



Southwold Primary School & Early Years' Centre

Early Years Admissions Policy

Early Years Centre Admissions

Admission into our Reception Class is organised by the Local Authority Admissions, in line with their Admissions Policy.

Admission into our nursery classes are organised by the Early Years Centre Managers and is covered by the following policy.

For the academic year 2020-21:

N1 children (birthdays between 1st September 2017 - 31st August 2018) will be admitted into our (Adventurers) Nursery. We are able to offer N1 children part time nursery places.

N2 children (birthdays between 1st September 2015 - 31st August 2016) will be admitted into our (Trekks) Nursery. We are able to offer N2 children part time nursery places.

Southwold Primary reserves the right to use 'staggered starts' where appropriate to ensure every child settles into the nursery at their own pace (referred to as 'Stage not Age').

Southwold Primary School & Early Years' Centre's 30 hour provision offer

All 3 and 4 year old children are entitled to free nursery provision of 15 hours per week. From September 2017, the Government has committed to doubling this provision to 30 hours per week for qualifying working parents.

For the academic year 2020-21, Southwold Primary will be offering the 30 hour provision to qualifying three year old children, the term before they become 4. Before this time, they will be entitled to take up the 15 hour provision with us and if eligible for the 30 hour provision, will be signposted to other Ofsted registered providers to access their remaining entitlement.

All four year old children will be offered a full time 30 hour nursery place, upon receipt of proof of entitlement to the Government's 30 hour offer.

All parents will still be asked to complete the eligibility check via the Childcare Choices website to assess eligibility as this forms part of the Early Years Funding for Southwold Primary School.

30 hour nursery funding

All 3 and 4 year old children are entitled to free nursery provision of 15 hours per week. From September 2017, the Government has committed to doubling this provision to 30 hours per week for working parents.

It is the parent's responsibility to confirm and re-confirm eligibility every three months via the Childcare Choices website.

Who is eligible?

In order to access the 30 hours funded childcare offer, both the parent and the child must be eligible to apply.

- Children are entitled to 30 hours early years provision if:
 - They are over 3 years old
 - They are under compulsory school age
 - Their parents qualify for the funding

If the child's birthday falls between	They will be entitled to their free 30 hours from
1 January to 31 March	1 April following the child's 3 rd birthday
1 April to 31 August	1 September following the child's 3 rd birthday
1 September to 31 December	1 January following the child's 3 rd birthday

- Parents are entitled to 30 hours early years provision if:
 - They earn, or expect to earn, the equivalent of 16 hours at National Minimum or Living Wage over the coming three months
 - This applies whether they are in paid employment, self-employed or on zero hours contract.
 - The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
 - Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
 - Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
 - Where they are in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- Parents are NOT entitled to 30 hours early years provision if:
 - Either parent has an income of more than £100,000
 - Either parent is a non-EEA national and subject to immigration control (and has no recourse to public funds)

How to apply

All applications should be made by parents online at www.childcarechoices.gov.uk

If the parent is eligible, they will receive an 11-digit code to confirm this and will bring this to school to be validated.

If the parent has any problem with the application process, accessing their childcare account, if they need to apply over the phone, or disagree with the decision given, they should contact the Customer Interaction Centre on 0300 123 4097, as this whole process is managed by HMRC.

Parents should apply during the term that their child turns three so that **funding can begin at the start of the following term**. Parents can get an eligibility code before their child turns three but they can only start claiming their 30 hour place the term following their child's third birthday or the term following the date the eligibility code was issued (whichever is the later).

If the child is taking up their universal 15 hour entitlement and the parent becomes eligible for the 30 hour offer part way through the term, the parent can start claiming their additional hours the term following the date on which they received their code and had it validated.

As per the Statutory Guidance, funding for the 30 hours will not start half way through a term, nor will it be backdated. 30 hour places will start the term after the child turns three if their parents meet the eligibility criteria and their code has been validated. Therefore, children wanting to access a 30 hour place in September need to have their eligibility code validated before the end of August, if they wait until September to do this they won't be able to access their place until January.

Parents are required to re-confirm their eligibility every 3 months by HMRC. Parents will be reminded weekly via email and text from a month before their 'end date'. End dates and grace period dates will automatically be recalculated when a parent re-confirms their eligibility. If they have not re-confirmed their eligibility by the end date or their circumstances have changed and they are no longer eligible for the 30 hours, they will fall into what is known as the 'grace period'. This is a set amount of time from the date of the parent's ineligible decision, as detailed in the table below, for their additional hours to continue. These dates are set in Statutory Guidance and ensure continuity of a place for the child, parent and provider. It also gives the parent time to find alternative employment and re-confirm their eligibility before the grace period is over.

Date of ineligible decision	Grace Period end date
1 st January - 10 th February	31 st March
11 th February - 31 st March	31 st August
1 st April - 26 th May	31 st August
27 th May - 31 st August	31 st December
1 st September - 21 st October	31 st December
22 nd October - 31 st December	31 st March

The grace period starts the day after the validity end date and continues to the grace period end date as stated in the table. If the parent does not reconfirm their eligibility by the end of the grace period,

their 30 hour place and funding will cease and the child will be able to access their universal 15 hour entitlement only.

How can parents access their 30 hour place?

Parents can access their 30 hour offer at any Ofsted registered provider, approved to offer the free early education places with the capacity to offer a place. This could be a school or a Day Nursery, Pre-School Playgroup or a childminder. Parents do not have to take up the full 30 hour offer if they do not want to.

Parents can choose to split their entitlement between multiple providers as long as this is across no more than two sites per day. When offering a place for 30 hours, the parent will be asked which setting will be their Primary Setting with whom they want to take their Universal 15 hours should they fall out of eligibility for the 30 hours.

Eligibility codes can be used at more than one setting. Parents accessing any hours with Southwold as part of their 30 hour offer will still be asked to complete a Parent Declaration Form, stating how many funded hours they will be taking with us.

Childcare Choices

Are you eligible for 30 Hours Free Childcare?

Visit the Government's Childcare Choices website – www.childcarechoices.gov.uk where you will be taken through step-by-step instructions to check eligibility for 30 hours childcare.



If you are eligible, you will be provided with a code which you must take to your chosen early years setting.

Before the setting can offer your child a place, they will need to validate your eligibility code. When you visit the setting please take with you:

- ✓ Eligibility Code
- ✓ National Insurance Number
- ✓ Your Child's Date Of Birth

The setting will also ask you to complete a Parent Declaration Form as part of this initial visit.



Once your eligibility code has been verified and all the required paperwork is complete, the setting can now arrange a convenient start date with you.

Every three months you will need to reconfirm your eligibility via the Childcare Choices website in order to continue with the funding. **As a parent this is your responsibility – if eligibility is not reconfirmed you will lose the additional free hours for your child.**