

Market Drayton Infant and Nursery School

Admissions Policy for the Nursery

The Nursery also includes a setting at Longlands Primary School.

Introduction

We aim to ensure that all sections of our community have access to the Early Years Settings through open, fair and clearly communicated procedures.

- Children can be admitted to the Nursery from the term after their second birthday. It cannot always be guaranteed that there is a place as soon as a child reaches two as this is dependent on spaces within the setting.

Admissions Criteria

In order to achieve this aim, we operate this admissions policy.

1. Children with an EHCP (Education and Health Care Plan)
2. Looked After Children who are in Public Care or children who were Looked After but ceased to be so because they were adopted as defined in the School Admissions Code.
3. Children taking up their full entitlement of 15 hours
4. Children who live in the designated catchment area. If there are not enough places for all the children in the catchment area then the following criteria for admission will apply in order:
 - a. Priority will be given to those children who are four years old and will be starting school soon.
 - b. Priority will be given to children living within the catchment area who will have an older sibling at the Infant School on the day they are due to start school. (Giving Infant siblings priority)
 - c. After that, priority will be given to children living within the catchment area who will have an older sibling at the Junior School on the day they are due to start school.
 - d. After that, priority will be given to other children who live within the catchment area.
5. If there are spaces still available after the above criteria have been applied, children living outside the designated catchment area will be offered places according to the following criteria:
 - a. Children who will have an older sibling at the Infant on the day they are due to start school.
 - b. After that, priority will be given to children living out of catchment area who will have an older sibling at the Junior School on the day they are due to start school.
 - c. All other children.

Funding

2 Year Old Funding (24U) - Childcare for 2 year olds

So, who is eligible for the free childcare for two year olds?

1. Families who are in receipt of one or more of the identified benefits below:

Income Support

Income Based Job Seekers Allowance

Income related Employment and Support Allowance

Support under Part VI of the Immigration and Asylum Act 1999

Guarantee element of the State Pension Credit

Child Tax Credit and have an annual income (as assessed by HMRC) that does not exceed £16,190

Working Tax Credit and have an annual income (as assessed by HMRC) that does not exceed £16,190

The catchment area for Longlands Pre School is the same as the catchment area for Longlands Primary School. The catchment area for the Infant School site is the same as the Infant School.

2. You will also be eligible if:

Your child has a current statement of special educational needs (SEN) or an education, health and care plan

Your child gets Disability Living Allowance

Your child has left care through special guardianship or an adoption or residence order

Your child is Looked After

When will my child be eligible?

If your family meets the criteria above you are entitled to the free place from the term following your child's second birthday.

If your child was born between 1 January and 31 March you are entitled to the place from the Summer term (after Easter).

If your child was born between 1 April and 31 August you are entitled to the place from the Autumn term (September).

If your child was born between 1 September and 31 December you are entitled to the place from the Spring term (January).

Funding for 3 year olds

Children automatically receive funding the term after their third birthday for 15 hours per week.

Any sessions taken prior to the funding will be charged and are payable a month in advance; on the request of parents/carers we also offer weekly payments.

There are some additional hours available (meaning parents could choose to pay for an additional 15 hours or fund this through 30 hours free child care if eligible). These places are allocated on a first come first served basis, priority will be given to those taking the full 30 hours. There will be a **maximum of 10 places available at the Infant Site and 4 at the Longlands Site** like this to avoid taking up too many places for other children. This will be reviewed termly and may increase if space allows.

30 hours Free Government Funded Childcare for 3 and 4 Year Olds from September 2017

So what is the free childcare deal?

In a nutshell, many working parents of 3 to 4-year-olds in England will be eligible for 30 hours of free childcare - rather than the current 15 hours.

But the first thing you need to know is that this is 30 hours free for only **38 weeks** per year - not 52 weeks of the year. It's basically equivalent to school term times - and totals 1140 free hours across the year.

In theory, you may be able to spread the free childcare out over further weeks, but this will mean you'll get fewer than 30 hours free childcare each week.

Will my child get it?

Not necessarily as not everyone is eligible. But everyone **will** still receive the 15 hours free childcare that is currently available.

Eligibility rules for 30 hours free childcare:

- Your child will be aged 3 or 4 when the scheme starts in your area
- Both parents must be working - or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage ([see how much this is below](#))
- Each parent must have an annual income of less than £100,000
- You live in England

When will it start?

The catchment area for Longlands Pre School is the same as the catchment area for Longlands Primary School. The catchment area for the Infant School site is the same as the Infant School.

The scheme is scheduled to roll out nationwide in September 2017.

How do you apply for the 30 hours free childcare?

You can register for the 30-hour scheme on the [Gov.UK website](#). You'll need to confirm you live in England and will be asked to provide your email address and your child's date of birth. You'll then be emailed with information about when the scheme will be available and how to apply.

You can also find out more on a new [Childcare Choices website](#) set up by HMRC. This also gives information about the new [Tax-Free Childcare scheme](#) and includes a [childcare calculator](#) so you can compare your different options.

To get 30 hours free childcare, you'll need to do the following:

- Apply online through the childcare service. <https://www.childcarechoices.gov.uk/>
This is the only place that will tell you whether you are eligible.
- If you're eligible, you'll receive a code - this will allow you to arrange your childcare place ahead of September 2017
- Take your code to your childcare provider or local council (if it's council-provided childcare), along with your National Insurance number and your child's date of birth
- Your childcare provider or council will check the code is authentic and allocate your child a free childcare place
- IT IS PARENTS' RESPONSIBILITY TO APPLY FOR THIS AND IT HAS TO BE RENEWED ON A TERMLY BASIS

To be eligible, I've got to earn the equivalent of 16 hours at National Minimum Wage. How much is that?

It depends on your age. For this scheme, the minimum amount will always reflect the lowest hourly rate that a person of your age can legally be paid. Therefore, currently for a parent aged 21-24, you'd need to earn a weekly average of at least £111.20. For a parent aged 25+, you'd need to earn a weekly average of at least £115.20.

What if one parent in a couple isn't working?

This is basically a scheme to help working parents, so families where one parent doesn't work, or both parents don't work, will usually not be eligible for these additional 15 hours.

However, if one parent isn't working because they're an official carer (eg receiving benefits relating to being a carer) or they are receiving disability benefits, and the other parent is working, then the Government has stated it "intends to make provision" to support these families.

There is also additional entitlement if the parent normally works but is temporarily away from the workplace, for example on statutory sick pay.

What if you are self-employed or on a zero hours contract?

You will be eligible if you (or both of you in a couple) earn at least the equivalent of 16 hours at the National Minimum Wage.

What if one parent loses their job?

There will be a short "grace period" allowing parents to have a chance to find new employment. The following grace periods apply:

Date parent becomes ineligible	End of grace period
1 st Jan - 10 th Feb	31 st Mar
11 th Feb - 31 st Mar	31 st Aug
1 st Apr - 26 th May	31 st Aug
27 th May - 31 st Aug	31 st Dec
1 st Sep - 21 st Oct	31 st Dec
22 nd Oct - 31 st Dec	31 st Mar

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Other information

- Attendance at the Nursery does not guarantee that your child will have a place in either the Infant School or at Longlands Primary, as this is a separate admission process.
- We keep three places vacant, if this is financially viable, to accommodate emergency admissions.
- We are an equal opportunities setting and our admissions process considers children independently of gender, background, religion, ethnicity or competence in spoken English (we publicise our equal opportunities policy widely, in communications with parents and on our website).
- We monitor the gender and ethnic background of children joining the setting to ensure that no accidental discrimination is taking place.
- Attendance for the 15 hours entitlement can be all mornings, all afternoons or two and a half days at the start or end of the week, subject to availability.

Prior to your child starting the Nursery, a member of staff from the setting will contact you about making a home visit. This gives the opportunity for a member of the team to see your child in an environment with which they are familiar. This will also give the parents/carers a chance to meet all staff and ask any questions. Parents and their child will be invited to attend an open session prior to their child starting.

A daily attendance register will be completed as the child arrives.

Children are only allowed to go home with a named adult (over 16 years of age).

We are required by law to keep on record the following details of children:

- 1 Full name, address and telephone numbers of the child and parents or carers the child normally lives with.
- 2 Information about who has legal contact with the child and who has parental responsibility for the child, along with the address of every parent known to the setting.
- 3 Parents' place of work and contact number.
- 4 Contact details of any carer or childminder.
- 5 An emergency telephone number.
- 6 Child's date of birth.
- 7 Record of immunizations.
- 8 Any special dietary requirements.
- 9 Any food allergies.
- 10 Any special health requirements.
- 11 Name, address and telephone number of the child's family doctor.
- 12 Names of up to 5 people who can collect your child from school

We will record and submit the following information to the Local Authority about individual children receiving the Free Entitlement to Early Years provision as part of the Early Years Census:

1. Full name
2. Date of birth
3. Address
4. Gender
5. Ethnicity (This data will be collected on a voluntary basis on child's registration form)
6. Special educational needs status

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7. The number of funded hours taken during the census week
8. Total number of hours (funded and unfunded) taken at the setting during the census week.

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