



GROW LEARN PLAY PROJECT CIC

Admissions Policy – SEN Applications

Policy Statement

- This policy sets out the admission arrangements for Grow Learn Play Project CIC which is the name given to our care and education for local children aged 3 months to 11 years. It is organised as Day Nursery, Pre- School, and Holiday Club during the holidays.
- The policy aims to ensure best practice for admission into the Grow Learn Play Project CIC to enable a maximum number of children to access free early learning places and through the delivery of flexible options, support parents/carers to access employment or training.
- Grow Learn Play Project CIC will ensure that children are admitted to its nursery provision in a fair and consistent manner and in accordance with the published policy and procedure.

Equal Opportunities and Inclusion

- All children (regardless of race, gender, religious belief or affiliation, intellectual or physical ability, social or cultural background) will have equal access to places at Grow Learn Play Project CIC.
- Grow Learn Play Project CIC implements equality and inclusion policies relating to the following legislation: Race Relations Act (1976), Race Relations Amendment Act (2000), Sex Discrimination Act (1975), Human Rights Act (1998), Disability and Equality Act (2010) and Children's Act (2004).
- Children with disabilities will be treated no less favourably than other applications for admission. Disabled children will be given equal consideration of a place with others under the stated criteria for admission. The definition of disability is that contained within the Disability Discrimination Act (1995, updated 2005). Grow Learn Play Project CIC will make reasonable adjustments to ensure that children with disabilities are not placed at a substantial disadvantage in accordance with the Disability Rights Commission Code of Practice.

Ratios and Admissions Numbers

- Children with a defined SEN will be cared for on a 1:1 basis or within usual ratios if appropriate to the level of care required.
- Admission numbers are dependent on availability of a suitable member of staff.

Provision offered

- Our early years is open Monday to Friday, 51 weeks per year between 8am till 4pm. In certain circumstances a SEN child can also access our wrap around sessions but this may be in standard childcare ratios and not 1:1, a variety of part-time places may be available.

Application Process

- Complete Standard Enquiry Form
- Complete supplementary SEN questionnaire and provide any details of medical assessment, EHCP etc.
- Attend a pre-admission assessment with our SEN team. Child and parent/carer to attend.

- The review process will determine whether a place in general nursery provision can be offered or whether a 1:1 place is required.
- Session availability will then be discussed with the family. Please note, where a child requires 1:1 care, session options may be limited due to availability of suitable staff.
- For children under 3, or who are not already in receipt of SEN funding from Oxfordshire County Council, we reserve the right to admit at our discretion. The additional costs of providing 1:1 care are borne by Grow Learn Play Project CIC and therefore we need to assess the financial viability of providing the place.

Adopted by the Directors of Grow Play Learn project CIC on		August 26	
Signed on behalf of the Directors of Grow Play Learn Project CIC			
Last reviewed:	August 2026	Date of next review	August 2027