



Stroud Green Primary School Nursery

Ennis Road
Stroud Green
N4 3HD
Tel: 020 7263 8397
Email: nursery@stroudgreenprimary.com

Nursery / Edu-care* Application Pack

For September 2018 start

Please complete and return by

Friday 16th March 2018

With

1 x proof of Child's date of birth

(e.g. Birth Certificate/passport)

2x proof of Address

(e.g. Utility bill dated in the last 3 months)

Plus any additional supporting documents where relevant

If you are applying for a free 15 hour place for a two years old **(free for 2's)** it is the council who confirm eligibility. Please follow the process on www.haringey.gov.uk/freeearlylearning

Footnote: *Edu-Care is a placement in our Nursery for 3-4-year-old children which combines an education and care element i.e. All day in our Nursery class plus Breakfast, After School and Holiday provision (48 week per year childcare)*



NURSERY / EDU-CARE - ADMISSIONS POLICY SEPTEMBER 2018

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1.0 Introduction

Stroud Green Primary School is committed to providing a fair and open admissions system that is of high quality. We are proud of the work we do to support the inclusion of all children. Details of the types of places we are registered to offer and the current fees are attached. Stroud Green Nursery and Edu-care places were relaunched for September 2017 and we experienced very high demand for places both paid and funded, we therefore operate strict admission criteria for all places.

We have one admissions intake in September. Applications for nursery and Edu-care places should be submitted by the Friday 16th March 2018. If vacancies arise during the year, we will fill them in accordance with the admissions criteria.

We have tried to include all the information you might need below, but if you have any questions or need our support, please contact the office team by coming into the Nursery Building or calling 020 7263 8397

2.0 Admissions Criteria

If we receive more applications than spaces available for the categories of places applied for in Nursery, Edu-Care, After School Club and Holiday Care then we apply the following admissions criteria;

NOTE: Category C - 2-Year-old Programme Places (Free-for-Twos) and Categories E – 30 Hours provision - Haringey residents will be given priority

1. **Children with an Education Health Care Plans** which names the school will be admitted in accordance with Section 324 of the Education Act 1996.
2. **Children who are looked after by the Local Authority** or were previously looked after by immediately after being looked after, became subject to an adoption, residence, or special guardianship order. Looked after children means children who are in care of the local authority in accordance with Section 22 Children Act 1989.
3. **Children who the Local Authority (LA) accepts have an exceptional medical or social need for a place at one specific school.** Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only setting that can meet the defined needs of the child.
4. **Siblings:** children with a brother or sister on roll at Stroud Green Primary School (not including After School Club) in September 2018. This category includes foster brothers or sisters, half-brothers or half-sisters or stepbrothers and stepsisters. They must also be living at the same address as the applicant. In the case of a child who is in shared custody we will use the address where the child is normally resident from Monday-Friday.
5. **Children living closest to the school.** Distance is measured in a straight line from the main entrance to the school nursery building. In the case of a child in shared custody we will use the address where the child is normally resident from Monday to Friday

3.0 Admissions to Green and Blue Room

3.1 Green Room

Green Room has full childcare places (8.00-6.00) for children between the ages of 1 and 3 (for September 2018 this will be those with birth dates between 01/09/2015 and 31/08/2017). The number of children we take in September 2018 into Green Room will be 14 in total

- A. **2, 3 or 5 day Fee Paying Places for 1-2 year olds from 8:00-6:00 (all year round contract).**
For September 2018 this will be for those with birth dates between 01/09/2016 and 31/08/2017
- B. **2, 3 or 5 day Fee Paying Places for 2-3 year olds from 8:00-6:00 (all year round contract).**
For September 2018 this will be those with birth dates between 01/09/2015 and 31/08/2016

We also offer a limited number of part-time places for 2 year old places which are allocated as part of Haringey's Free for 2s programme. To find out more about eligibility go to <http://www.haringey.gov.uk/freeearlylearning>.

- C. **Part-time Free-For-Twos places** in the morning (8.50-11.50) or afternoon (12.30-3.30) (Term Time Only 5 days a week) For September 2018 this will be those birthdates between 01/09/2015 and 31/08/2016.

3.2 Blue Room

Blue Room has a range of term-time and all-year round places for children between the ages of 3 and 4 (for September 2018 this will be children with birth dates between 01/09/2014 and 31/08/2015). We will give priority to younger children staying in our Nursery class (Blue Room). Any remaining places will be allocated in accordance with the admissions criteria above. The total number of places allocated to Blue Room in September 2018 will be 45.

All three and four year old children are entitled to 15 hours of free nursery education from the term after their third birthday.

Types of places in Blue Room for children accessing their 15 hours free entitlement:

- D. **Flexible 15 hour Free Entitlement places (term-time only) for two and a half days (two days from 8.50-3.30 and one half day (8.50-11.50 or 12.30-3.30))** are offered in Blue Room as part of the 15 hour free nursery entitlement for children between the ages of 3 and 4 (for September 2018 these will be for children with birth dates between 01/09/2014 and 31/08/2015). We are not charging for the additional time between 11.50 and 12.30 but there will be a fee for lunch on that day.
- G. **Edu-care places from 8:00-6:00 (all year round contract for 2, 3 or 5 days a week)** are offered in Blue Room for children between the ages of 3 and 4 (for September 2018 these will be for children with birth dates between 01/09/2014 and 31/08/2015). 15 hours free entitlement will be deducted from the fees for all children with an Edu-care place.

In addition, from September 2017 eligible parents were able to claim the Government's 30 hours Free Early Education Entitlement at the school. To be eligible for the 30 hours, **each parent** in your family:

- Must be earning the equivalent of 16 hours a week at the national minimum or living wage; and
- Must have an annual income of less than £100,000.

For further information please see the attached factsheet produced by Haringey. At Stroud Green we offer 30 hours Free Early Education Entitlement in three ways;

- As a term-time only offer whereby eligible parents are entitled to 30 hours of free childcare across 38 weeks a year from 8.50-3.30 **(E)**
- As an all year round offer whereby eligible parents who are paying for Edu-care places will be able to deduct the first 24 hours of free childcare across 38 weeks a year from the cost of this place **(G)**
- As a term-time only or an all year round 15 hour split between two childcare providers (see previous 15 hour offers). We only offer a funding split as 15/15.

Types of places in Blue Room for children accessing their 30 hours Free Early Education

Entitlement:

E Full-time 30-hour Free Entitlement places (term-time only) from 8.50-3.30 are offered in Blue Room for children between the ages of 3 and 4 (for September 2018 these will be for children with birth dates between 01/09/2014 and 31/08/2015). These places are for families who are eligible for the 30 hours' free entitlement (see eligibility criteria above). We are not charging for the additional time between 11.50 and 12.30 but there will be a fee for lunch.

G Edu-care places from 8:00-6:00 (all year round contract for 3, or 5 days a week) are offered in Blue Room for children between the ages of 3 and 4 (for September 2018 these will be for children with birth dates between 01/09/2014 and 31/08/2015). Parents who are eligible for the 30 hours Free Early Education Entitlement (see eligibility criteria above) can apply this to these places giving them 24 hours of free childcare each week across 48 weeks a year (a stretched offer). If you only have a contract for 2 days a week, you are entitled to use your remaining 4 hours per week with a different provider (e.g. a qualified childminder).

Please let the nursery know if you require additional paid hours (e.g. breakfast from 8:00-8:45) when these are not included in your contract and we will endeavour to meet your needs – subject to availability.

4.0 Appeals

If your child is not offered a place at Stroud Green Nursery or Edu-care place and you believe that the admissions policy has not been applied correctly you are entitled to appeal the decision. If you wish to appeal the decision you should do so in writing to the Head of Early Years at Stroud Green Primary School setting out the reasons why you believe your child should have been offered a place. Letters must be received no later than 10 working days after the date of the original rejection letter. The Head of Early Years will consider your case and will normally respond to you in writing within 10 working days.

If you are not satisfied with the response of the Head of Early Years you can contact the Head Teacher directly at Stroud Green Primary School explaining the grounds on which you wish to appeal within 10 working days of the date of the response from the Head of Early Years. The Head Teacher will investigate your appeal reviewing the decision of the Head of Early Years and will normally respond to you in writing within 10 working days.

If you are still dissatisfied with the response of the Head Teacher you may write to the Chair of Governors c/o Stroud Green Primary School to ask for a referral of your appeal to the Governing Body Appeals Panel within 10 working days of the response from the Head Teacher. The Governors' Appeals Panel consists of a group of three governors who will have had no previous involvement in the year's admissions process. They will consider your appeal and respond to you in writing within 10n working days of making their decision. The decision of the Governors' Appeal Panel is final.

5.0 Childcare and Edu-care Fees

5.1 Fee Structure

There are anticipated to be significant changes to Early Years funding in 2018/19 both nationally and locally and the overall impact will be a significant reduction in the funding that the school received from September 2018. We are still awaiting the final confirmation of what our budget settlement will be for the coming year, however the fees are likely to be as follows (these are likely to be confirmed before the end of March 2018);

Indicative charges from September 2018	1 year olds	2 year olds	3 & 4 year olds
Weekly rate	£375	£345	£245
Daily rate	£75	£69	£49

The above figures do not take into account the free nursery entitlement for 3 and 4 year olds. Children are eligible in the term after their 3rd birthday and the resulting reduction in the rate is shown in **Section 6 Types of Places and Charges Grid (September 2018)**

The 2-3 year old fee rate will also be applied the term following your child's 2nd birthday.

A discount of 10% is applied for younger siblings

We have developed our fee system to minimise the costs of administration, and ask that all families appreciate the importance of these procedures and contribute to the regular payment of fees without creating unnecessary work for staff in collecting outstanding fees.

5.2 Financial help

You can find general information about paying for childcare, and a tax credit checker, on the Family and childcare Trust website <http://www.familyandchildcaretrust.org>

Childcare element of working Tax Credits is paid to people in work to top up low wages. Working Tax Credit can include childcare element, which gives help to parents with registered childcare costs. The childcare element of Working Tax Credits can pay up to 70% of eligible childcare costs up to set weekly amounts. Eligible childcare costs are set at £175 per week for one child and £300 per week

for two children. This means you can receive up to £122.50 per week with one child in childcare, £210 for two or more children. The amount you are awarded will depend on your family circumstances.

Tax –Free Childcare is a scheme which was phased in from early 2017 and offers working families 20% support towards qualifying childcare costs. It replaces the Employer Supported Childcare Scheme, sometimes also known as the childcare Voucher System. The system opened to almost two million families in the UK and is delivered by HM Revenue and Customs (HMRC). As well as full-time employee working for an employer, for the first time, it will cover you if you are;

- Self employed
- Working part-time
- On maternity, paternity or adoption leave
- Starting your own business
- The scheme will be available in England, Wales, Scotland and Northern Ireland

Find out what help you can get towards childcare costs and compare your options :

www.gov.uk/childcarecalculator

6.0 TYPE OF PLACES AND CHARGES (September 2018)									
Cat.	Age Range + room	Type of Place	Hours	Term time or Year Round	Indicative Cost to Parents			Deposit	
A.	1 to 2 years (Green Room)	Day Care Fee Paying Places	8.00 – 6.00	Year Round Contract For 2/3/5 days	£75.00 per day			2 Weeks	
B.	2 to 3 years (Green Room)	Day Care Fee Paying Places	8.00 – 6.00	Year Round Contract For 2/3/5 days	£69.00 per day			2 Weeks	
C.	2 to 3 years	2 year programme places (Part Time) Places allocated by Haringey’s Free-For Twos Programme Team.	8.50 – 11.50 Or 12.30 – 3.30	Term Time Only 5 days a week	None			N/A	
D.	3 to 4 years (Blue Room)	Flexible 15 hours Free Entitlement Places	2.5 days: 2 days (8.50-3.45) and 0.5 day (8.50-11.50 or 12.30-3.45)	Term Time Only Contract	None (Lunch fee £2.30)			N/A	
E.	3 to 4 years (Blue Room)	Flexible 30 hours Free Entitlement Places (term time only)	8.50- 3.30	Term Time Only Contract	None (Lunch fee £2.30)			£100	
G.	3 to 4 years (Blue Room)	Edu-care Fee Paying Places	8.00 – 6.00	Year Round Contract 2,3 or 5 days for children eligible for 15 hrs free entitlement. 3 or 5 days for children eligible for 30 hrs free entitlement	Days of childcare	Indicative fee structure	After deduction 15 hrs free entitlement	After deduction 30 hrs free entitlement	2 Weeks
		2 days			£98.00	£39.44	N/A		
		3 days			£147.00	£88.44	£29.88		
		5 days			£245.00	£186.44	£127.88		
H.	1 to 4 years	Places allocated by referral from the Haringey’s Integrated Additional Support Panel	Part Time Places Only	Term Time Only Contract	None				
I.	1 to 3 years	Children in Need (CIN)			None				

7.0 Payment and Debt Policy

7.1 Securing a place and making changes to your account

1. Following acceptance of an offer of a fee-paying place at Stroud Green, parents/carers are asked to complete a year round contract confirming the days of attendance. We offer 2,3 and 5 days' contracts for fee paying nursery places.
2. Any changes to the contractual days or cancellations of contract have to be agreed in writing. We require a minimum of 6 weeks' notice period
3. All Parents are required to pay a deposit to secure your child/ren's place in the following academic year. The deposit will be applied to the final nursery invoice (when your child leaves our service).
4. If your child is sick you will still be required to pay full amount for their place. If there are issues of long term sickness please discuss this with the Head Teacher.
5. We are committed to supporting your child to settle well at nursery. As a consequence, for the first 5 days when a child starts nurseury we charge 50% of our fees as we require parents to be available to support their child to ease the transition between home and nurseury.
6. If a one day space becomes available during the year, in the first instance, this will be made available to existing parents who may have expressed an interest to increase the number of days allocated to their child (providing it does not take their days to 4).
7. If a two-day space becomes available, this will be allocated to the School's Nursery admission criteria for those on the waiting list.
8. Once days have been allocated for places we do not swap or exchange days in the week. Extra days may be booked on an as and when, staffing ratio allowing, but will need to be paid for at an additional charge.

7.2 Bank Holidays and Other Closure Days

1. We do not charge for bank holidays or set annual closures. Please refer to our calendar for closure dates.
2. On the five statutory training and developments days, all fees charged are as per the daily rate. We will try to ensure that training days are equitably set during the year.
3. There are six days throughout the year when Stroud Green Nursery opens from 8am to 2.30pm (core days) for staff training. On those days, fees are charged at the daily rate.
4. If Stroud Green Nursery has to close (before 2pm) for unusual circumstances, no charge will be applied. Fees are not refunded for partial day closures (after 2pm for example, early closure if there has been a power failure. Stroud Green Nursery will inform parents regarding unexpected closures via the iConnect messaging service. It is vitally important that we have current mobile number and email address for such emergency purposes. We ask all parents to register on our iConnect app. To receive instant updates and billing.

7.3 Fees Invoices and Payment

1. Fee invoices are issued on the 15th of the month, showing the fees due two weeks in arrears and two weeks in advance. All fees need to be paid in advance by the last day of the calendar month.
2. Payments made via our iConnect billing system will be shown with immediate effect on your account, other methods of payment (cash or cheque) will show on your account within three working days, and any payments via bank transfer will be shown after we receive confirmation via receipt of our bank account statement.
3. Please ensure all invoices are paid in full by the 30th of the month.

4. Additional days purchased will be charged at the full daily rate.
5. Our preferred method of receiving payment is by the iConnect app, please ask the office for support in installing this system. **If you use bank transfer please ask your bank to use your child's name as the bank transfer reference.**
6. In order to take advantage of the tax benefits many employers have set up arrangements with childcare voucher companies. Parents/carers should note that there is a time delay in our bank receiving the voucher credits and therefore your monthly invoices may not always reflect these amounts. Please ensure that the childcare voucher for the month is redeemed by 10th of each month.
7. A £10 admin charge to cover bank and handling charges will be applied for cheques returned as unpaid from your bank.
8. In the unlikely event a parent is late to collect their child at the end of their paid session, we charge a £10 late collection fee.

8.4 Late payments and Arrears

1. We encourage you to let us know, in writing, if you have trouble making payments for fees as we are keen to avoid a situation where arrears begin to accumulate. Continued failure to pay fees will result in your child losing their place.
2. We will inform you, in writing if outstanding fees are not settled by the end of the week for weekly payers or the end of the month for monthly payers.
3. If payment falls in arrears for more than two weeks for weekly payers or more than one month for monthly payers we will inform you in writing and failure to make a settlement may result in the place being suspended pending full payment of these arrears. To resume the place a deposit of one week's fees or one month's fee respectively must be paid in advance.