



Admissions with SEND or Disabilities

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Owner: Nursery Operations Team

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Admissions Procedure & Policy for Children with Special Needs and/or Disabilities

Policy statement

To make clear how we follow admissions of children with Special Educational Needs and/or Disabilities (SEND) in a sensitive and appropriate manner.

Procedures

The setting is expected to make reasonable adjustments in order to cater for and accommodate children. If the needs of the child are deemed as beyond reasonable, this may be a reason for non-admission. Prior to a place being offered, all children and their respective needs will be considered. Our ability to provide appropriate facilities for the welfare of the child will be taken into consideration.

Parents will be able to see what we offer all children including those with SEND on The Local Council's Local Offer website. The local offer puts all the information in one place, about health and social services, education, leisure activities and support groups available in the area for children and young people aged 0–25, with special educational needs and disabilities (SEND). It also explains the additional or different provision provided for children who have SEND. The local offer enables parents, carers, children, young people and practitioners/professionals to see clearly which service(s) and support across education, health and social care, are available locally for all children and young people from birth to 25 years with SEND, and how and when they can be accessed.

Kiddie Capers Childcare will aim to do this by:

Our setting managers will:

- In consultation with the parent/carer of the child jointly assess the extent of the additional support requirement to meet the special need/ abilities of the child.
- Work in partnership with the parents to best support not only the child but the family.

- Where external agencies are already engaged in the care and development of that child, the setting manager will consult with those agencies on the extent of the additional support requirement and the appropriateness of the setting to meet those requirements.
- When the setting manager does not feel able to conclude her/his assessment of the setting's ability to meet the needs of that child, the manager will, with support from appropriate professionals, obtain additional professional advice/guidance from the appropriate agencies and our Head of Nursery Operations and the Company Directors.

When a child with special educational needs and/or disabilities is admitted, the setting manager and Special Educational Needs Co-ordinator (SENCO) will:

- Agree a schedule of additional support with the parent/carer of the child to be signed and dated by the manager and the parent/carer.
- Allocate a suitably experienced key person.
- Review on a regular basis (subject to the extent of the additional support requirement) the setting's performance in meeting the needs of the child.
- When a child with special educational needs and/or disabilities is not admitted, the setting manager will: inform the parents of the decision and provide valid reasons as to why the setting is unable to meet the additional support requirements of the child.

Document history

Date	Version	Section	Details	Reviewed by
10/11/2025	1.0		Creation of new policy	LE