

Curzon Crescent & Fawood Children's Centres Partnership



Admissions Policy

Reviewed – Summer 2019

Next Review – Summer 2020

Policy Lead – Deputy Headteacher

Approving Committee – Curriculum

Curzon Crescent & Fawood Children's Centres Partnership
Admissions Policy & Procedure

This model Policy has been adapted from Brent Council
Admission Arrangements for Brent Community Schools for 2016/2017
(Including Primary and Secondary Schemes of Co – ordination)

Curzon Crescent Nursery School and Fawood Nursery School are maintained nursery schools within the Curzon Crescent and Fawood Children's Centres Partnership. They include provision for 2 year olds who are entitled to NEG2 funding.

Nursery School Admissions Criteria

Applications to our Nurseries are not co-ordinated centrally by the London Borough of Brent Admissions Services. Parents need to apply directly at the Centres where they may collect, complete and return a Nursery Application Form, a copy of the form is also available on our website
www.curzoncrescent.co.uk

Applications for children with an Education Health and Care Plan/Statement of Special Educational Need are made by Local Authority SEN teams. The placement is made after a process of consultation between parents, the school and the Local Authority. Children with an Education Health and Care Plan/Statement of Special Educational Need receive priority over others for admission to the school named on their Education Health and Care Plan/Statement. (A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.)

If more nursery applications are received than places available, the decision on whether or not a place can be offered will be made in accordance with the admission criteria set out in priority order below:

1. Children in public care (looked after children) *
2. Children for whom it is essential to be admitted to Curzon Crescent or Fawood because of special circumstances to do with significant medical needs, social needs or special educational need, including children who are Children in Need or on a Child Protection plan who are allocated places via Brent's Under 5's Specialist Nursery Panel of Early Years professionals. *

3. Children who have a brother or sister (including blood, half, step, adoptive or foster) attending the nursery in the year in which the application is made.
4. Children of Curzon Crescent & Fawood Children's Centre Partnership staff, teaching and non teaching, who have been employed for two or more years, or who will meet a skills shortage*
5. Proximity to the school - distance will be measured as the shortest walking distance with those living nearest to the school being accorded the highest priority*
6. Any other applicant. Children who do not meet any higher criteria will be considered under this criterion.

*for full explanations of these criteria please see Brent admissions arrangements on their website.

<https://www.brent.gov.uk/admissionarrangements>

Waiting lists are not maintained on a 'first come - first served' basis. Waiting lists are kept in the priority order as explained in the oversubscription criteria. Places are offered from the waiting list throughout the year. When a place becomes available, it is offered to the first child on the list and if it is accepted all other children will move up the list. Children may also move down the waiting list if another family, with a higher priority under the oversubscription criteria, ask for their child's name to be added to the list.

NEG 2 Admissions

In order to gain an NEG2 place at Curzon Crescent or Fawood you need approval from Brent. An NEG2 place offers 15 hours of free childcare provision per week for 2 year olds.

To qualify you must be getting one of the following:

- income support or income based Job Seekers Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- support under part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit and have an annual income not over £16,190
- Working Tax Credits and earn no more than £16,190 a year
- the Working Tax Credit four-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Children are also entitled to a place if:

- the child has a current statement of special educational needs (SEN) or an education, health and care plan
- the child receives Disability Living Allowance
- the child is looked after or in care
- they've left care under a special guardianship order, child arrangements order or residence order.

Children who are Children in Need or on a Child Protection plan are allocated places via Brent's Under 5's Specialist Nursery Panel of Early Years professionals.

If more NEG2 applications are received than places available, the decision on whether or not a place can be offered will be made in accordance with the same admission criteria set out for the nursery school.

Admission to Rainbows

Rainbows is an Additionally Resourced Provision (ARP) funded by Brent for nursery aged children with autism. To be eligible for a place in Rainbows, children must have a confirmed diagnosis of autism. Rainbows does not accept children directly through applying to the Nursery School.

Children are referred to Rainbows through Brent's Under 5's Specialist Nursery panel of Early Years professionals. Professionals from Brent's Children with Disabilities Team, the Brent Autism Outreach Team (BOAT), Family Support workers, Paediatricians, Social Care teams, etc. refer children to the monthly panel. Referrals are made for children that the professionals feel would benefit from a specialist placement. The professionals, alongside the child's parents/carers, complete an Early Help Assessment (EHA) form to submit to the panel that outlines what is working well for the child, what is a concern and what needs to happen next. Children are granted a place in Rainbows if the panel deems the needs of the child meet the threshold for needing the specialist provision.

Changing an Early Years Provider (Nursery place)

If your child joins us during the academic year, 4 weeks written notice must be given to the current nursery before admissions to Curzon Crescent and Fawood Children Centre. Where a change is not appropriately notified you may be responsible for paying childcare costs.

If you feel you have other exceptional circumstances to change providers(s)/nursery outside of the notice period, please contact free.early.entitlement@brent.gov.uk with FAO: "Early Years Manager" in the subject line. The decision of the Early Years Manager will be final.

Parent Declaration

When applying for a place you will be asked to complete a parental declaration form, which sets out the criteria relating to NEG2 and NEG3&4-Year-old Free Early Years provision places. This form will need to be signed before your child starts at Curzon Crescent and Fawood Children Centre.

Children's Centre Admissions

To access adult learning courses and targeted Children's Centre services priority is given to families who live in the Curzon Crescent and Fawood Children's Centre catchment area (details on our website or available from reception).

Crèche Admissions

Priority will be given for a crèche place to those parents undertaking training organised by the Children's Centre. Places must be pre-booked at one of the Children's Centres receptions.

There is no right of appeal for nursery applications.

Links with other policies:

- **Brent Admissions**
- **SEND Policy**
- **Supporting Pupils with Medical Conditions Policy**
- **Accessibility Plan**
- **Equalities Policy**

Appendix 1

Brent Local Authority criteria for 30 hours' free early education for three and four-year-olds (Academic Year 2018/2019)

For working families this entitlement increases from 15 hours to 30 hours per week for the equivalent of 38 weeks per year (i.e. 1140 hours total per year)

Eligibility details

The entitlement to free early education and childcare will extend to 30 hours in families where:

Both parents are working (or the sole parent in a lone parent family) and each parent/carer earns on average:

- a weekly minimum equivalent to 16 hours at national minimum wage (NMW) (for under 25 year olds) or national living wage (NLW) (if over 25 years old), and

- less than £100,000 per year

You and your partner must also both:

- live in England

- expect to have income of less than £100,000 each a year

If you and your partner are unemployed, you and your partner must become employed within 14 days of applying. You may get different eligibility outcomes for each of your children if you apply for 30 hours' free childcare for more than one child.

Important - if your child is in Reception, you can't use your code to get free childcare. Once your child is of compulsory school age, they're no longer eligible.

Circumstances where you may still be eligible:

You can use 30 hours' free childcare if you're already getting Universal Credit or tax credits, and you can still apply for 30 hours' free childcare if you or your partner:

- are taking paid time off work, such as maternity leave, paternity leave or sick leave

- are temporarily away from England for a period of up to 6 months, such as if you're in the military (on duty)

- If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible.

Additional Information:

You do not need to actually work 16 hours per week, but your earnings must equal at least 16 hours work at minimum wage / national living

wage. This equates to a minimum income requirement for a parent/carer over the age of 25 of (currently £7.50 per hour, £120 per week as at April 2017), or for 21-24 year olds £7.05 an hour – therefore, the minimum income requirement for this group is £112.8 a week)

'Parent' means a person who has parental responsibility for the child. In cases where a parent has remarried or is living with a partner, the step-parent or partner must also meet the earning threshold.

Foster carers are only eligible for the extended entitlement for their own children (if they meet the criteria); they are not eligible for children that they foster.

30 hours can be taken across any provider delivering 30 hour places (this is likely to include schools, childminders, private voluntary and independent settings and out of school providers).

If you or your partner lose their job, there will be a "grace period" – of one term - allowing parents to have a chance to find new employment.

You're not eligible if:

- you're in receipt of a childcare grant
- you're a full-time student/an intern
- you're not entitled to receive public funds