

# Effra Early Years Centre

## Admissions Policy- From August 2017

Date agreed	Review Cycle	Due for review
Signed		

### Admission to Effra Early Years Centre

Effra Early Years Centre manages its own admissions. You must apply directly to Effra using one of our application forms. We have an under 3's application form for the childcare and an over 3's application form for the nursery school. The forms are available on line from our website

[www.effra.lambeth.sch.uk](http://www.effra.lambeth.sch.uk)

Or via the reception desk at Effra Early Years Centre, located at 35 Effra Parade, Brixton SW2 1PL

### Admissions policy for 2-3 Year Olds to the Childcare

#### Childcare Places

To apply for a place in the childcare please complete our under 3's application form which is available on our website or via reception at Effra Early Years Centre. There is a non-refundable £50 registration fee, payable when registering your application for a place. Without payment of the registration fee your application will not be processed. If you accept the place when offered the £50 is deducted from your first months fees. If you decline the place, the registration is not refunded.

#### Funded 15 hour Two Year Old Places

If you are applying for a two year 15 hour funded place please ensure your eligibility reference is quoted on the application form, as without this we are unable to process your application for a place. We will waive the registration fee for funded 15 hour applicants.

#### Transitioning to Nursery School

Children attending our childcare provision for 2- 3 year olds are able to automatically transfer into our provision for 3 and 4 year olds (Nursery School).

The point at which they transfer will depend on the spaces available in the nursery school, and the date which they will have their third birthday. Every child is guaranteed transition to the nursery school in the September following their 3<sup>rd</sup> birthday or as a rising 3 if they are aged two years and 9 months. The Childcare is a

fee paying provision, where the daily fee applies until the term after their third birthday.

Where the child remains in the childcare the term following their third birthday the fees will be adjusted to take account of the funded 15 hours available to all 3-4 year olds, and the lunch fees that are charged.

### **Admissions Policy for 3 - 4 Year Olds to the Nursery School**

To apply for a place you must complete an over 3's application form.

The Centre offers 32 full day care places 8:00AM-6:00PM for 48 weeks of the year and 120 term time only places for 38 weeks of the year each day.

#### **15 Hours Universal Funded Places**

We offer children their entitlement to the funded 15 hours for **all** 3-4 year olds from the **term after** their 3rd birthday.

#### **30 Hours Funded Places**

Eligible families, who meet the criteria set by the government, are able to access 30 hours for children in nursery school the term after their third birthday. The 30 hours must be taken in the core school day, Monday to Friday from 9:15 to 3:15. Additional wrap around provision through extended day is chargeable as are school lunches

The criteria set out by the Government are as follows:

- All parents (whether two-parent family or lone parent) 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 on zero-hours 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 with their own three- and four-year-old children
- There is an income cap. If one parent's income exceeds £100k the household will not be eligible
- **Parents who are in training will not be eligible** as they can receive other Government support
- Eligibility needs to be renewed every three months via the HMRC website. The Local Authority will also carry out checks.

The Centre keeps waiting lists for both full day care places and term time only places.

Full day care places from 8.00am – 6.00pm all year round are prioritised over those taking up term time only places.

Children new to the nursery school will be accepted onto the waiting list when they are 2 years old.

Full day care places are determined by the Centre and are dependent on availability.

Term time places are determined by the Centre.

The following criteria are used:

- Looked After Children
- Exceptional medical or social needs
- Sibling already attending the Centre.
- Sibling has attended the Centre in the last 7 years

The majority of places are offered for the start of the autumn term. However if there are spaces in the school at any point in the year you may apply and if we can accommodate your child they will be offered a place.

For further information about eligibility for 30 hour funded places please speak to a member of the office administration team.

Effra is a fully inclusive setting and welcomes applications from families of children with special educational needs or disabilities (SEND)