

## Policy on Admission, Attendance and Transfer to Primary School

This policy replaces the following policies:

1. Admissions, Attendance and Transfer
2. Extended Day Services
3. Admissions, Attendance for 2 year old offer

The Centre operates for 49 weeks throughout the year. The Nursery School provision follows the three-term year (autumn, spring, summer) and breaks for one week at each half-term.

### ADMISSION

#### 1. Admission into day-care provision for children 0 – 3 years old.

Application for a place may be made following the confirmation of pregnancy, but admission is subject to availability, and cannot begin before the child is six months old. Terms and conditions are stated in a contract, copies of which are available from the Centre's office.

#### 2. Admission into 2 year old free early learning provision.

##### Eligibility

From September 2013, some 2 year olds are entitled to a free 15 hour place if they live in Southwark and meet the following criteria:

- In receipt of Income Support
- In receipt of Income Based Job Seekers Allowance
- In receipt of Employment and Support Allowance
- Receives support under Part V1 of the Immigration and Asylum Act 1999
- Receives guarantee element of State Pension Credit
- Receives Child Tax Credit (with an annual gross income of no more than £16,190) and are not in receipt of Working Tax Credits (except during the four week period immediately after their employment ceases, or after they start to work less than 16 hours per week)
- Have children who are looked after by the local authority or adopted

From September 2014, the eligibility criteria will widen further, this will include families on a low income.

##### Admission

Applications are assessed by the admissions panel, who offers places with particular consideration given to:

1. Looked-after or adopted children
2. Children 'at risk' (or the sibling of a child 'at risk') who are subject to a child protection plan
3. Children subject to a child in need plan
4. Children subject to a CAF
5. Children identified by the children's centre or other professionals as 'in need' (see criteria)

6. Children who have a sibling attending the nursery at the time of entry
7. Children living nearest the nursery and resident in the reach area
8. Children of an appropriate age to ensure a balance of places across the age range and a balance of boys and girls
9. Children of staff at the school

**3. Admission from day-care or 2 year old free early learning provision into 3 – 5 year old provision.**

Children who attend the under 3 years day-care provision or 2 year old free early learning provision have priority for a 3-5 years nursery school place. Children transfer into the 3-5's in September. Children in the day-care provision can access tealight funding the term after their third birthday. The transfer into a full-time top up 3-5 years nursery place can only occur if all fees for the under 3 years day-care have been settled in full.

**4. Admission into 3 – 5 year old nursery education provision.**

If a child is not already at the Centre, he or she may be placed on the waiting list at the age of 2 years by completing an application form. Admission into the nursery school section is from the age of three. Children who reside in the London Borough of Southwark are given priority over those who are outside the borough. Applications are assessed by the headteacher, who offers places with particular consideration given to:

1. Looked-after or adopted children
2. Children who are subject to a child protection plan
3. Children subject to a child in need plan
4. Children with educational, medical or social need supported by professional documentation (CAF)
5. Children attending the two year old free early learning provision at Kintore Way
6. Children attending the day-care provision at Kintore Way
7. Children who will have a sibling attending the nursery at the time of entry
8. Children living nearest the nursery and resident in the reach area
9. Children of an appropriate age to ensure a balance of places across the age range and a balance of boys and girls

For children who are cared for by a local authority registered childminder, families can opt to have the distance between their childminder's home and the Centre measured, rather than their home address.

All children are eligible for 15 hours free nursery entitlement the term after their third birthday.

In exceptional circumstances funding will be provided by Southwark for a child to attend for five full days a week, in which case funding will be provided for 25 hours per week. This will only apply if:

- a child is subject to a Child in Need Plan or Child Protection Plan AND Children's Social Care and the school/setting agree that it is in the best interests of the child that they attend for five full days a week, or
- the school has identified through a CAF that a child is likely to be at risk of needing a safeguarding referral unless additional hours are provided.

### **Additional hours and 'top up'**

If parents require additional hours outside of the free 15 hours entitlement these can be provided at an additional cost. This is sometimes referred to as 'top up'. The aim of providing this service is to support working or studying families.

Additional hours outside of the free entitlement will be allocated under the following criteria:

1. Children with a Local Authority funded place
2. Children who have attended Kintore Way's day-care provision whose parents are working or studying
3. Families working and in receipt of working tax credit
4. Both parents/single parent family in full-time work
5. Both parents/single parent family studying with a funded childcare place
6. One parent in full-time work
7. One parent studying with a funded childcare place

### **Special Educational Needs and Disabilities**

All Children receive their free 15 hours entitlement. The Local Authority provides 15 hours of funding for children who require one to one support through the statutory assessment process. The maximum funding the nursery can receive for a child's Statement of Educational Needs in nursery provision is 15 hours. The Local Authority does not provide funding for additional hours outside of the free entitlement. Therefore there is currently no Local Authority funded provision for one to one support, outside of the free 15 hours entitlement. Additional support can be provided at cost.

### **Charges**

The charges for additional hours between 9.00am and 3.10pm are set at £6.50 per hour from September 2014 – July 2015. Children requiring one to one support who meet the criteria above may be subject to additional charges if these costs are not covered elsewhere. These fees will be reviewed by the Finance and Resources committee at least annually.

Additional hours can be provided in the following ways:

<b>Place Type</b>	<b>Times Attend</b>	<b>Cost of Top-Up Fees and Dinners</b>
<b>Full-time</b> place (5 full days)	Monday – Friday 9.00am – 3.10pm	<b>£106.50</b> a week including dinners
<b>1<sup>st</sup> Part-week</b> place (3 full days)	Monday 9.00am – 3.10pm Tuesday 9.00am – 3.10pm Wednesday 9.00am – 3.10pm	<b>£28.15</b> a week including dinners (top up Wednesday afternoon)
<b>2<sup>nd</sup> Part-week</b> place (3 full days)	Wednesday 9.00am – 3.10pm Thursday 9.00am – 3.10pm Friday 9.00am – 3.10pm	<b>£28.15</b> a week including dinners (top up Wednesday morning)

If spaces are available other options may be provided.

### **Contract**

Parents/carers wishing to pay for additional hours will be required to sign a contract.

## **5. Admission to extended services.**

Up to 24 places are available for extended day services within the Nursery School, which include Breakfast Club, After School Club and some school holiday provision.

Priority for Breakfast and After School Club is given to:

- Children within vulnerable households (safeguarding)
- Children who's parents are working or studying full-time
- By order of application

### **Admission to extended services for local schools.**

If a vacancy occurs which cannot be filled from within the Centre, it may be offered to our local feeder schools. Priority is given to past pupils who previously attended extended services in the Centre and siblings.

## **ATTENDANCE AND TIMEKEEPING**

Places cannot be kept for children who are frequently absent, or absent for an extended period, without an acceptable reason.

If a child's attendance falls below 90% within each term without reasonable explanation or there is consistently poor time keeping the Centre reserves the right to revoke their place. A place may be withdrawn if attendance or time-keeping continues to be at an unacceptable level.

If a child is absent for 10 consecutive days without informing the Centre the Senior Management Team reserves the right to withdraw the child's place. A letter informing the parents of this decision will be sent out on the 10<sup>th</sup> day. The parents have 5 days to respond before the child is removed from the registers.

Once a child is taken off roll the appropriate authorities are informed, including Southwark's Educational Welfare Attendance Service. If the child resides in another borough their Educational Welfare Team must be notified.

Documentation needs to be provided if a child is attending hospital or clinic appointments.

### **Monitoring Absence**

Parents must inform the Centre if their child is unable to attend a session. If the Centre has not received any information regarding a child's absence they will phone the contact numbers on the child's first day of absence. The office will inform the headteacher of any unauthorised absences. If there are any safeguarding concerns the Designated Person will take appropriate action or seek advice.

If a child has poor attendance or consistently poor time keeping the Centre should take appropriate action to support the family and identify the issues causing poor attendance or lateness. The Centre is committed to having a multi-agency approach and will actively engage with all other services involved with the family to encourage improved attendance.

## **TRANSFER TO PRIMARY SCHOOL**

Parents apply for a primary school place between the months of September and January for a place the following September. Parent Partnership provides advice and guidance on the application process.

It is every parent's legal right to accept the offer of a reception place for September but defer the uptake until January if the parent wishes their child to benefit from additional time at nursery school.

Staff at Kintore Way prepare children for the transition to primary school by means of discussion, role play and the use of learning journey books. The reception teachers from several of the local primary schools visit children at Kintore Way and offer them an opportunity to visit their new class before they leave the centre.

# Kintore Way Nursery School & Children's Centre

## Policy Name

Admissions, Attendance & Transfer to Primary School

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## Adopted and signed on behalf of the Centre by the Governing Body at the meeting on

Finance & Resources Committee - 19<sup>th</sup> June 2014

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## Name of Governing Body Representative

Angela Scattergood - Chair of Finance & Resources Committee

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## Signature of Governing Body Representative

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Date signed \_\_\_\_\_

Date to be reviewed: Autumn 2017