

PRE-SCHOOL ADMISSIONS POLICY 2019-20

The Ashington Learning Partnership Governing Body is responsible for setting the Admissions Policy for the Pre-school classes attached to Bothal Primary and Central Primary Schools. We aim to have a clear, consistent and fair admissions procedure for all, particularly where there are more applications than places available. The criteria for admission reflects the available provision within the wider community and not just the schools' catchment areas.

We have the following places available:

Central Primary:

- 40 part-time places in our 2-year-old provision Little Learners
- 156 part-time Nursery places

Bothal Primary:

- 32 part-time places in our 2-year-old provision Little Learners
- 104 part-time Nursery places

Application to Little Learners

Free Child Care – If eligible you will receive an email from the Local Authority which must be produced, together with a copy of the child's birth certificate, when applying for a free place. Children can access a place the term after their second birthday. Parents should contact the Local Authority to check eligibility <https://www.mylearning.co.uk/earlyyears/childcareproviders>. Parents may get help to access the website in school if they don't have internet.

Paid Provision – Places may be available for paying families in Little Learners. To access a paying place parents must register their details with the school. Places are offered as they become available. As far as possible we aim to match the relevant sessions requested. Children can access a place from the day of their second birthday.

Application to Nursery

Parents should apply to the Primary School for their child to be admitted in the term following the child's third birthday. Please note parents should complete an application for Nursery even if their child has been attending Little Learners.

Pupils are entitled to 15 or 30 hours free provision per week for 38 weeks, depending on eligibility <http://www.gov.uk>.

The closing date for receipt of applications for Nursery in September 2019 is 31st October 2018. Letters confirming a place in Nursery will be emailed or posted to parents in the spring term. Late applications are accepted and will be considered after those received by the closing date have been processed.

Applications forms for Little Learners and Nursery can be obtained from the website or school offices:

Central Primary School
Milburn Road
Ashington
NE63 0AX
Tel: 01670 810570
www.centralprimary.co.uk

Bothal Primary School
Wansbeck Road
Ashington
NE63 8JQ
Tel: 01670 812324
www.bothalprimary.co.uk

Admission to Little Learners

Priority is given to those children who are eligible for a free funded place. If available, places may be allocated to paying families on a first come first served basis until the provision is full.

Admission to Nursery

A child who is three years old by 31st August will normally be admitted part-time (15 hours) to Nursery in the September following their third birthday. Depending on availability, children will be allocated a morning or afternoon place or full days if eligible for 30 hours and spaces exist.

Parents eligible to 30 hours **MUST** reconfirm by the end date stated on their eligibility code issued by HMRC. Where we are notified by the Local Authority that you have missed your reconfirmation deadline date or that you are no longer eligible, your place will enter into a grace period, as set out in Regulations 2016, determined by HMRC or a First Tier Tribunal in the case of an appeal. In these circumstances we will contact you about the end of your free extended entitlement place. It is therefore extremely important when taking up your child's place that you are fully aware of the importance of reconfirming your eligibility code and what this means for you and your child.

In Year Admissions to Nursery

If spaces are available, they will be allocated in January and April to those children who have reached their third birthday by 31st December and 31st March respectively. See 'Allocation of Places and Admission Criteria for Nursery' below.

Those children who have had a funded or paid place at Little Learners and who have not yet been allocated a place in our Nursery may be able to retain their place, **provided** there is a space available, until their September Nursery admission date. Please note that any such places would need to be paid for.

The Nursery Admission Process

1. When the offer of a place is made, parents will have the opportunity to review their first choice of session times.
2. Parents should confirm their acceptance of a place once they have received an offer letter.
3. Parents will be invited to visit the Nursery and meet the staff, discuss their child's needs and ask any questions they may have.
4. All families will be offered a home visit prior to the child's start date. The home visit helps the child to make connections between home and school and to settle confidently.
5. The induction period into Nursery will be led by the child and in agreement with the parent. Some children may settle very quickly and attend their full sessions immediately; some children may take a little longer to settle and may need more induction sessions which will include visits with their parent and shorter sessions.
6. Most children will attend the Nursery for one year and progress to Bothal or Central Primary School the following September when they are 4 years old.

Allocation of Places and Admission Criteria for Little Learners & Nursery

The following criteria is used to decide upon eligibility for a place, where the number of applications exceeds the admission limit:

1. Pupils who have an Education Healthcare Plan (EHCP) which specifies the school applied for, provided the school can meet those needs.
2. Looked after children (LAC) or previously LAC who are in the care of the local authority.
3. Pupils who have a sibling already attending any school within the ALP who will still be attending that school on the expected admission date.

For the purpose of admission, siblings are deemed to be brother and sisters, step brothers and sisters, adopted brother or sisters and other children who reside permanently in the household and are treated as siblings. As a tie breaker multiple births will be treated as one admission.

4. Pupils who reside within the catchment area of the school for which they are applying, or where firm evidence can be provided that they will do so by the proposed admission date.

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday - Friday) during term time. Where there is a clear 50/50 split parents should decide.

Resident in catchment

Parents will be asked to provide evidence of residency if the requested school is oversubscribed. Evidence will comprise the child's birth certificate and a utility bill dated within 3 months of application. In the case of a false address being submitted any offer of a Nursery place will be withdrawn.

5. Children already accessing their 2-year-old free entitlement at Little Learners provision. (NB this does not include those children accessing paid day care.)
6. Child of staff

Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

7. Children of UK Service personnel

A place will be allocated in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

8. Pupils with exceptional medical or social needs supported by evidence in appropriate professional or medical reports that specifies the school applied for.

Notification of medical need

Evidence must be a written statement by a professionally involved third party such as a Doctor or Social Worker. This written statement must be submitted by **31st October** and will be treated confidentially.

9. Applications from children who meet none of the criteria above.

Tie Breaker

If in any category, there are more children than places available; places will be determined by reference to order of birth; eldest first. If there are any children with identical dates of birth the child living nearest to the school will be given preference. In the case of multiple births children will be treated as one admission.

Admission into Bothal or Central Primary School

Parents of children attending Bothal or Central Nurseries must apply if they wish their child to be admitted into that school's Reception class. The application will be considered alongside all other applications using the criteria set out in the ALP Admissions policy.

Application forms for Reception are administered by the local authority www.northumberland.gov.uk/admissions.

Chair of ALP:

Date:

Date:	11/3/16	Jan 17	Jan 18
Version	1	1	3
Author:	N Lumley	S Turnbull	N lumley
Status:	Review	Review	Final

Appendix A – Criteria for Early Education for 2-year-olds

Appendix B – Criteria for Extended Entitlement (30 hours)

PSA1 – Parental Declaration (for 2, 3 and 4-Year-Old Funded Entitlement)

PSA2 – Little Learners Application Form

PSA3 – Little Learners Admission Process

PSA4 – Little Learners Contracted Hours

PSA5 – Charging and Remissions Policy – Little Learners

PSA6 – ALP 15 Hours Nursery Application Form

PSA7 – Nursery Admission Process

PSA8 – Nursery In-Year Admission

Criteria for Early Education for 2-year-olds

Two-year-olds are eligible for free early education if parents/carers are in receipt of the following:

- Child Tax Credit (but not Working Tax Credit) and have an annual income not over £16,190;
- Working Tax Credits and have annual earnings of no more than £16,190 per year;
- Income Support;
- Income-based Jobseeker's Allowance (JSA);
- Income-related Employment and Support Allowance (ESA);
- The Immigration and Asylum Act 1999;
- Guaranteed element of State Pension Credit.

Children will also be eligible if any of the following apply:

- They have a current statement of SEN or an Education, Health and Care plan;
- They attract Disability Living Allowance;
- They are looked after by the Authority;
- They have left care through special guardianship or an adoption or residency order.

Criteria for Extended Entitlement (30 hours)

The extended free childcare entitlement will be available to parents/carers of three and four-year-olds in from September 2017 where:

- Both parents are working (or sole parent in a lone parent family) and each parent/carer earns on average:
 - A weekly minimum equivalent to 16 hours at national minimum wage (NMW) (for under 25 yr olds) or national living wage (NLW) (if over 25 yr old), and
 - Less than £100,000 per year.

OR

- Both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity, paternity or adoption leave or statutory sick pay, or
- One parent is employed and the other parent has substantial caring responsibilities based on specific benefits received for caring, or
- One parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits.

Please Note:

- Parents do not need to work 16 hours per week, but your earnings must equal at least 16 hours work at minimum wage/national living wage. This equates to a minimum income requirement for a parent/carer over the age of 25 of £115.20 a week, or for 21-24 year olds of £107.20 a week.
- A parent/carer will be eligible if they expect (on average) to earn this amount over the coming three months: for example, for a parent/carer who is on zero-hours contract, they will qualify if on average they work two weeks out of every three, and when they are working they get 25 hours of work at the minimum wage.
- 'Parent' means a person who has parental responsibility for the child. In cases where a parent has remarried or is living with a partner, the step-parent or partner must also meet the earning threshold.
- Foster carers are only eligible for the extended entitlement for their own children (if they meet the criteria); they are not eligible for children that they foster.

Parental Declaration (for 2, 3 and 4-Year-Old Funded Entitlement)**1. Child's Details**

Child's Legal Family Name:		Child's Legal Forename(s):	
Name by which the child is known if different from above:			
Date of Birth:		Male / Female:	
Address:		Post Code:	
Documentary proof of DOB Type (e.g. Birth Certificate, Passport):		Document recorded by (name of staff):	
Date document recorded (dd/mm/yy):		2YO Code:	

2. Additional Details for Children Claiming 30 Hours Free Childcare

Parent/carer National Insurance Number:		30 hours eligibility code:	
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3. Setting and Attendance Details

- You need to agree and complete this declaration form with each setting your child attends for their early education entitlement of 15 or 30 hours per week in order to ensure that funding is paid fairly between them.
- Your child can attend a maximum of two sites in a single day and if your child attends more than 1 setting we will split the funding fairly between the settings.

Setting Name(s)	Please Enter The Total Free Entitlement Hours Attended Per Day					Total Number Of Hours Per Week	Number Of Weeks Per Year (e.g. 38,45,51)
	Mon	Tue	Wed	Thur	Fri		
A							
B							
C							
Total Daily Free Hours Attended							

4. Early Years Pupil Premium (EYPP) Registration Form

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits (please see web address in footnote). This funding will be used to enhance the quality of their early years' experience by improving the teaching and learning and facilities and resources, with the aim of impacting positively on your child's progress and development. For more information, please speak to your childcare provider.

If you believe that your child may qualify for the EYPP please provide the following information for the main benefit holder to enable Northumberland County Council to confirm eligibility:

Parent/Carer First Name		Parent/Carer Surname	
Parent/Carer Date of Birth		Parent/Carer National Insurance Number/NAS S Number	

5. Disability Access Fund Declaration

Three and four-year-old children who are in receipt of child Disability Living Allowance and are receiving the free entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child’s early years setting as a fixed annual rate of £615 per eligible child.

Is your child eligible and in receipt of Disability Living (DLA)?

Yes

No

If your child is splitting their free entitlement across two or more providers, please nominate the main setting where the local authority should pay the DAF:

<https://www.gov.uk/guidance/early-years-pupil-premium-guide-for-local-authorities>

Data Protection, Privacy and Data Sharing

By signing below, I agree and consent that the information I have provided above can be shared with Northumberland County Council and the Department for Education. They will access information from other government departments to confirm my child’s eligibility and enable this early years setting to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child. I acknowledge that, where my child moves to a new setting, the above information can also be shared with them.

I understand that this personal information is held securely and will be used to ensure that this setting receives the statutory funding from the Council which it is eligible for. My eligibility for funding and any change to that eligibility will be shared with this setting. I understand that my consent to this information sharing can be withdrawn at any time, by contacting the setting and the Council.

If you want to see a copy of the information this setting holds and shares about you then please contact us. Further information regarding how the Council will use the information shared with them can be found on the “Early Years Education” section of their website:

<http://www.northumberland.gov.uk/About/Contact/Information.aspx#privacynoticesdataprotectionforschoolsotherchildrenservices>

Declaration I (Name)

Of (Address)

(Name of Provider/s)

to claim free entitlement funding as agreed above on behalf of my child.

Parent/Carer/Guardian with legal responsibility		Child Care Provider	
Signed		Signed	
Print Name		Print Name	
Date		Date	

Office Use:

30 hours eligible & found start date end date

Checked by: (Name) (Sig)(date)

birth certificate (copy attached) – original seen by (Name)
(signed by person sighting) (Signature)
..... (Date)

DAF – eligible Y N

If Yes: copy of letter confirmation of Disability Living Allowance attached.

Email Parental declaration, birth certificate & DLA letter to SBM.

Forms filed in office.

Little Learners Application Form



(tick as appropriate)

Free Child Care - Parents should contact the Local Authority to see if they are eligible for Free Child Care by telephoning 01670 623592 or email fis@northumberland.gov.uk. If eligible you will receive a letter from the Local Authority which must be produced when applying for a free place. Children can access a place the term after their second birthday. Priority is given to those children who are eligible for a free funded place. If available, places will be allocated to paying families on a first come first served basis until the provision is full. Free child care is 15 hours per week. Additional hours can be paid for.

Paid provision – Places may be available for paying families in Little Learners. To access a paying place parents must register their details with the school. Places are offered as they become available. As far as possible we aim to match the relevant sessions requested. Children can access a place from the day of their second birthday.

Child's Surname:	Child's Forenames:
Date of Birth:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Address:	
Postcode:	Home Telephone No:
Any Special Needs:	
GP Name and address:	
Names and ages of any other children at home:	
Details of attendance at any mother & toddler group, playgroup, etc:	

PARENTS	Mother	Father
Full Name and title:		
Mobile Number:		
Address (if different from child)		
Occupation:		
Full or part time:		
National Insurance No:		
Date of Birth:		
Signature:		
Date:		

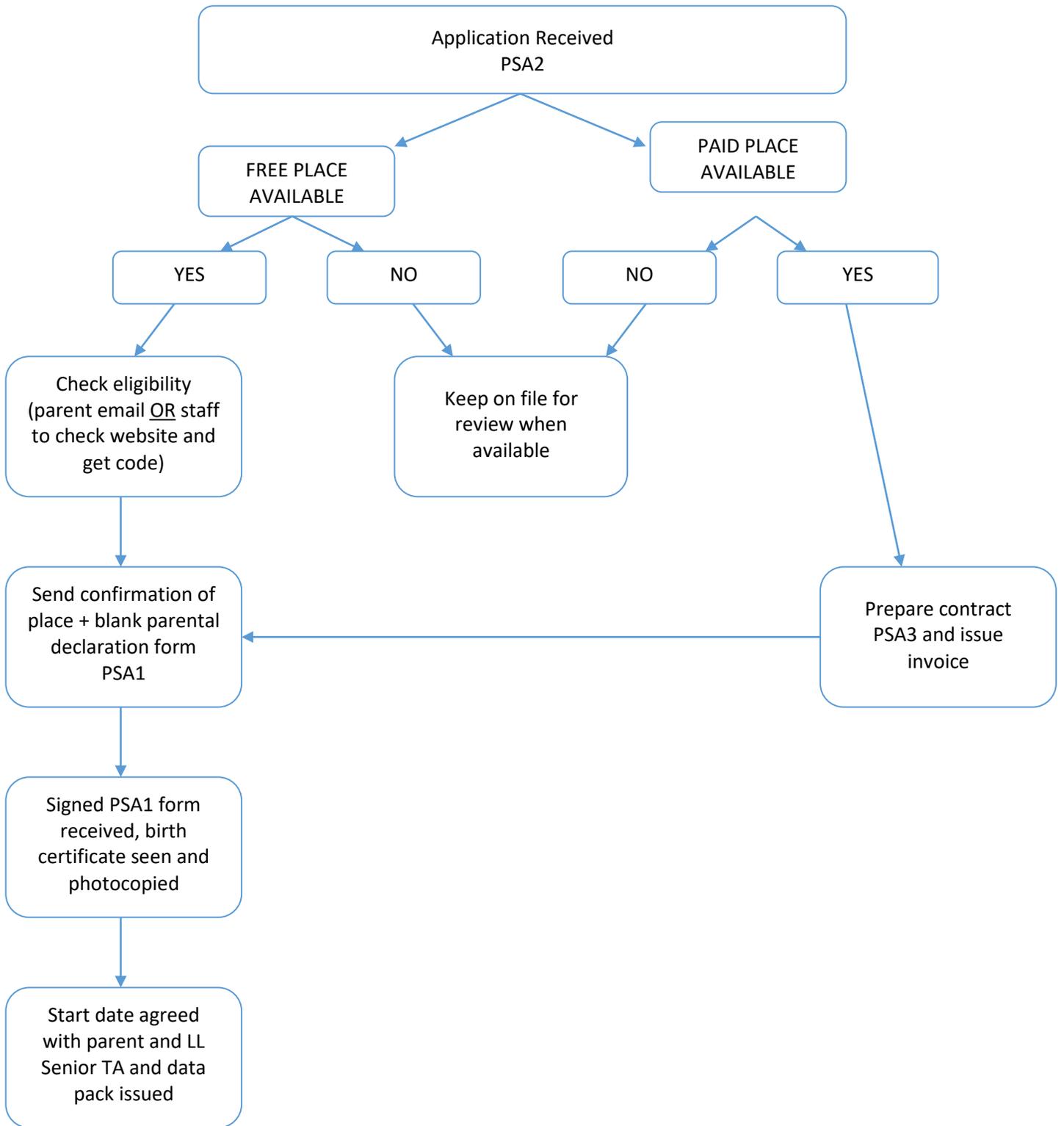
Please send completed forms to: Bothal Primary School, Lower Site, Wansbeck Road, Ashington, NE63 8HZ, Central Primary School, Lower Site, Milburn Road, Ashington, NE63 0AH or by email to bps@alptrust.co.uk. **Please include letter of entitlement if you are applying for a funded place.**

Office Use Only:

Funded Place			
Funding email sighted or website checked		Eligibility Code:	
Confirmation & blank parental declaration sent			
Copy of Birth Certificate received date			
Term eligible to start (>2 nd birthday)			
Data collection pack issued/returned by LL			

Paid Place					
Copy of Birth Certificate Received Date					
Start Date (>2 nd birthday)					
Contract Issued Date by FO					
Initial Invoice Issued Date by FO					
Signed parental declaration received					
Contracted Sessions:					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Data Collection Pack Issued					
Data Collection Pack Returned					

Little Learners Admission Process





Little Learners @ Bothal Wansbeck Road Ashington NE63 8HZ	Little Learners @ Central Milburn Road Ashington NE63 0AX
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Name of Child:		
Date of Birth:		
Name(s) and Address(es) of Parents:		

Contracted Hours:	Session @ 3 hours per session	
	AM	PM
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Payment (£15.75 per session/£31.50 per week): Your payment will be £ per month (first term only, will be recalculated for subsequent terms) payable 1 month in advance.		

Little Learners agrees to:

- Care for the child during the contracted hours.
- Comply with all requirements as laid down by the Local Authority, Ofsted, National Day Care Standards and the Children Act 1989, relevant to the provision of childcare.
- Have appropriate insurance and comply with all requirements laid down by their insurance company.

The Parents agree to:

- Pay the fees as set out in the contract on the day(s) specified.
- Arrive and collect their child on time.

I agree to the above terms and conditions, including that all fees are payable in advance, that late fees will apply and that no refunds will be given. See Charging and Remissions Policy

Signed: (Parent) Date:

Signed: (On behalf of Little Learners) Date:

CHARGING & REMISSIONS POLICY – LITTLE LEARNERS

Aim

This policy is effective from March 2018 to set out the charges for services offered by Little Learners.

In accordance with the Education Act 1996, the ALP Governing Body does not insist on a direct charge for the cost of educational activities provided during school hours as part of the curriculum.

No charge can be made for education and care during a child's 15 hour entitlement.

Free Nursery Entitlement – Two-Year-Olds

The 'free nursery entitlement' is available from the term following a child's second birthday provided that the child meets the criteria of eligibility. Two year olds are offered 15 hours per week across 38 weeks of the academic year. Sessions are available between either 8.40am - 11.40am and 12.15pm – 3.15pm at Bothal, and 8.15am – 11.15pm or 12.15pm – 3.15pm at Central.

The criterion for free nursery entitlement is as follows:

Families must be in receipt of one of the following benefits to be eligible for a place:

- Income Support.
- Income based Jobseeker's Allowance (JSA).
- Income related Employment and Support Allowance (ESA).
- Universal Credit.
- 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 are looked after by a local council.
- They have a current statement of Special Educational Needs (SEN) or an Education, Health and Care Plan (EHCP).
- They get Disability Living Allowance.
- They have left care under a Special Guardianship Order, Child Arrangements Order or Adoption Order.

Parent Funded Places for Two-Year-Olds

Little Learners also offer paid places to children accessing the two-year-old provision. Sessions are available between either 8.40am – 11.40am or 12.15pm – 3.15pm at Bothal and 8.15am – 11.15am or 12.15pm - 3.15pm at Central. Each session costs £15.75 per session or part of session therein. Paid provision is available from the day following a child's second birthday provided spaces are available.

Payment of Childcare Fees

Childcare fees are paid in advance (monthly). Payments are calculated to spread over the term in equal monthly instalments. Please contact the school office for more details.

Payments may be made in cash, cheque or by childcare vouchers. To make payments using a childcare voucher scheme, please contact Bothal Primary upper site on 01670 812360 or Central Primary lower site on 01670 810570.

Notice of Increase in Fees

If we need to increase prices, we will give notice of one month minimum.

Non-Payment of Childcare Fees

If there is a non-payment of childcare fees, Bothal Primary School will issue a statement detailing the outstanding amount. If payment is not forthcoming, an administration fee of £2.50 per week may be levied until the outstanding balance is paid, a meeting will be arranged to discuss a repayment plan. If this plan is not adhered to, this may result in legal action being taken and loss of the childcare place.

Cancellation Policy / Illness

Once you have been allocated paid sessions, you are obliged to pay, even if your child does not attend for any reason determined by the parent / guardian. This includes illness and holidays but does not include standard school holidays or during unforeseen school closures e.g. heavy snow.

Period of Notice and Termination

We hope that you will not need to leave Little Learners but we require notice in writing if your child will no longer be attending. We ask that parents give as much notice as possible, with the minimum being one month. Any payment that has been made for a place within your months' notice will not be refunded and further payment will be required to complete your commitment to the end of the month if this applies.

Voluntary Contributions

Every day we have a healthy snack. Sometimes we have different food linked to special occasions, for example Christmas or Chinese New Year. We may ask for a contribution towards the cost of this. This payment is voluntary and no child will be excluded or treated differently where a contribution is not received.

Chair of ALP:

Date:

Date:	12/04/17	20/12/17	
Version	1	2	
Author:	Business Team	N Lumley	
Status:	draft	Final	

ALP 15 Hours Nursery Application Form

Child's Surname:	Child's Forenames:
Date of Birth:	Gender:
Address:	
Postcode:	Home Telephone No:
Any special needs:	
GP Name and Address:	
Names and ages of any other children at home:	
Details of attendance at any mother and toddler group, etc	

PARENTS	Mother	Father
Full Name and Title:		
Mobile Number:		
Address (if different from child):		
Occupation:		
Full or Part Time:		
National Insurance No:		
Date of Birth:		
Signature:		
Date:		

YES

I believe I may be entitled to 30 hours at the time of admission	<input type="checkbox"/>
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YES

I would like to take 30 hours provision (if I am eligible)	<input type="checkbox"/>
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Please send completed forms to: Bothal Primary School, Lower Site, Wansbeck Road, Ashington, Northumberland, NE63 8HZ, Central Primary School, Lower Site, Milburn Road, Ashington, Northumberland, NE63 0AX or by email to bps@altrust.co.uk or cps@altrust.co.uk

Your child cannot be considered for admission until the term following his/her third birthday, and a place will often not be available until the September following his/her third birthday.

IMPORTANT: Details of Conditions Relating to Nursery Places.

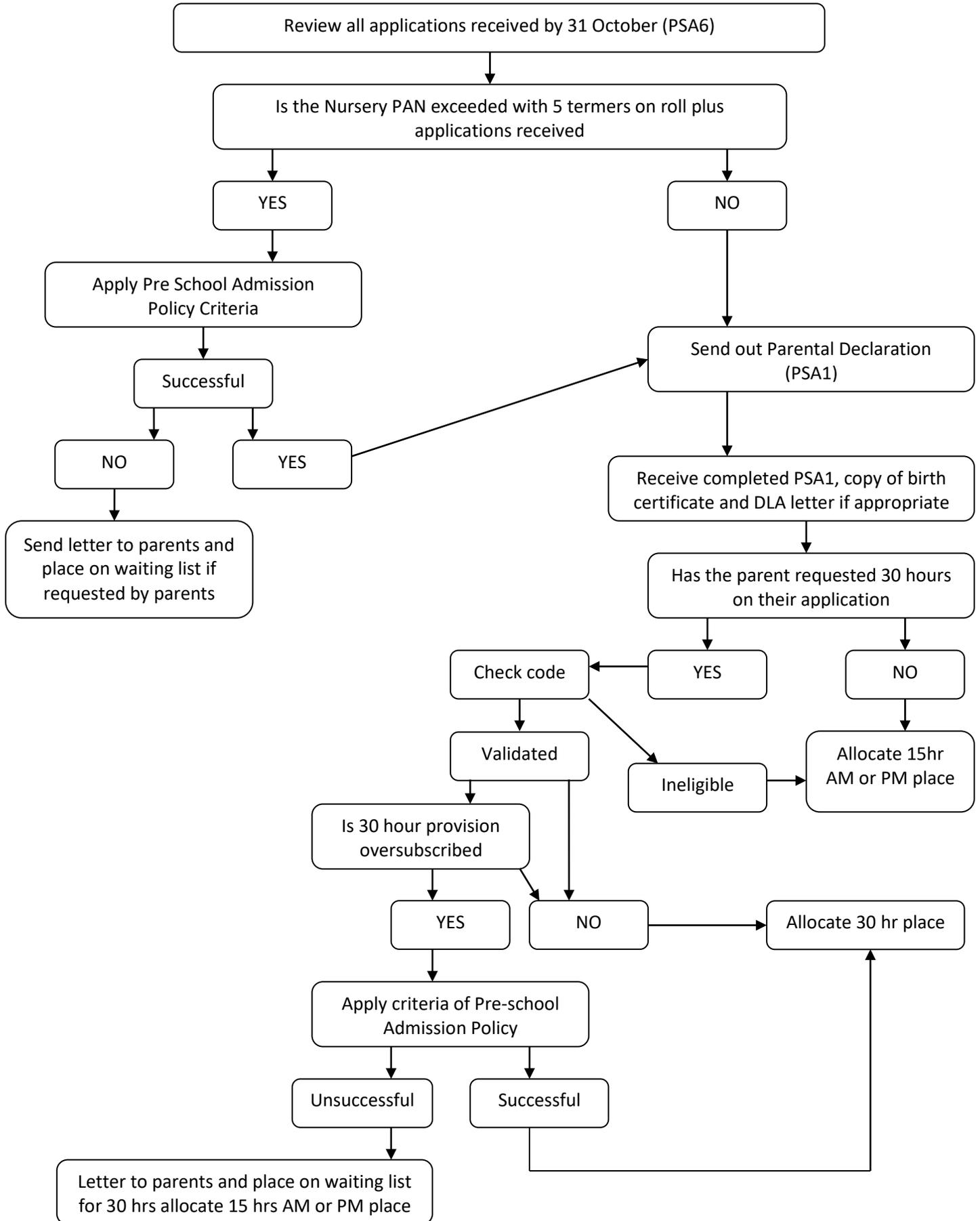
There is no statutory right to a nursery place. If places are oversubscribed, the school will apply its own admissions criteria (see Pre-School Admissions Policy) to determine which children to admit. If a child cannot be offered a place, there is no right of appeal against the decision. Although attendance preference can be requested, the final placements of the children will be at the discretion of the school. A child will be expected to complete the nursery course and remain in the nursery class until he/she is eligible to transfer to full provision in a reception class in primary school. Regular attendance is expected. The time for transfer from nursery to a reception class is at the beginning of the Autumn term if the child is four by August. In exceptional circumstances, transfer to reception may be delayed to the beginning of the Spring Term by agreement with the Executive Principal.

Should any of your details change, please ensure that the school is notified.

See Appendix B for 30 hour provision eligibility criteria.

Office Use Only					
Application Received Date					
Copy of Birth Certificate Received Date					
Eligible Start Date (if spaces)					
Actual Start Date					
Sessions:					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Data Collection Pack Issued					
Data Collection Pack Returned					

Nursery Admission Process September Intake



Nursery In-Year Admission January & April

Review applications of file for age group.

