

Little Hayes, Hillfields Early Years & Family Centre

June 2017

Admissions Policy (to be read alongside Application Procedures for children accessing Free Early Education Entitlement for 2 and 3-4 year olds and national HMRC guidance documentation)

Aim/purpose

We aim to ensure that all sections of our community have fair access to our various settings through an open and clearly communicated admission procedure. We care for children aged from 2 years to 4 years of age or school entry age on three sites at Symington Road, Frenchay Road and Hillfields Library . We also care for children 0-8 years who have been registered as needing a place at our Eden House facility.

We consult with families about the sessions of our settings and try to ensure we accommodate a broad range of family need, working alongside other educational establishments in the area.

We monitor the gender, language and ethnic background and individual circumstances of the children joining our school to ensure that our intake is representative of social diversity.

Methods

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

- We ensure that the existence of Little Hayes, Hillfields Early Years & Family Centre is widely advertised in places accessible to all sections of the community.
- We ensure that information about Little Hayes, Hillfields Early Years & Family Centre is accessible, on the web, and in written and spoken form and where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.
- We make it clear that Little Hayes, Hillfields Early Years & Family Centre welcomes fathers and mothers, other relations and other carers, including childminders.
- We describe our organisation as one which practices and implements its aims in terms of how we treat each child and their family. We place great importance upon valuing the “unique child” and diversity in terms of gender, special educational needs, disabilities, social background, religion, language and ethnicity. We seek to support and work in partnership with people who join our school community and understand the difficulties faced when people are acquiring English as one of their additional languages.
- We make our Equality policy widely known.

- There is no automatic entry to Little Hayes, Hillfields Early Years & Family Centre instead we have agreed to implement the referral application system which operates through Bristol City Council. We offer up to 250 places (max) in our settings to help meet demand for places in the area. We are committed to providing up to 100% of placements for 3-4 year olds and aim to support between 80 and 90 % of two year old places. To meet this high target we work in co-operation with other settings and childminders to maximise place application.
- All applications for free two year old 15 hour places are made on forms provided by Early years Childcare Services and we act upon names submitted to us from a panel which meets monthly. As part of the application process we do take into account siblings already attending our settings and do take into account circumstances of families. We also take into account the need for continuity of placement.
- We provide a service to parents who have young children accessing Eden House.
- All applications for 15 hour free education entitlement places for 3 and 4 year olds) are placed on our waiting list in order by the date of receipt. We implement a fair admissions procedure for all Nursery grant children and ask for requests and choices which we do try to support to ensure demands are met. Children attending first and second part of the week will be admitted into Green room on our Symington Road site. Children attending either both parts of the week and am or pm sessions will be admitted into our Blue and Rainbow rooms.
- Children receiving places have their needs met for term time only periods of 39 weeks a year.
- When a free education entitlement place is offered to any child a key worker and /or family support worker will make immediate contact with a parent/carer to begin the process of induction into a named setting and or classroom . This varies for each child and we work with each family on an individual basis to ensure children settle happily . Some children settle into the learning environments earlier than others. Induction starts by a home visit, short stays in a learning environment with a familiar adult extending to longer sessions without a familiar adult.
- We recommend that children attend our settings on a regular basis. This enables children to gain beneficial experiences and achieve their full potential.
- Parents will be telephoned initially to be offered a place, which is then confirmed in writing, when a start date is available. If a place is not available immediately then the referred child's name may remain on the waiting list.
- From September 2017 HMRC will be providing a service whereby some children aged 3-4 years of working parents (max one parent's income of 100k p.a .) will be eligible to attend free education entitlement for up to thirty hours. In our setting this will mean in term times some children will attend double sessions over the course of a week. This scheme is designed to reduce the cost of childcare and support families to work and progress their careers after having children. Parents must apply to HMRC as a joint application and if eligible will get a gateway unique

11 digit code. As a provider we will accept the 11 digit code and parents must complete and sign a city wide application process to register it with our local authority which is legally binding. The number has to be updated by parents on a three monthly basis and informed to us. Compliance with data protection legislation is guaranteed.

- Tax free childcare is also being introduced and we are registered to provide such a service

- Eligibility for the 30 hours free childcare includes households where:
 - All parents (whether two parent or lone parent family) are working and earning the equivalent of 16 hours a week at the national minimum or living wage (includes income received from tax credits or universal credit) and/or:
 - One/both parent/s is away on leave (parental, maternal etc)
 - One/both parent/s is on statutory sick pay
 - Parents are on zero hour contracts will be eligible, as are those who are registered as self-employed
 - One parent is employed and the other parent has either: substantial caring responsibilities/and or disability; is a foster carer

- We will work with up to three providers (no more than two in any one day) to provide up to thirty hours of free education where we have available spaces in our three settings. Parents are requested to make it known on initial application forms that they are intending to apply for the 30 hour offer.

- All our classrooms and the library hub will be assigned as learning environments suitable to offer up to 30 hours of free education with a maximum of 25% occupancy at any one time to support our admission procedural aims.

- Mid day hot meals and sleeping arrangements will be offered as will space to eat packed lunches and teas. Times of sessions will continue to be offered which are consistent with those offered to non eligible parents of the scheme – 8.30am start times and 2.30pm or 3.30pm end times with flexibility still offered of wrap around top up times up to 6.30pm. *Arrangements are also in hand to introduce slightly extended hours- beginning at 7.30am though this is subject to demand.*

- Parent with changed circumstances which may affect eligibility of the scheme must keep us informed as this will impact upon placement and numbers of the school roll. The senior leadership team will review on a weekly basis class compositions and report upon occupancy regularly to the Governing Body.

Further advice related to this policy can be found:

www.gov.uk/government-gateway

www.hmrc.gov.uk

This policy will be reviewed in the Autumn Term 2018

