

## Admissions policy for 2yrs olds

### **Admissions**

We manage our own admissions to Little Explorers, our two year old provision. Applications for admission can be made by contacting the school office for an application form or downloading one from our school website.

([www.stakeford.northumberland.sch.uk](http://www.stakeford.northumberland.sch.uk))

### **15 hours Funded entitlement**

NOT ALL 2 year olds are eligible for the 15 hours funded entitlement. Children who meet the eligibility criteria will become eligible for the funding the term after their second birthday. Parents of eligible two year olds must show the provider the official confirmation of eligibility letter or 'Golden ticket' with an eligibility reference number on provided by Northumberland County Council.

All eligible children MUST return a completed parent declaration form to give consent for staff to check eligibility and provide the information needed to claim funding from the local authority.

The current eligibility criteria have been set by the government. Your 2-year-old can get free early education and childcare if you live in England and get one of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit - if you and your partner have a combined income from work of £15,400\* or less a year, after tax
- tax credits and you have an income of £16,190\* or less a year, 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)

\*Subject to change

A child can also get free early education and childcare if any of the following apply:

- they're looked after by a local council
- they have a current statement of [special education needs \(SEN\)](#) or an education, health and care (EHC) plan
- they get [Disability Living Allowance](#)
- they've left care under a special guardianship order, child arrangements order or adoption order

Regulations prescribe that children become eligible for free 2year old early years provision at the start of the term following their 2<sup>nd</sup> birthday.

<b>A child born in the period</b>	<b>Will become eligible for a (free) place</b>
1 <sup>st</sup> April to 31 <sup>st</sup> August	1 <sup>st</sup> September following child's 2 <sup>nd</sup> birthday (Autumn school term)
1 <sup>st</sup> September to 31 <sup>st</sup> December	1 <sup>st</sup> January following child's 2 <sup>nd</sup> birthday (Spring school term)
1 <sup>st</sup> January to 31 <sup>st</sup> March	1 <sup>st</sup> April following child's 2 <sup>nd</sup> birthday (Summer school term)

- Any additional hours would need to be paid for.

### **Provision**

Little Explorers is open term-time only, (38 weeks of the year) and is closed for teacher training days.

Provision is available for government funded and fee paying places.\*

Childcare provision is currently available from 8.45am until 11.45am, Monday to Friday and 12.15pm until 3.15pm Monday, Wednesday and Friday. Subject to change

- Availability of places will be reviewed at the end of each half term.
- Paid placements are booked in 3 hourly morning and / or afternoon sessions\*
- Paid places can be booked in half termly blocks\*
- Children can take up paid places as soon as possible after their 2<sup>nd</sup> birthday\*

\*Refer to Charging policy for 2year old provision.

### **Allocation of places**

Places will be allocated in order of first come first served. If there are more applications than there are places available oversubscription criteria will be used to allocate places.

### **Over subscription criteria:**

Provision will be allocated to children in the following priority order:

1. Date application is made and eligibility confirmed (if required).
2. Looked after children – a child who is looked after by the local authority in accordance with section 22 of the Children Act (1989)(b) at the time an application is made.
3. Priority given to children with siblings already attending Stakeford Primary School, so that siblings, as far as possible, can attend school together.
4. Children with exceptional grounds, such as special educational, social or emotional needs as evidenced by a professional from health, social services or education.
5. Living closest to the school's main entrance – this will be determined using the authorities Graphical Information System process and will be the distance between the child's permanent home address and the school's main entrance measured in a straight line.

**Notes:**

1. Once a child has been allocated a place in our two year old setting, they will automatically be offered a place in our Nursery Class.
2. Charges can be applied for snacks, visits or visitors to enhance the curriculum and for any hours a child attends over and above the 15 hours funded entitlement
3. Parents/carers in receipt of the 15 hours entitlement will be offered flexibility in how they take up the 15 hours per week but this may be dependent on availability. There may be individual instances which can be looked at on an individual basis.
4. Parents in receipt of the 15 hour entitlement may choose not to use the full offer but do not have a right to defer allocation of sessions to following weeks or terms or reclaim the hours lost at a different point in time.
5. A child may take their 15 hour entitlement at more than one provider but should indicate via Parent Declaration form how they wish the funding to be split.
6. Induction and attendance arrangements are to be agreed between parents and staff. Funded children have a statutory right to the full 15 hours per week over the full 38 weeks.
7. Regular attendance is required to maintain a place in our provision, close monitoring of attendance will be followed in line with the Northumberland Local Code of Practice.