



Partnership Achievement Community Excellence

Chipstead Valley Nursery Admission Policy 2019/20

Agreed by Directors: pending Governor agreement.

Review Date: October 2019

Nursery Places

Chipstead Valley Nursery has a provisional maximum intake of 63 children, admitted each September:

Children must be:

- 2 years of age (2 Year old place) or
- 3 years of age (3 Year old place)

at 31st August to be eligible to start in the September of the same year (proof of date of birth will be required). Applications must be made by completing the relevant application form, available on the school website or from the school office and returning it to the school by the deadline of 15th January each year. The school will respond to all applicants by mid-February informing them if their application has been successful. If all places have not been filled applications received after the initial round deadline of 15th January will be considered at the end of each month, i.e. 28th February, 31st March etc.

3 Year-Old Places

The school offers 30-hour places to those parents who qualify for the new government 30-hours provision. Parents who believe they are eligible should ensure that they check their eligibility and apply at: <https://www.childcarechoices.gov.uk/>. Eligibility needs to be confirmed each term and the school requires parents to supply an 11-digit code (obtained when their application has been approved by HMRC). In addition, school will also need to know parents' National Insurance number in order to verify eligibility with Croydon Local Authority: please note this will only be required in the Autumn term.

Criteria for 30-hour eligibility

- To qualify for the additional 15 hours of free childcare, both parents (or the sole parent in a single parent family will have to be in work, and expect to earn on average, at least £115 per week (the equivalent of 16 hours on the national minimum wage) and no more than £100,000 per year each.
- Self-employed parents and parents on zero-hours contracts will be eligible if they meet the average earnings threshold
- Families where one parent is not in paid employment (or neither parent works) will usually not be eligible for these additional hours.
- Parents who are studying or in training will not be eligible unless this is combined with paid work which meets the minimum average earnings threshold.

The process

- Parents check eligibility with HMRC at: <https://www.childcarechoices.gov.uk/>, NOT the local authority
- Eligible parents will be given an 11-digit code which will be valid for 3 months.
- Funding can only be accessed from the term after they become eligible and codes must be dated to cover the whole of the term. Deadlines for claiming eligibility are as follows:

Child becomes eligible	Funding Available From	Code must be dated
1 st September – 31 st December	1 st January	BEFORE 1 st January until March
1 st January – 31 st March	1 st April	BEFORE 1 st April until July
1 st April – 31 st July	1 st September	BEFORE 1 st September until December

- HMRC should remind the parent to re-confirm their eligibility as their valid period draws to a close.
- However, it remains the responsibility of the parent to check their eligibility is reconfirmed in good time to ensure funding is continuous across the school terms. Failure to do so

within the specified deadlines in the table above will result in a gap in eligibility for funding, resulting in any hours for the term becoming chargeable.

15 hour places

Additionally, we also offer 5 funded mornings or 5 funded afternoons per week: i.e. 15-hour of free education and care in an early years setting.

2 Year-Old Places

Families are eligible for 2 year-old funding if they receive:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit - if you and your partner have a combined income from work of less than £15,400 a year after tax
- tax credits and you have an annual income of under £16,190 before tax
- the guaranteed element of State Pension Credit
- support through part 6 of the Immigration and Asylum Act
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

A child can also get free early education and childcare if any of the following apply:

- they're looked after by a local council
- they have a current statement of special educational needs (SEN) or an education, health and care (EHC) plan
- they get Disability Living Allowance
- they've left care under a special guardianship order, child arrangements order or adoption order

Parents need to check their eligibility on www.familyspacecroydon.co.uk . A guide on how to check is attached at Annex A.

Children are also eligible if they are looked after by a Local Council, they have a current statement of special educational needs (SEN), or an education health and care plan, they get Disability Living Allowance or they have left care under a special guardianship order, child arrangements order or adoption order. These families would not need to check online but would need to present evidence of their circumstances.

Please note that from the school term after a 2 year old child turns 3, they are entitled to 15 hours (or 30 hours if eligible) free.

Paid 2 Year Old Places

If a child is not eligible for a funded place it is possible for parents to pay for a 2 year old place, if available. Additionally, priority will be given to children who are eligible for funded places. All children in N1 will be eligible to automatically move up to N2 during the next academic year, i.e. from a 2 year old place to a 3 year old place within the Nursery. Parents of children in N1 will be asked to complete a N2 application form before the 15th January deadline so that the school knows it is the parent's intention that their child will move up from N1 to N2 in the next academic year. **Parents should be aware that attending the Nursery class does not mean a child will automatically transfer to the reception class at Chipstead Valley Primary. You will still need to apply at the appropriate time for a place for your child in a reception class via your home Local Authority. In addition, if a child attends the school nursery an older sibling will not have priority to attend the main school under the sibling criteria.**

Admissions Criteria

We will consider all applications in accordance with the following criteria – 2 and 3 year old places:

1. Looked after children and previously looked after children
2. Siblings: children with a brother or sister who will be in attendance at Chipstead Valley at the time of enrolment of the nursery child
3. Medical: children with serious medical reasons for needing to attend Chipstead Valley. For nursery children, a serious and continuing medical condition of a parent which would prevent them taking their child to school will also be relevant. Supporting evidence should set out particular reasons why the school is the most suitable and the difficulties that would be caused if the child had to attend another nursery. The medication reasons must be verified by a GP or consultant and declared at the time of application if known at that time.
4. Children of staff at the school: a) where the member of staff has been directly employed by the school for two or more years at the time at which the application for admission to the school is made, and/or (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Priority will initially be given to parents who wish their child to attend 5 mornings and/or 5 afternoons. This criterion will be reassessed after 31st May and further offers may be made after this date, if places remain.
6. Distance: priority will be given to children living nearest to the school as measured in a straight line

Please note:

- Supporting documentation with regard to 1 and 3 above will be required from an official source
- Applications for 'Looked-After Children' will need to be supported by a letter from the relevant Local Authority Children's Services Department
- Applications for children with medical needs will require a letter from a medical practitioner
- Special educational and social needs will require verification by the relevant professional body
- Distance will be measured in a straight line from the School to the home at which the child normally resides. Parents will be asked to provide documentary evidence to confirm their address. Shared custody – if parents share custody of the child, the address given should be that of the parent with whom the child spends most of the school week, which will be the address where Child Benefit is payable. Only one application per child can be accepted. If the address of the parent differs from that of the child, a written explanation must be submitted with the application. Custody issues cannot be resolved by the School or Local Authority

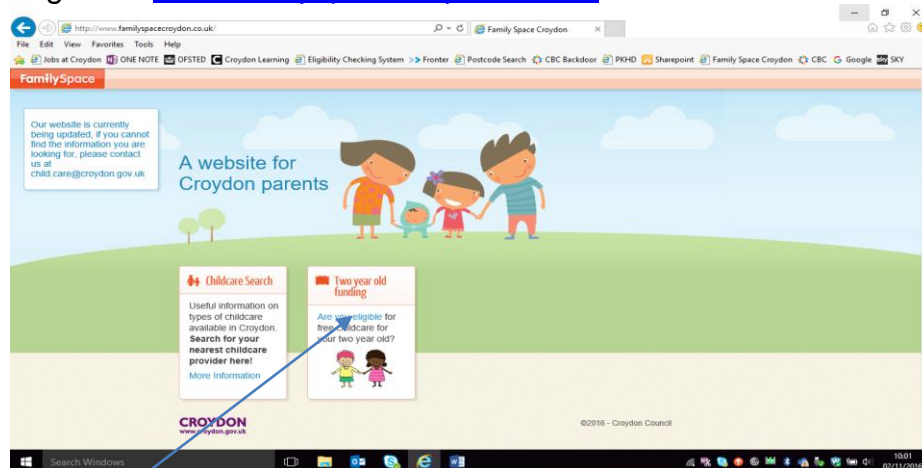
Where the school is over-subscribed School Governors will form a panel to ensure fair allocation of places, based on supporting information provided by the parents. Any child who is not offered a place at the Nursery can have their name added to a waiting list, which will be reviewed when a place becomes available.

Extended Services (2 and 3 Year Olds)

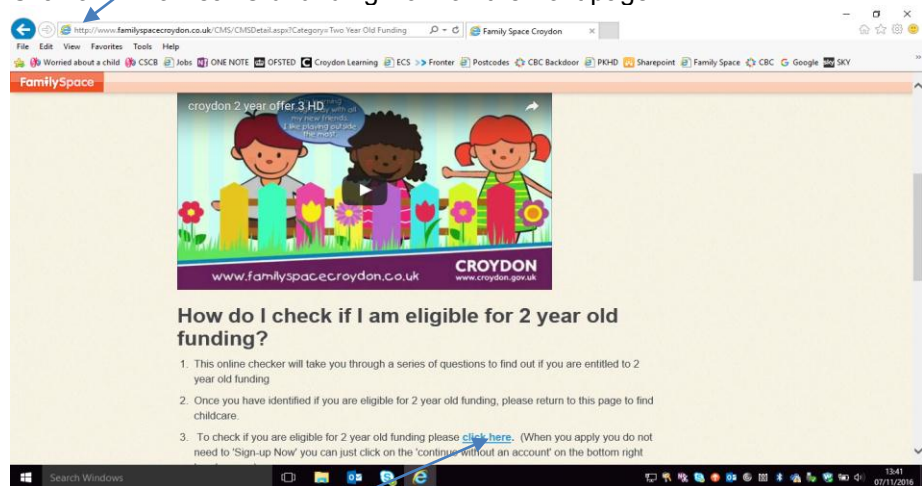
Additional hours can be purchased for children who attend our Nursery each morning or afternoon, subject to availability and suitability, for Breakfast and After School club and/or for additional 3 hour sessions. Lunches can only be booked along with an additional session, either an AM or PM place, depending on spaces. This enables children to spend a full day at our Nursery. Please see Annex B for details.

How to do a self-check for 2 year old Funding

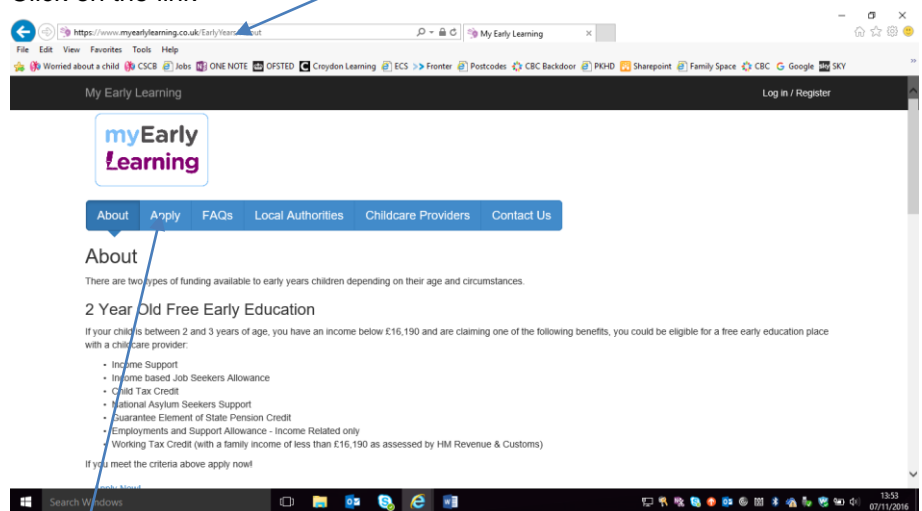
Log on to www.familyspacecroydon.co.uk



Click on "Two Year Old funding Box" on the front page



Click on the link



Click on the "Apply" heading on the blue ribbon

Title *

 First Name *

 Surname *

 Date of Birth *

 Please select which one of the following you hold *

 National Insurance Number

 National Asylum Seekers Support Number

 National Insurance Number *

 Postcode *

 Choose Address *

 Contact Telephone Number

 Email

Complete all the fields then click "Next" and continue on the next screen

Local Education Authority * London Borough of Croydon

 title 306

 Please enter the details for your children

 Child's forename(s) *

 Child's surname *

 Child's date of birth *

 If you are expecting or have another child younger than 24 months, you may wish to apply again when they become eligible on their 2nd birthday.

 Would you like to be reminded about this service by email on a future date?

Complete all the fields then click "Next" and continue on the next screen

You have almost finished your application. We just need you to read and agree the terms and conditions below and decide whether you want email notification of the result of your application. If you do not have email, please make sure you write down the reference number that appears on screen after you have submitted your application as you will need to provide this to the Childcare Provider. I confirm that the information I have provided on this application is complete and correct and I give permission for my eligibility status to be checked by Firmstep on behalf of my Local Authority. I understand that this will be done in accordance with my Local Authority's Fair Processing Notice.

 I agree that you will use the information provided to process my application for free early learning or Early Years Pupil Premium, and I understand that you will contact other sources as allowed by law to verify my initial and ongoing entitlement.

 I agree that you will enable my Childcare Provider to check my entitlement to free early learning or Early Years Pupil Premium if I provide them with my reference number, surname and postcode.

 I agree that you will store the information I have given on a database confirming to regulations and law and will provide my information to my Local Authority in order to ensure my free entitlement is granted.

 If you do not accept any of these conditions we will be unable to process your application.

 Where did you find out about this online service?

Tick the boxes and click "Submit"

The final screen will tell you whether or not you are eligible. You will be given a reference number and if you are eligible you must take this to your chosen childcare provider who will check the number against your details.

School Times**3/4 year olds**

30 hour children 08:30-15:30 (including a chargeable lunch fee of £5)

15 hour morning session 08:30-11:30

15 hour afternoon session 12:30-15:30

2/3 year olds

15 hour morning session 08:30-11:30

15 hour afternoon session 12:30-15:30

All day 08:30-15:30

Prices**2/3 year olds**

3 Hour Session	08:30-11:30 or 12.30-15:30	£17.50
Lunch	Please note lunch can only be booked along with an additional session, either an AM or PM place, depending on spaces	£ 5.00
All Day	(08:30-15:30)	£40.00

3/4 year olds purchasing additional session (over and above 15 hour entitlement)

3 Hour Session	08:30-11:30 or 12:30-15:30	£15.00
Lunch	Please note lunch can only be booked along with an additional session, either an AM or PM place, depending on spaces	£ 5.00

Please note that from the school term after a 2 year old child turns 3, they are entitled to 15 hours (or 30 hours if eligible and places are available, if parents are increasing their child's hours) free.

Extended Services

These will be available from the end of September.

Breakfast

30 hour entitlement	(07.30 – 08:30)	£5.50
3/4 year old 15 hour children	(07.30 – 08.30)	£5.50
2/3 year old children	(07.30 – 08.30)	£6.00

After-school

30 hour entitlement	15.30-18:00	£ 9.00
3/4 year old 15 hour children	15.30-18:00	£ 9.00
2/3 year old children	15.30-18:00	£15.00

We also have a separate price for parents who may need to leave their child in school until 15:45. In the event that a child stays beyond this time parents will be charged the full amount, see above. The 15:45 short stay price is set out below:

30 hour entitlement	15:30-15:45	£1.50
3/4 year old 15 hour children	15:30-15:45	£1.50
2/3 year old children	15:30-15:45	£2.00