



St Thomas's Church Hall, 75 Monsell Road, London, 2EF N4

playgroupleader@stthomasplaygroup.co.uk

TEL. 0207 354 9347

## Admissions Policy

At St Thomas' Playgroup it is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

## Procedures

We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community. We ensure that information about our setting is accessible, in written and spoken form and, where appropriate, in more than one an interpreter if possible.

## Admissions Criteria

1. Children aged 2.5 years or more and will have a sibling at the playgroup
2. Children aged 3 years, living in Islington
3. Other children aged 3 years
4. Children aged between 2 and 2.5 years and will have a sibling at the playgroup
5. Children aged 2.75 years or more, living in Islington
6. Children aged 2.5 years or more, living in Islington
7. Children aged 2 years, living in Islington

**See on next page for details of free 2 year old places and 30 free hours eligibility. Please note that parents who are entitled to the 30 free hours will be asked to pay a top up fee towards consumables.**

All criteria assessed as at the date of admission  
Islington means the London Borough of Islington

In the event of there being more than one eligible child in a category, priority will be given to the child who lives nearest to the playgroup, as measured in a straight line from the St. Thomas's Road entrance.

## Timings

Applications for admission at the start of the Autumn term must be received by May 1st. Applications for admission at the start of the January term must have been received by the preceding November 1st. Applications should be made using the [application form](#), which is available from the playgroup and can be downloaded from the playgroup's website.

## Parent/Carer Involvement

Applicants are reminded that all parents are expected to get involved in the running of the playgroup and to attend committee meetings and fundraising events. Please think carefully about your ability to get involved before applying for a place for your child. Parents' contributions to the playgroup will be taken into account when considering their application.

## Eligible Two Year Olds in Community or Marketed Places and 30 Free Hours Entitlement

### Eligible Two Year Olds in Community or Marketed Places

#### *Guidance and Claim form*

Guidance for children's centres and grant-aided voluntary sector nurseries

#### 1. Introduction

The council subsidises the cost of childcare in its 16 children's centres and in 15 voluntary sector nurseries. The aim of the childcare subsidy is to support working parents to sustain and/or increase their employment through providing access to local high-quality affordable childcare.

#### 2. Children's centres

In children's centres, all places are subsidised to varying degrees. One third of places are reserved for children in need, placed by the Early Years Priority Referral panel. About 10 – 12% of places are offered at the highest rate to parents who are able to pay the full charge, and are known as marketed places. The remaining places are available to local Islington-resident parents using a fixed set of charging bands, calculated according to family income. These are known as community places.

#### 3. Voluntary sector nurseries

Voluntary sector nurseries receiving grant-aid from the council provide subsidised community places, with charges calculated according to family income. Each grant-aided setting has a fixed proportion of places, set annually by the council, which must be offered on this basis.

## Free early learning for 2 year olds

Some children's centres and voluntary sector nurseries also offer places for 2 year olds eligible under the [national entitlement to funded early learning](#). Children from low-income families who meet the criteria for Free School Meals, or whose parents work and earn less than £16,190 p/a are eligible. Children looked after or adopted, children of asylum seekers, and children with high level SEND are also eligible. These places are offered by providers in addition to any existing subsidised community or marketed places.

Subsidised places cannot be 'converted' to places for funded 2 year olds without prior agreement in writing from the council.

#### 1. Allocating subsidised places

1.1. Under the [Early Years Admissions Policy](#), council-subsidised childcare places for children under 3 should be offered to parents in full-time work or study. **2 year olds eligible under the welfare benefits criteria should not be offered subsidised places** other than in very exceptional circumstances which must be agreed in advance by the council (for example, if a child in need requires the place and all EYPR places are full).

1.2. Some working parents/carers earning less than £16,190 could be eligible under the welfare benefits

criteria (Working Tax Credits), if their child was admitted under the normal admissions procedures. This is the only time a community or marketed place would be allocated to a child known to be eligible for the 2YO funding.

## **2. High demand from parents of eligible 2 year olds**

2.1. If a provider which does not currently offer places for eligible 2 year olds experiences a high level of demand for this type of place, this may signify an unmet need in the local area. In cases such as these, the provider should contact the council to discuss the possibility of offering funded places. This may include a re-configuration of existing places, or a physical expansion of the nursery space to accommodate more children. The council is committed to protecting wherever possible the number of subsidised places available to working parents whilst expanding the number of places available for eligible 2 year olds.

## **3. Eligible 2 year olds in subsidised and non-subsidised places**

3.1. Occasionally there are cases where a child in a community or marketed place becomes eligible for funded hours, or it comes to light that the child has been eligible for funded hours and parents have been paying unnecessarily. For example:

- child in a community place is found to be eligible because parents are working but on a low income (less than £16,190) and have been paying the Band 1 (lowest) rate for the place
- child in a subsidised or non-subsidised place is found to be eligible because they meet the adoption or SEND criteria
- child who has been attending the setting as an under 2 reaches eligible age and is found to be eligible
- child's place has previously been funded by the parent(s)' adult learning provider and the child becomes eligible for government-funded hours (placements cannot be double-funded)
- circumstances / family income changes and the child becomes eligible
- child is placed by the EYPR panel in a community/non-subsidised place because no EYPR place is available, and is subsequently found to be eligible

- 3.2. Once proof of the child's eligibility has been seen and the child is of eligible age, children's centres and nurseries must ensure that parents receive their statutory entitlement of 570 hours per year of early education, proportionate to the remainder of the year. This number of hours is equivalent to 15 hours per week, term time only and must be deducted from the child's childcare account. If children are in community or marketed places, this leads to a loss of income for the setting due to the reduction in payment from the parent(s).

## **Claiming for loss of income**

### **1. Community and marketed places**

- 1.1. In circumstances such as those described in 2.4 above, children's centres and nurseries can apply to the council to receive compensation for the loss of income. If agreed, the council will usually cover the loss of income from the time eligibility became known, although back-dated funding may be considered in exceptional circumstances. Funding must be passed on to parents if they have already paid for childcare costs. Parents must continue to pay for any hours taken up in addition to those they are entitled to under the funded early learning offer, at the appropriate rate according to their income.

### **2. How funding will be calculated**

- 2.1. If agreed, the provider will be reimbursed at the lowest (band 1) rate in respect of the number of hours offered free to parents. The band 1 rate will be applied in all cases, regardless of the rate parents have been paying

### **3. Early Years Priority Referral (EYPR) places**

- 3.1. No claims can be made for EYPR places as these are already funded, with no impact on income targets.

### **4. When to make a claim**

- 4.1. Once you are aware that there will be a loss of income please note:
- 4.2. You can only claim for one term at a time, new claims can only be submitted **two weeks** before each headcount and the deadline will be **two weeks** after each headcount day. **All** claims are subject to the following:

- The child became eligible / eligibility became known after s/he started at the setting
- The child is in a community or marketed place and parent(s) have been paying until the point at which the child became eligible / the provider became aware the child was eligible
- Parent(s) have completed an eligibility check and the provider has seen proof of eligibility in the form of a letter or email from the council to the parent

### **5. Conditions of funding**

- 5.1. If the council agrees to compensate the centre for the loss of income, this funding is provided on the condition that:
- the child is accurately entered onto the headcount as an eligible 2 year old, in order that the council can claim government funding for the child's place
  - for settings who provide funded early education for eligible 2 year olds, the child is 'moved' from their existing place to a funded place as soon as possible
  - for settings who do not provide funded early education places for eligible 2 year olds, the place reverts back to its original type (community or non-subsidised) as soon as the child leaves the setting or progresses to a 3 year old place, whichever is soonest
  - the provider signs an agreement in respect of funded early education for 2 year olds, if requested by the council

### **6. How to make a claim**

- 6.1. The provider should make a claim by completing the relevant the claim form, which is attached below.

### **7. A successful claim**

7.1. You will be notified of the outcome by email.

## **8. Who to contact**

**8.1.** If you have any queries about the above information, please contact Teshale Joba, Principal Finance Officer, [Teshale.Joba@islington.gov.uk](mailto:Teshale.Joba@islington.gov.uk) / 020 7527 5884 or Sandra Coleman, Early Years Bursar, [Sandra.coleman@islington.gov.uk](mailto:Sandra.coleman@islington.gov.uk) /020 7527 4828

## Claim Form

### Eligible 2 year olds in subsidised and non-subsidised places

Please complete the information below and return to **Theresa Lartey, Early Years Finance, 2<sup>nd</sup> floor Laycock Centre, Laycock Street, Islington N1 1TH** [Theresa.Lartey@islington.gov.uk](mailto:Theresa.Lartey@islington.gov.uk)

Please note: claims can only be made if **all** of the following apply:

- The child is included on the headcount return for the term(s) for which funding is being claimed
- The child became eligible / eligibility became known **after** s/he started at the setting **or** the child was allocated a community place under normal admissions procedures and meets the 2YO eligibility criteria because parents receive Working Tax Credit and earn less than £16,190 per year
- You must ensure that parents receive their statutory entitlement of 570 hours per year (equivalent to 15 hours per week) of early education, proportionate to the remainder of the year.
- The child is in a community or non-subsidised place and parent(s) have been paying until the point at which the child became eligible / the provider became aware the child was eligible. No claims can be made for children in EYPR places as these are already funded with no impact on income targets
- Parent(s) have completed an eligibility check and the provider has seen proof of eligibility in the form of a letter or email from the council to the parent

#### Child details

First name	
Surname	
Date of birth	
Start date at setting	

#### Eligibility details

Date eligibility letter seen by setting ( <i>please note: funded hours must be given to eligible children as soon as proof of eligibility is seen</i> )	
Child is included in this term's headcount (this is a requirement for claiming funding)	Yes <input type="checkbox"/> No <input type="checkbox"/>

#### Placement and claim details

Term this claim relates to: ( <i>You can only claim for one term at a time; New claims can only be submitted two weeks before each headcount and the deadline will be two weeks after each headcount day</i> )	Spring <input type="checkbox"/> Summer <input type="checkbox"/> Autumn <input type="checkbox"/>
Type of place	Community <input type="checkbox"/> Marketed <input type="checkbox"/>
Hours the child attends and number of weeks this claim covers.	Hours _____ Weeks _____
Hourly rate charged to parents/carers	£ _____ per hour

#### Claimant details

Name of setting	
Your name (print)	
Signature and Date	

**Declaration**

The information on this form is correct to the best of my knowledge. I understand that if any information I have given is found to be false, this will invalidate the setting's claim.

*You may be asked for additional information to support this claim.*

# Parent Declaration Form

## Free Early Education and Childcare

### 1. Child's details\*

<b>Child's Legal Family Name:</b>			
<b>Child's Legal Forename(s):</b>			
<b>Name by which the child is known</b> (if different from above):			
<b>Date of Birth:</b>		<b>Male /Female:</b>	
<b>Address:</b>			
<b>Post Code:</b>			
<b>Documentary proof of DoB Type</b> (e.g. Birth Certificate, Passport):		<b>Document recorded by</b> (name of staff member):	
<b>Date Document recorded</b>		<b>30 Hours Eligibility Code:</b>	

### 2. Parent / Carer details\*

<b>Parent/Carer First Name</b>		<b>Parent/Carer Last Name</b>	
<b>Parent/Carer Date of Birth</b>		<b>Parent/Carer Insurance National Number/ NASS Number</b>	
<b>Parent/Carer signature</b>			

### 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.

**My child is attending the following settings:**

Setting Name (s)		Please enter 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								
<b>Total Daily Free Hours Attended</b>								

### 4. 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 Allowance (DLA)?<sup>1</sup>:**

- 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:**

1 <https://www.gov.uk/disability-living-allowance-children/overview>

## 5. Parent/Carer/Guardian with legal responsibility declaration

**Declaration I** (Name) .....

Of (Address) .....

confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise (Name of Provider/s)

..... to

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

In addition, I also agree that the information I have provided can be shared with the local authority and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.

Parent/Carer/Guardian with legal responsibility		Childcare Provider	
Signed		Signed	
Print name		Print name	
Date		Date	

## 6. Data privacy

(Provider name) ..... and London Borough of Islington will handle the information you have provided in line with the provisions of the Data Protection Act 1998. Any personal information will be held in confidence with only the necessary people able to see or use it. Under the Data Protection Act 1998 you have the right to make a formal request in writing for access to personal data held about you or your child.

The London Borough of Islington has a duty under the Children's Act 2004 to work with partners to provide and improve services to children and young people in the area. Therefore, London Borough of Islington may use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people. Personal data may also be shared with the Department of Communities and Local Government as part of the Troubled Families Scheme. London Borough of Islington also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of fraud.

For more information, please contact the Senior Information Manager on 020 7527 2000 or email [contact@islington.gov.uk](mailto:contact@islington.gov.uk) or visit the web page: [www.islington.gov.uk/legal](http://www.islington.gov.uk/legal)

*Please note that information about whether a child is in receipt of Disability Living Allowance is sensitive personal data which should be handled appropriately. Providers are asked to pay particular note to advice from the ICO on holding personal data including sensitive personal data available at:*

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/>

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## **The Playgroup Setting**

We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.

We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.

We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.

We monitor the gender and ethnic background of children joining the group. We make our Equal Opportunities Policy widely known.

We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.

We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

Any offer is made at the absolute discretion of the Playgroup Leader and the Admissions Officer.

## **Contact Details**

[admissions@stthomasplaygroup.co.uk](mailto:admissions@stthomasplaygroup.co.uk) / [playgroupleader@stthomasplaygroup.co.uk](mailto:playgroupleader@stthomasplaygroup.co.uk)

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This policy was updated in December 2017 and will be reviewed in December 2018