The aims of the provision are to offer inclusive mainstream education and social opportunities, alongside access to specialist intervention from teaching staff and in class support. Children will be enabled to make good progress in their learning, communication, and social skills.

Children attending the resourced provision will:

- receive the special educational support they require from appropriately qualified staff.
- be provided with additional services from partner agencies, where required.

## **Admissions criteria for the resourced provisions**

The admission procedure for the resourced provision does not conform to the enrolment and admission procedures for the mainstream nursery.

### **Children will:**

- be known to a range of Health, Educational and Social Care professionals and may have received Portage support in the home.
- have complex needs and their ability to make progress will be limited in comparison to their mainstream peers across all areas of development .
- be at the very early stages of development and functioning at significantly below their chronological age.

- have an inconsistent development profile.
- be unlikely to access the mainstream curriculum and /or interact with their peers even with reasonable adjustments and considerable support as observational assessment will have demonstrated.
- be likely to require specialist support and the availability of a specialist facility (e.g. small group or sensory room) to spend periods of time outside the mainstream classroom, over and above that normally available in a mainstream nursery school.
- have a named condition, such as Autistic Spectrum condition, but severe cognition, learning or physical difficulties are overriding factors.

### **Assessing placement decisions**

- The provision is a partnership agreement between the local authority and the school.
- Admission to the provision will be recommended by the local authority through the Early Years Referral Panel (EYRP).
- Referrals are usually made by a member of Early Years Team, Portage, Educational Psychology Service, Children's Sensory Team or a Paediatric therapist or the Area SENCO.
- The EYRP is chaired by an Educational Psychologist from the Educational Psychology Service.
- Flow chart of admissions process- Appendix A
- Terms of Reference for the EYRP- Appendix B
- Priority is given to children in need with SEND.
- Priority is given to children with SEND with complex difficulties and who are not in a provision / child not making progress in their current setting.
- All pupils placed in the resource will be known to a range of professionals due to the complexity of their needs and are likely to require an EHC Plan once they are of school age and/or already/ be subject to an EHC statutory assessment or have an EHC Plan.
- Placements will be made for the start of an academic year ( September) but the process for selection will coincide where possible with the phase transfer process for children with SEND so decisions for placement are known by the end of the preceding spring term-e.g. places for September 2022 decided by April 2022.

- In the autumn term the EYRP considers referrals for children who may require an additionally resourced early years placement.
- Consent from a family to the referral process is received and a letter confirming their consent and explaining the process is sent from the EYRP.
- Parental preference is fully considered throughout the process of referral.
- In November all relevant paperwork is sent to the Head Teachers of the settings as part of a formal consultation. Families are invited to visit the settings if they have not already done so.
- The EYRP will seek the views of the Head Teachers of Hillview on suitability of placement and availability of places in the resourced group prior to making a final decision.
- The admission criteria are used to allocate the places.
- The EYRP will have regard to the number and profile/balance of needs within the resourced provision.
- Home visits will be made by the Educational Psychologist ( Chair of the EYRP) and the Head teacher of Hillview if appropriate to facilitate decision making.
- Final decisions on placement will be made in the spring term. For children who are subject to an EHC Plan placement decision will be made by February 14<sup>th</sup> in line with the phase transfer process as set out in the Code of Practice 2015.
- On offer of placement parents have two weeks to accept or decline the placement offer.
- Families are always invited to visit the settings if they have not already done so.
- Families are also invited to visit the setting over the summer term to ease and support the child's transition.
- In early September the allocated therapists and Educational Psychologist meet the children and parents to support the targets setting process with staff.
- The children's progress is reviewed regularly through termly planning and review meetings.
- For out of borough children, who are subject to an EHC Plan, the responsible local authority must consult with Harrow Council, Special Educational Needs

Assessment and Review Service (SENARS) email:  
senassessment.reviewservice@harrow.gov.uk

- Out borough EHC Plan consultations will be considered within the timeline set out in the Code of Practice 2015 ,the admission criteria and number of available commissioned places.
- The appropriateness of continuation of placement will be monitored through the nursery's review process or the statutory annual review process if the child has an EHC Plan.
- Transport-Parent /carers need to be able to transport their child to the setting. If the child is subject to an EHC Plan transport eligibility is explained in the Transport policy and can be discussed with the child's case work officer.
- The EYRP will review the number of filled commissioned places annually and plan regarding the number of vacant places for the forthcoming year.

### **Financial Arrangements**

Funding will be on a place plus basis whereby each place (6 FTE) in the resource receives annual funding of £10,000. In addition, each child attracts top up funding (Element 3). The school budget pack shows the place funding for £10,000 per place plus Element 3 funding based on the number of commissioned places. The full Element 3 funding will be allocated at the start of the financial year.

At the end of each term, the Element 3 funding will be adjusted to reflect movements in child numbers and funding will be clawed back per place if places are vacant for the whole term.

For out of borough pupils with an EHC Plan, the funding will be recouped from the child's resident local authority based on actual start dates and end dates. If an out of borough child leaves a place mid-term, the remaining days will not be funded unless another child fills that place.

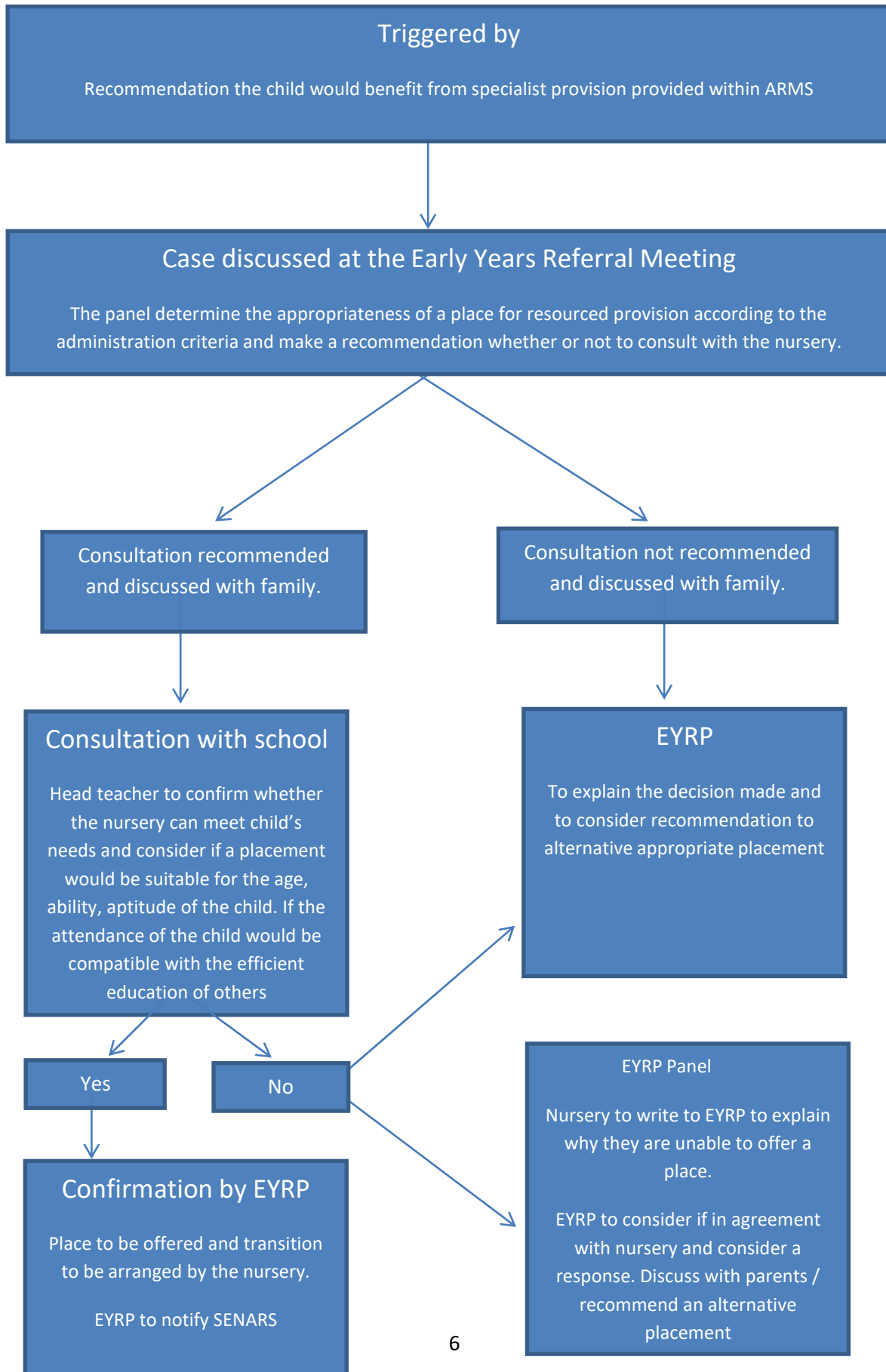
### **Review, Monitoring and Evaluation**

#### **School-**

The Head teacher of the school will have overall responsibility for the day to day management of the provision and for ensuring that the performance of staff is managed appropriately.

Successful outcomes for children will include clear progress in their learning and development.

## REFERRAL PROCESS (QUICK GUIDE)



**Early Years Referral Panel  
Terms of Reference  
July 2021**

**Membership of the Panel**

The Early Years Referral Panel (EYRP) will be made up of officers in Harrow Council Education Services together with partners from nursery schools and the health service. On occasion others may be invited to attend the panel for specific agenda items.

Panel members have a delegated responsibility on behalf of the Local Authority to consider and make recommendations about the educational needs of children with SEND who have complex SEND and/or are subject to the statutory process.

It is expected that the specialist services and resources of all relevant agencies are coordinated to benefit and achieve the best outcomes for children and young adults 0-25 with SEND.

**The membership of the Panel will consist of:**

Educational Psychologist - Chair  
Service Manager of the Early Years Team  
A member of Portage  
A paediatric therapist  
Area SENCO ( nurseries/PVI)  
SENARS – Casework officer responsible for Hillview  
A member of the Children’s Sensory Team if a referral from their caseload is discussed

Where a member cannot attend an appropriate representative should attend in their place.

**Purpose of the Panel**

The Purpose of the Panel is to advise the Local Authority in relation to:

- decisions on all requests for Hillview resourced provision or Woodlands.
- providing solutions and challenges with particular placements and partners.
- deal proactively with any safeguarding matters in accordance with Council policy and procedures.

Panel members have a delegated responsibility on behalf of the Local Authority to consider and make recommendations about the educational needs of children with SEND.

It is expected that the specialist services and resources of all relevant agencies are coordinated to benefit each child.

### **Frequency of Panel Meetings specific to Hillview**

- For Hillview decisions meetings will be held half termly.
- Meetings will be held on a Monday afternoon where possible.
- Hillview meetings will be an added extension to the 3 weekly meetings of the EYRP.

### **Practical Arrangements for the Panel**

- The Chair of Panel to schedule meetings and send out invites.
- The referrer to be responsible for preparing the relevant information for the Panel and circulating to all attendees the Friday afternoon before the Monday meeting.
- Minutes of previous meetings will be circulated within 5 days of the Panel.