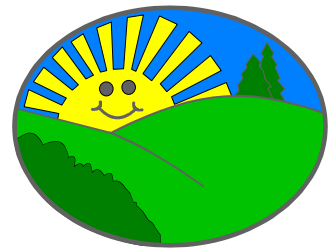




The Circle Trust Document: Foundation One (F1) Admissions Policy

Author:	Executive Headteacher
Approver:	Trustees
Owner:	Core Offer and Growth Committee
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Changes History:

Version	Date	Amended by:	Substantive changes:	Purpose
1.0	15.6.19	Andy Hinchliff	New Document	First release
1.1	01.09.20	A Turner	Updated for Shinfield	First Release
1.2				
1.3				



1. Purpose of the policy

- 1.1. The primary purpose of this policy is to set out the procedures for ensuring all schools with nurseries in The Circle Trust comply with the guidance and adhere to regulations laid out in the Schools Admissions Code (December 2014), the Early Education and Childcare Statutory Guidance for Local Authorities and the Provider Agreement.

2. Introduction

- 2.1. The Circle Trust is the Admissions Authority for all schools in the Trust.
- 2.2. The Circle Trust recognises admissions to any nursery is important to children, young people and their families and therefore will ensure that information for future parents/carers of partner schools regarding admissions is clear, helpful and easily accessed.
- 2.3. Each school will have its own published admissions arrangements which will be in accordance with the School Admissions Code (December 2014), the Schools Admissions Appeal Code Childcare Statutory Guidance for Local Authorities and this policy.
- 2.4. Depending on the timing of academisation of a new school joining the Trust, a Local Authority may also have already determined the admissions arrangements for that nursery for the subsequent academic year. If this is the case this will be clearly stated on the individual nurseries published admission arrangements.

3. The Aims and Objectives of this Policy

- 3.1. The Circle Trust has developed this policy to ensure that as the Admission Authority, the Trust:
 - 3.1.1. Correctly discharges its statutory responsibilities
 - 3.1.2. Ensures that all aspects of admissions are dealt with fully and correctly and within clearly defined time limits
 - 3.1.3. Makes clear the responsibility and accountability of decision making with regards to complaints for Trustees, the Executive Headteacher, Local Advisory Boards and Headteachers.
- 3.2. These aims and objectives will be achieved by:
 - 3.2.1. Ensuring this policy is clear and easy to follow
 - 3.2.2. Consistency across all schools and nurseries in the Trust in the management of admissions

4. The Benefits of an effective Foundation One (F1) Model Admissions policy

- 4.1. An effective policy will add value to The Circle Trust, supporting the Trust's objectives by:
 - 4.1.1. Building a reputation of trust, integrity and good stewardship
 - 4.1.2. Ensuring that admissions are dealt with correctly and in line with statutory responsibilities
 - 4.1.3. Working in line with the Trust's core values

5. The structure and administration of the Admissions policy

- 5.1. The Trustees have a fundamental role to:
 - 5.1.1. Agree this policy, ensuring the policy is in line with The Circle Trust's core values and fully adheres to the Schools Admission Code (December 2014) and Childcare Statutory Guidance for Local Authorities.
 - 5.1.2. Consult on admissions arrangements if any changes are proposed or after 7 years
 - 5.1.3. Ensure all statutory guidelines regarding formal consultations are followed



5.1.4. Consider the outcomes of formal consultations

5.1.5. Annually determine (formally agree) the Admissions Arrangements for all nurseries in the Trust – this should be done in the Spring term before the statutory deadline of 28th February.

5.1.6. Purchase and follow independent professional advice regarding admissions

5.1.7. To establish and convene as required an Admissions Committee

5.1.8. Understand and take into account the appropriate provision Agreement with the relevant Local Authority

5.1.9. Confirm and approve the overarching policy for admissions arrangements of all nurseries within the Trust to include:

5.1.9.1. Setting out all admission arrangements for entry as well as in-year admissions, oversubscribed criteria and definitions to be used for each school's admission criteria

5.1.9.2. Setting out the Pupil Admission Number (PAN) for each age group, for each nursery in the Trust and informing the relevant LA of any changes relating to PAN or intention to admit over PAN

5.1.9.3. Setting out the appeals procedure

5.1.10. Devolve all administration of the admissions arrangements to individual nurseries to include:

5.1.10.1. Managing the main rounds of admissions and in year admissions

5.1.10.2. Holding and managing their nursery's admission waiting list

5.2. The Local Advisory Board will:

5.2.1. Understand and take into account the appropriate Provider agreement with the Local Authority.

5.2.2. Recommend to Trustees their school admissions arrangements:

- Setting out all admission arrangements for entry as well as in-year admissions
- Setting out the Pupil Admission Number (PAN) for each age group, for their nursery
- Setting out the definitions to be used for their school's admission criteria
- Seeking advice in advance of recommending changes to admission arrangements (especially in respect to statutory time lines and requirement for formal consultation) from the Data and Admissions Manager admissions@thecircletrust.co.uk

5.2.3. Formally resolve as a Local Advisory Board to request approval for any change to the admission arrangements for their nursery from the Trustees.

5.2.4. Follow the advice and guidance regarding all aspects of admissions via The Circle Trust's Data and Admission Manager via admissions@thecircletrust.co.uk

5.3. Executive Headteacher will:

5.3.1. Operationally ensure adherence to the Foundations One (F1) Admissions policy

5.3.2. Purchase specialist advice and guidance via an Admissions Service Provider

5.3.3. Ensure the Data and Admission's Manager is appropriately trained and has effective and efficient communication with all schools regarding admissions

5.3.4. Provide regular reports to Trustees regarding admissions

5.4. The Headteacher will:

5.4.1. Adhere to the Foundations One (F1) Admissions policy



- 5.4.2. Ensure all Admissions information is correctly displayed on their school's website
- 5.4.3. Clearly and carefully communicate admission arrangements at all marketing events such as Open Days/Evenings, in school prospectus etc
- 5.4.4. Ensure the school website shows previous year's admission arrangements and admissions arrangements for in-year admissions.
- 5.4.5. To request and act on advice from the Data and Admissions Manager in respect of all matters relating to admissions to their school

5.5. The Data and Admissions Manager will:

- 5.5.1. Quality assure the correct application of the Admission Code, the Provider Agreement and the Early Education and Childcare Statutory Guidance for Local Authorities in respect of:
 - Admissions information for all nurseries within the Trust and for the Trust itself on relevant websites
- 5.5.2. Liaise with the Admissions Service Provider and with Wokingham LA and all schools and nurseries in the Trust
- 5.5.3. Provide accurate and timely reports regarding admissions

6. Changing the admission arrangements for a nursery

- 6.1. The Circle Trust recognises that changing the admissions arrangements for any school or nursery is a serious issue. It is a sensitive matter and may have significant impact on the school and its stakeholders.

For details on changing arrangements, please see The Circle Trust Admissions Policy.

7. The Trustees' Admission Committee

- 7.1. Under the Schools Admissions Code, Provider Agreement and the Early Education and Childcare Statutory Guidance for Local Authorities there are a number of actions that must be undertaken by the Trust. The purpose of this committee is on behalf of the Trustees to confirm and approve all admissions arrangements of all schools within the Trust. For details of the constitution of the Admissions Committee, please see the main Admissions Policy
- 7.2. Admissions to state-funded nursery schools and classes are not part of the Local Authority co-ordinated admissions scheme for primary schools, and the Trust directs admissions to be administered locally by the school concerned. For nurseries, the Trust has devolved all administration of the admissions arrangements to individual nurseries to include:
 - 7.2.1. Managing the main rounds of admissions and in year admissions
 - 7.2.2. Holding and managing their nursery's admission waiting list

8. Local Advisory Board

- 8.1. Changes to PAN or admissions arrangement

- 8.1.1. To increase the Published Admission Number (PAN) or Additional Pupil Numbers (APN)

- Any recommendation for a change in PAN or APN should be made by the Local Advisory Board of a school to the Core Offer and Growth Committee of the Trust during the spring term in the preceding academic year before applications are made. e.g. request a change in PAN in March 2018, to be included in LA prospectus for September 2018, for entry into the school for September 2019.
- The Committee will make a decision on the viability of this recommendation taking into account educational, financial and reputational issues.



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8.1.2.To make changes to admissions arrangements

- Any recommendation for a change in admissions arrangements should be made by the Local Advisory Board of a school to the Core Offer and Growth Committee of the Trust during the spring term in the preceding academic year before applications are made. e.g. request a change in arrangements in March 2017, to be consulted on in October/November 2017, for entry into the school for September 2019.
- The Committee will make a decision on the viability if this recommendation taking into account educational, financial and reputational issues.

8.1.3.It is the responsibility of the Local Advisory Board to make sure their website is up to date and in accordance with the Admissions Code.

9. Admission Number and Provision available at Shinfield Nursery

- 9.1. An admission number is set taking into consideration the staffing levels and physical limitation of the space available at the early years setting. The admission number will be set by the Circle Trust as follows, can only be varied by the Trust and is published on an annual basis.
- 9.2. The number of places available may vary if nurseries offer 30 hour places, alongside 15 hour places.
- 9.3. The F1 age range is from 3 to 4 years old
- 9.4. The maximum number of children that can be accommodated is 30 at each session.
- 9.5. The admission number is split to provide:
Core Offer: Up to fifteen 30 hour full time funded places (for those eligible for the 30 hour funding) from 8.45am to 2.45pm.
Part Time Offer: Up to fifteen 15 hour funded places in the morning 8.45 to 11.45am **OR** up to fifteen 15 hour funded places in the afternoon 12.15 to 3.15pm.
- 9.6. Alternative patterns of attendance available are (once places have been allocated): For 30 hour places there is an option to pay for an additional half an hour between 2.45 and 3.15pm. For 15 hour morning and afternoon places there is an option to pay for a half an hour Lunch Club between 11.45am and 12.15pm (limited number of spaces available).

10. Applications

10.1. Applications should be made using the standard application form issued with this policy.

If the child is born between:	They are eligible for a free part-time place in the term following their third birthday:
1 September and 31 December	Spring term
1 January and 31 March	Summer term
1 April and 31 August	Autumn term

10.2. Parents and carers should apply direct to their chosen setting by:

- 31 May (or nearest working day) for admission in the following January – notification first week of July
- 31 October (or nearest working day) for admission in the following April – notification first week of December
- 28 February (or nearest working day) for admission in the following September –notification first week of April (or nearest school day if it falls in spring holidays)



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- 10.3. Places allocated will be offered in accordance with the published admissions criteria. Parents should ensure that they read the admissions policy and complete the standard application form for admission to F1 attached.
- 10.4. These dates allow parents to give a term's notice to other providers, if applicable. Applications will be considered by the Headteacher plus at least one other member of staff nominated by the Trustees.
- 10.5. For the part time offer in a nursery parents may apply for between six and fifteen hours per week (taken as a minimum of six hours over two days). Parents applying for less than 15 hours will be given equal consideration as those applying for the full entitlement. In the best interests of the child parents will be advised to choose one setting for 15 hours per week.
- 10.6. For the core (full time offer) parents can only apply for the full entitlement of 30 hours.
- 10.7. Following the allocation of a place, parents will be asked to provide the child's birth certificate or another form of identity, such as a passport. This is to verify the child's date of birth. This can be as part of either the acceptance or registration procedure.
- 10.8. Where the setting is oversubscribed, further information may be required to verify the home address e.g. council tax or utility bill and child benefit payment arrangements (if applicable) or medical card.
- 10.9. When families move to the designated area, documentary evidence of the move must be provided e.g. rental agreement or exchange of contracts. Where a family claims to be resident at more than one address, justification and evidence of a family's circumstances (e.g. legal separation) will be required.
- 10.10. Where sessions are being taken across the week, but a child spends part of the week with parents at different addresses, the home address will be where the child usually spends the majority of the school week (Sunday night 1800hrs to Friday 0900hrs) with a parent. Where sessions are being taken up on fewer than five days, the same principle will be applied across the relevant days to identify which address should be used for the purposes of the oversubscription criteria.
- 10.11. Parents will be asked to declare that the address used will be their place of residence beyond the date of the child starting at the setting, the offer of a place may be withdrawn if false or misleading information is given.

11. Allocation of places (oversubscription criteria)

The following criteria will be used to allocate the available places (see note 1) at those maintained sector early years' settings that receive more applications than can be accommodated:

The Trustees are required by law to admit all pupils with an Education Health and Care Plan, which names a nursery within the Trust.

- A Looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order' (previously looked after children) (see note 2)
- B Children known by the local authority to have identified additional needs and whose needs can be best met at the preferred setting – applications made under this criterion would need to be supported by supporting evidence from an appropriate professional e.g. medical practitioner
- C Children whose permanent home address is inside the designated area for the linked school and who, at the time of application, have a sibling who is expected to be at either the linked school or the setting when the child will enter the setting (see notes 3 and 4)
- D Children whose permanent home address is in the designated area for the linked school (see note 4)



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- E Children whose permanent home address is outside the designated area for the linked school and who, at the time of application, have a sibling who is expected to be at the linked school or the setting when the child will enter the setting (see notes 3 and 4)
- F Any other children

12. Notes on the above oversubscription criteria:

Note 1 - Available places are those places available having taking account of any two year olds currently on the roll at the nursery/foundation stage unit and after existing parents have indicated their preference against their entitlement for the following term.

Note 2 - A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989).

A 'previously looked after child' is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangement order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangements orders (previously known as residence orders) under the provisions of section 14 of the Children & Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child's special guardian under section 14A of the Children Act 1989.

Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

Note 3 - A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, or adopted or foster children living at the same address.

It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

In the case of settings linked to primary or infant and junior schools, the application will be treated as meeting criteria C and E if the child's sibling will be at either of the two linked schools at the time the child would enter the schools. This includes Shinfield St Mary's CE Junior School, which is a linked Junior School to Shinfield Infant and Nursery School.

Note 4 - Occasionally a parent with more than one child can express a preference for their designated area school(s) for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In



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this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion D (sibling resident within designated area). Parents must notify the nursery or foundation stage unit at the time of application that they consider this exception applies.

12.1. Tie Breaker

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred linked school/nursery in terms of radial distance. Distances will be measured consistently, using the Local Authority computerised mapping system and the distance will be measured as a straight line between the Local Land & Property Gazetteer address points for the respective home address and linked school/s

12.2. Places for two year olds

Some nurseries or foundation stage units might admit children after they become two years old if they are entitled to the free extended provision. Where there are more applications than places available children who are entitled to the free extended provision will be ranked according to the following oversubscription criteria detailed under the heading "Allocation of places (oversubscription criteria)" above.

Where any criterion is oversubscribed, children will be ranked according to the straight line distance that they live from the school with priority being given to children who live closest to the school.

Once such children are placed on roll at a nursery, they will be automatically entitled to take up a three year old place and the number of places for three year olds will reduce.

12.3. Waiting Lists

A waiting list will be held of unsuccessful applicants in case spaces become available during the year. Waiting lists are constructed according to the oversubscription criteria outlined above and based on radial distance within each criterion. Late or in-year applications will be added to the waiting list in accordance with oversubscription criteria. No account is taken of the time spent on the waiting list. Parents will be asked periodically whether they wish to remain on the list. The waiting list will be retained until the end of F1.

12.4. Late Applications

If an application is received after the deadline and before the date parents are notified of places, this will be considered 'late'. Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply, e.g. hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required.

12.5. Applications received after the normal admissions round

Applications received after the notification date will be considered as an 'in-year' application. Places will be offered if available or names added to the waiting list.

12.6. Multiple births or children with birth dates in the same academic year

Where the application of oversubscription criteria results in splitting children with either the same birth dates or children born in the same academic year from the same family; places will be offered even if this will result in the setting going above the admission number.

12.7. Accepting or declining the offer of a place



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Parents are required to accept or decline the allocated place using the form sent with the allocation letter.

The form must be returned to the setting within two weeks from the date of the offer letter. If a form is not received, there will be one further written reminder issued. Failure to respond to this may result in the place being withdrawn and, in the case of oversubscribed settings, a place offered to the next on the waiting list.

Parents are requested to advise the school or nursery at any stage, if they are not accepting the place for any reason.

12.8. Offers of entitlement hours

Parents will be invited to indicate, on application, how they wish their child to access their free entitlement up to a maximum of fifteen hours. The setting will state how they offer the free entitlement along with any flexibility potential for taking up this offer, taking into account the national framework guidelines.

12.9. Charges

No charge will be made for admission, nor will any refundable deposit or administration fees be charged to secure a place. Charges may be made for additional childcare sessions over and above the full free entitlement, where parents choose to purchase these. The rates which providers charge for these privately funded hours should be in line with the rate at which free entitlement sessions are funded. Lunchtime or breakfast sessions may in addition include the cost of providing a meal or alternatively parents providing a packed lunch.

12.10. Exceeding capacity and appeals against non-admission

In exceptional circumstance, the number of children admitted to the setting may exceed the number of registered places. This is subject to Ofsted and / or Trustees approval and is usually where there are extreme reasons, e.g. medical. Supporting evidence may be required or where the application of oversubscription criteria results in splitting twins, other siblings from a multiple birth or siblings born in the same school year; places will be offered, even if this will result in the nursery going above the admission number.

Applicants may also request in writing that their unsuccessful application be re-considered by a panel of at least three Trustees of the Circle Trust. This should be sent to the Data and Admissions Manager – The Circle Trust, c/o St Crispin's School, London Road, Wokingham RG40 1SS, giving detailed reasons for the request. The purpose of the review is to ensure that the correct procedure has been followed when making the decision.

12.11. Admission to a linked School

ATTENDANCE AT A NURSERY/FOUNDATION CLASS OR FOUNDATION STAGE UNIT AT A LINKED SCHOOL DOES NOT GUARANTEE ADMISSION TO FOUNDATION 2 (RECEPTION) AT THE SCHOOL

A separate application for admission to Foundation 2 (Reception) will have to be made in accordance with the local authority co-ordinated admissions scheme. No account is taken of whether a child has attended the nursery or not.



Appendix 1

1. Entitlement Information

All eligible three and four year olds are currently entitled to 570 hours of free provision a year, over a minimum of 38 weeks of the year. This equates to 15 hours free early learning and care per week, for 38 weeks per year during term time, across a minimum of three days.

An additional 15 hours of free childcare per week (up to 570 Free Hours) is available for families where both parents are working (or the sole parent is working in a lone parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year.

The entitlement must be offered within part of the National Framework for Delivery. Parents may choose to take up as much or as little of this entitlement as they choose using a maximum of two providers (noting that this may increase to more than two dependent on a change in legislation). In the best interest of the child parents will be advised to choose one setting for 15 hours per week.

In Circle Trust nurseries, the additional 15 hours of free childcare is offered only as part of a full time 30 hours place.

Parents using a provider who is open for less than the 38 weeks will forfeit the remaining weeks as they cannot take these with another provider as part of the free entitlement, although they can opt to pay for these as additional hours/weeks.

Parents are under no obligation to take up extra hours or weeks, or additional services over and above the free entitlement, which some providers may offer and for which charges may be payable.

It is generally regarded as good early years' practice that your child attends only one setting for their free entitlement as this is believed to be in the best interests of a child, and all settings should be able to offer the 15 hours. However we are aware, that sometimes this is not possible due to individual circumstances.

Parents are under no obligation to take up extra hours or weeks, or additional services over and above the free entitlement, which some providers may offer and for which charges may be payable.

If a parent applies for, and chooses to take up less than their child's entitlement they must be made aware that it may not be possible to increase the pattern of attendance during the term. On a termly basis, at the time of allocating places, parents of children already on the roll and accessing less than the legal entitlement will be given the opportunity to increase the number of hours their child attends. These requests will be given priority over the waiting list. Parental requests to change the pattern of attendance should be considered at the same time.

Unless in exceptional circumstances and in the interests of continuity of experience, it is not recommended that children transfer to another setting for less than three terms (excepting the need for flexibility where a provider is unable to offer the specific childcare required)

2. Inclusion

The Circle Trust has an inclusive education policy and children will not be discriminated against as laid down by the School Standards & Framework Act 1998 as amended, Human Rights Act 1998, and Equality Act 2010. This includes reasons such as developmental delay, e.g. a child's self-help skills are delayed affecting activities such as dressing, feeding or toilet training or additional needs such as emotional or behavioural difficulties.



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3. Applying for first admission to school

Attendance at an early years' setting linked to a community or voluntary controlled school does not guarantee admission to Foundation 2 (F2) (Reception) or continuation in the FSU at the school and no account is taken of the early year's provision attended.

A separate application for admission to F2 will have to be made in line with the local authority co-ordinated admissions scheme.

4. After allocation

All Schools/nurseries should ensure that checks are made of the birth certificates and home address to verify that information provided by parents is not misleading or false. Any place offered may be withdrawn if information provided is later proved to be false or misleading.

5. Start dates

All children due to start in any particular term should be given a common starting date. Where there are large numbers of children due to start in the same term, they may be phased over no more than two weeks and may be dependent on whether or not reduced free entitlement hours are being taken up and how the full entitlement over the 38 weeks will be achieved.

6. Use of personal data

All personal information is covered by the General Data Protection Regulations and will be held by the early years setting/school and used for the purposes of admissions. The information will be kept secure and strictly confidential and will not be used for any other purpose.

The early years setting/school reserves the right to verify the information given on the application form. Any offer of a place will be on the basis that the information supplied is accurate and up to date.

Please note the information will not be disclosed to any other organisation without parental consent other than other local authorities or government agencies. If you require further information about how this data will be used, please contact the school

The local authority uses information about children for whom it provides services to carry out specific functions for which it is responsible .e.g. school admissions. It also uses the information to derive statistics to inform decisions e.g. (the funding of schools) or to assess the performance of schools and agree targets for them. The statistics are used in such a way that individual children cannot be identified from them.



Appendix 2

APPLICATION FOR A FOUNDATION ONE (F1) PLACE

Shinfield Infant and Nursery School – for Nursery admissions only

Child's name in full:

Child's date of birth:

Child's gender: **MALE / FEMALE** (please delete as appropriate)

Child's permanent home address including postcode:

Name of Parent/Carer: Title: Initials: Surname:

Relationship to Child: Home Telephone:

Alternative work or mobile contact numbers:

Email:

Your address and postcode if different to that of your child:

Is your child resident at more than one address? **YES / NO**

If YES, what percentage of time does the child spend at the declared home address?

Personal information contained in this form is subject to the Data Protection guidelines and will be used by The Circle Trust and Local Authority for the purpose of early years' admissions. Data may be exchanged with other local authorities, schools or governmental agencies where necessary as part of the admissions process.

Does your child have Special Educational Needs or Disabilities (SEND) or an Education Health and Care Plan? **YES / NO**

If yes please enclose supporting documentation from a professional person e.g. Educational Psychologist

Is your child 'looked after' or previously looked after (in the care of) a Local Authority? **YES / NO**

If yes please enclose supporting documentation such as confirmation from the authority with parental responsibility/adoption order/child arrangements order or special guardianship order



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Does your child have any older siblings in the same family unit already attending and continuing to attend this Early Years setting or linked school/s? If yes please give details:

Name(s):
Date(s) of Birth:
Setting/School(s):

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All eligible three and four year olds will be entitled to 15 hours free early education per week, for 38 weeks (term time) per year. Patterns of attendance available are:

Core offer:

- Up to fifteen 30 hour full time funded places (for those eligible for the 30 hour funding) 8.45am-2.45pm.

Part time offer:

- Up to fifteen 15 hour funded places in the morning 8.45-11.45am
- Up to fifteen 15 hour funded places in the afternoon 12.15-3.15pm

Additional offer (once places have been allocated):

- For 30 hour places, there is an option to pay for an additional half hour between 2.45-3.15pm
- For 15 hour morning and afternoon places, there is an option to pay for a half hour lunch club between 11.45am-12.15pm (limited number of spaces available)

Please tick the number of sessions you would like by ticking the appropriate boxes. Please note that if your preferred sessions are full, you may be offered alternative sessions.

Children who gain a place at the Nursery will not automatically gain a place at Shinfield Infant School.

Preferred number of sessions (up to a maximum of five)				
Monday	Tuesday	Wednesday	Thursday	Friday

I would like morning / afternoon / 30 hours (please circle or highlight one)

I would like to pay for the extra half hour lunch club available with a 15 hour entitlement **YES / NO**

I would like to pay for an extra half hour between 2.45 and 3.15pm with a 30 hour entitlement **YES / NO**

<p>Declaration: I certify that the information I have given on this form is correct and I am the person with parental responsibility for the child named above. I agree that the information I provide may be shared as part of the admissions process. I confirm that, to the best of my knowledge, the declared address will continue to be the child's residence beyond admission to the setting/school. I understand that any place offered may be withdrawn if I give false or misleading information.</p>
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Signed:

(Parent/Carer)

Please return this form to admissions@shinfield.wokingham.sch.uk or Shinfield Infant and Nursery School, School Green, Shinfield, Reading, RG2



Shinfield Infant and Nursery School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales, company number 11031096, registered at The Circle Trust, London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 332 0011 www.thecircletrust.co.uk

YOUR CHILD'S ENTITLEMENT TO FREE EARLY LEARNING AND CARE

All eligible three and four year olds are currently entitled to 15 hours free early learning and care per week, for 38 weeks per year.

An additional 15 hours of free childcare per week (up to 570 Free Hours) is available for families where both parents are working (or the sole parent is working in a lone-parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year

The entitlement is to the free hours and holds no monetary value. The setting attended by your child will receive a subsidy to enable a free entitlement place to be available, if your child attends the setting for only the free entitlement of 15 hours per week, you will not pay any fees or charges of any kind.

1. If, however, your child attends for longer than 15 hours per week, then you can be charged for the extra hours of childcare or additional service, unless taking the additional 15 hours entitlement
2. If you take up extra childcare over and above your child's free entitlement, you will only ever be charged for the extra hours. You will not be asked to pay for the free entitlement within the fees and have this amount 'refunded' at a later date.
3. If your child attends for more than 38 weeks per year, the setting will charge for the extra weeks.
4. You are under no obligation to take up extra hours or weeks over and above your child's free entitlement.

It is generally regarded as good early years practice that your child attends only one setting for their free entitlement as this is believed to be in the best interests of a child, and all settings should be able to offer the entitled 15 hours. However we are aware, that sometimes this is not possible due to individual circumstances. For example, this could be when a parent has work or other commitments on certain days and therefore needs to access full-time childcare on those days. If you need to access the entitlement at more than one setting, please discuss with your intended providers and complete the section below which should be signed by you and the Headteacher or Nursery Lead Teacher, and forward a copy to:

Data and Admissions Manager,
c/o The Circle Trust, St Crispin's School,
London Road,
Wokingham RG40 1SS.

I wish to access my free entitlement at more than one setting for the reasons given below (continue on a separate sheet if necessary), and I have discussed this with the Headteacher/Nursery Lead Teacher and the other provider and they understand my reason for splitting my entitlement.

Please note that in this Nursery setting we do not offer split funded places for the additional 15 hours of free child care (30 hour places), because we are only able to offer a limited number of 30 hour places.

Reasons:

My child also takes up (enter number) hours of the free entitlement at:

(Enter other provider name)



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Parent/carer:

Date:

Headteacher or Nursery Lead Teacher:



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