



## Admissions Policy

### Mission Statement

We strive to ensure a positive future for all our children and their families

### Aims

Our mission is to provide early intervention through high quality Early Years practice for young children with autism and related conditions, delivered by experienced and dedicated staff.

To ensure that families access expert guidance and a range of support.

To lead the development of best autism practice through early intervention.

### Admissions

In the Early Years Centre we cater for children aged between 2 to 5 years (until the child would be leaving Reception).

Children do not require a diagnosis or referral; however, their main presenting need is autism or a related condition.

Our criteria for admission are based upon an assessment of the child's needs matching the specialist provision we offer.

We operate a waiting list and children will be offered a place at the Principal's discretion, depending on the need of each child and sessions that we have available.

Once the application pack is completed, families will be added to the waiting list.

The Principal will determine what sessions are allocated according to the needs of the child.

A £50 non-refundable registration fee is payable prior to the first session attended, to cover administration costs.

Children funded other than by parents/carers, e.g. a local authority or school, will be charged on a cost recovery basis for each session provided by TRACKS autism.

For children funded by parents/ carers the charges for each session provided will be at a heavily discounted rate that covers around 1/3 of the cost of a session.



As a charity TRACKS autism seeks donations and fundraises to provide subsidised early intervention for young children with autism and related conditions. Typically, each session will be for no more than 8 children with up to 6 staff. This puts TRACKS autism outside the scope of Nursery Grants, and it receives no direct local authority or government funding.

Parental contributions paid are non-refundable unless a month's notice is given to inform us of absence.

Parents/ Carers must agree to give a period of 1 months' notice when their child is to leave.

In the event the centre closing due to factors beyond our control, it will be at the discretion of the Trustees as to whether refunds will be offered.

For Parental Contributions see the attached schedule.

The Early Years Centre at Tracks autism is normally open for 47 weeks a year with sessions available: -

**Monday – 9.30 – 12.00** Taster session for new children

**Tuesday – 9.30am to 2.30pm** Full day Reception aged children

**Wednesday – 9.00am to 12.00 pm and 1.00pm to 4.00pm** Standard session

**Thursday – 9.00am to 12.00 pm and 1.00pm to 4.00pm.** Standard session

**Friday – Closed to families.**

Sessions are between 2.5 and 5 hours long. The minimum number of sessions (apart from the taster session) is 2 sessions. Children attending only one session a week will not get the full benefit of what we offer and so are required to attend two sessions per week. Reception age children will be encouraged to attend on a Tuesday double session (as availability allows).

The Early Years Centre is on one level and so accessible to any child who has a disability/mobility issues.



We operate as an Early Years Centre providing access to the EYFS as well as a provider of specialist education.

From September 2020, we will be offering children on the waiting list a feeder session on a Monday morning. If they are in the feeder group, they will be required to commit to accepting two sessions a week once they become available.

A copy of our Safeguarding Policy and other information about TRACKS autism is available on our website – [www.tracks-autism.org.uk](http://www.tracks-autism.org.uk).

**Local Authority/Parental Contributions.**

	2.5hour taster session	5hour reception age session	3hour standard session
Children funded other than by parents/ carers	£84.00	£164.00	£96.00
Children funded by parents / carers	£35.00	£70.00	£42.00

The above is subject to annual review normally annually effective 1<sup>st</sup> September each year.