# **Admissions Policy – Early Years Only**

**Aims**

* To ensure that there is a fair procedure in place for offering places.
* To ensure families have clear information regarding the admissions process.

**Policy**

This setting is open to any child from Nursery to Year 6.

No child will be unlawfully discriminated against on the grounds of age, disability, gender reassignment, family status, race, religion or belief, sex or sexual orientation.

This setting allocates places on a first-come, first-served basis. A waiting list is operated and priorities for places will be:

* Children already attending the setting and requiring additional hours.
* Siblings of children already attending.
* Children of working/training parents
* Social Service referrals.

Parents/carers must have completed and signed an up to date registration form prior to the child attending the setting. These must be completed annually in line with our registration procedure.

If additional support is required for a child to attend the setting, eg a support worker or if a child has medication needs, the scheme will work with the parents/ carers and other relevant professionals prior to admission and will aim to accommodate individual needs.

**15/30 hours admissions – Free Early Education Entitlement (FEEE)**

**Policy**

All 3 & 4 years olds in England are currently eligible for the universal offer of free, funded early years provision, commencing the term after their 3rd birthday for 15 hours per week for 38 weeks of the year (term time only provision). At Blaise, this universal Free Early Education Entitlement is provided by the Blaise Nursery class (see the Blaise Primary School Nursery Admissions Policy for details).

From September 2017 this will increase to an additional 15 hours of free childcare per week for 3 & 4 year olds from eligible families. At Blaise this additional 15 hours of free childcare will be provided to eligible families by SAND Out of School Club, working in partnership with the nursery class.

SAND Out of School Club is able to offer a maximum of 8 free childcare places to children attending Blaise nursery and whose parents are eligible for the additional 15 hours of free childcare. The free childcare places are available for up to 15 hours per week, from 3:15pm to 5:45pm Mondays to Fridays, term time only.

Parental eligibility for the additional 15 hours of free childcare will be decided by HMRC. Parents will need to complete a (joint) on-line application to establish their eligibility. See link to Online Childcare Calculator below.

Parents/carers are required to renew their eligibility code with HMRC every three months. If a parent/carer becomes ineligible or fails to renew their HMRC code, the extended 15 hours of funded childcare will be withdrawn, subject to the grace period. Please note that we are unable to hold the additional 15 hours should you become eligible at a later date, as we will reallocate spaces if we have a waiting list.

Notice periods for the universal free early education hours and the additional 15 hours free childcare: if your child is moving to another setting, notices needs to be provided within the term preceding the term that your child is due to start elsewhere. This is in line with the local authority’s agreement for the provision of the funding.

Notice for fee paying places needs to be given before the end of the preceding term.

To enable you to continue accessing your child’s place at this setting you will need to ensure that all outstanding fees are settled in full in accordance with our payment policy.

Parents may work out what free childcare options are available at Childcare Choices <https://www.childcarechoices.gov.uk>

Parents may check if they are eligible for 30 hours and opt to receive an email from HMRC when the online checking service goes live and to enable them to apply.

Visit: <https://childcare-support.tax.service.gov.uk/par/app/applynow>

Grace period: this enables parents to retain their childcare place for a short period if they become ineligible for 30 hours. The Eligibility Checking Service will inform the setting of the grace period for a child when the parent becomes ineligible. Grace period end dates depend on which term the parents become ineligible for the 30 hours:

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| --- | --- |
| **End date of parent(s) eligibility** | **End date of grace period** |
| 1st January -10th February | 31st March |
| 11th February – 31st March | 31st August |
| 1st April-26th May | 31st August |
| 27th May – 31st August | 31st December |
| 1st September – 21st October | 31st December |
| 22nd October – 31st December | 31st March |