

## **Market Drayton Infant School Nursery and Market Drayton Town Early Years Setting\***

### **Admissions Policy**

For the purpose of this document Market Drayton Infant School Nursery, Longslow Ladybirds Playgroup and Longlands Pre School will be referred to as 'The Early Years Settings'.

#### **Aim**

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

#### **Methods**

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

- Children can be admitted to the Early Years Settings 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.
- As demand sometimes exceeds places available, we give priority to:
  - Children with a Statement of Special Educational Needs or in medical circumstances
  - Children who are 'Looked After' or adopted
  - Children taking up their full entitlement of 15 hours
  - Children who live in the catchment area\* of the setting and are four years old (so starting school soon)
  - Other children who live in the catchment area
  - Children living out of our catchment area but with siblings in the setting or school
- Attendance at the Early Years Settings 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.

#### **Other information**

Prior to your child starting the Early Years Setting, 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.

\*Market Drayton Town Early Years Setting refers to Longslow Ladybirds Playgroup and Longlands Pre School Nursery.

The catchment area for Longlands Pre School is the same as the catchment area for Longlands Primary School. The catchment area for Longslow Ladybirds Playgroup and Market Drayton Infant School Nursery is the same as the Infant School. When children are offered a place they will go to the setting that is their catchment area unless they have a statement of SEN, LAC or have siblings at one of the main schools.

- 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, (no special educational need, Early Years Action / School plus, Early Years Action Plus/ School Action Plus, or Statement)
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.

### **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

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).

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### **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) which are allocated on a first come first served basis. There will be a maximum of 10 places available like this to avoid taking up too many places for other children.

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