


Name of Policy	Allocations Policy	
Committee Responsible	Children's Centre	
Consultation	July 2015	
Monitored By	<i>Daycare co-ordinator</i>	
Next Review Date		

Admission to the Children's Centre POLICY

Allocation of paying Daycare places

The Children's Centre is OFSTED registered for Daycare. Daycare places are available for children aged from two years to three years.

Core sessions are 8:45am – 11:45am & 12:45pm – 3:45pm

A minimum of two core sessions per week must be contracted.

Wraparound sessions available are 8:15am – 8:45am, 11:45am – 12:45pm Monday to Friday and 3:45pm – 5:00pm Monday to Thursday.

All places are chargeable and parents will be asked to sign a Daycare agreement.

Charges are subject to the Local Authorities charging policy which is reviewed on a regular basis. Four weeks' notice of the start date, termination, or alterations of the daycare agreement is required. **Non-compliance with the terms of the daycare agreement may lead to the termination of daycare.**

The Centre will be closed for all public holidays and 3 days in between Christmas and New Year, plus an additional 8 dates for staff training. No fees will be charged for these dates and you will be given one months' notice in advance of the date.

Parents wishing to apply for a place should contact the Centre direct, who will provide parents with an application form. **It is the responsibility of the applicant to keep the Centre informed of any changes in circumstance** e.g. Moving House, Contact detail changes or periods of time you maybe absent from your home such as holidays. **Places are offered with a deadline it is also the applicant's responsibility to respond to this.**

Waiting List

The Centre will maintain a waiting list; this is updated on a monthly basis. Contact records are kept with each applicants form. Allocation of places will be reviewed on an individual basis taking into consideration the following criteria:

- Children already attending daycare
- Children with siblings attending Bannerman Road Community School and Children's Centre
- Children with additional needs may be considered as a priority
- Families/children with working parents or parents attending training, who live in the reach area.
- Families living nearest the Centre will be given priority, each applicant has a postcode check and distance measured using an electronic system

Places cannot be reserved for more than twelve weeks ahead of the start date request.

Applications will be kept on file and reviewed up until 6 months after the date of application after this date if space is still not available the application will be archived for 6 months and then destroyed a year after the application date.

Holiday allowance

Paying spaces are all year around and there is no allowance for holidays or sickness. There is a holiday notification form that we ask you to complete. If you give one months' notice you will not be charged for meals if you normally purchase a hot meal.

Allocation of Free Early Education Daycare places

The Children's Centre has funded daycare places for children aged two to three years old and three to four years old.

All 3 to 4-year-olds in England can get 570 hours of free early education or childcare per year.

These hours can be offered in the children's centre, 12 hours all year round as four morning **core sessions** or four afternoon **core sessions**. These sessions can **NOT** be put together they must be four separate sessions.

3 to 4-year-olds

You can start claiming free childcare after your child turns 3. The date you can claim will depend on when their birthday is.

Child's birthday

When you can claim

1 January to 31 March

the beginning of term on or after 1 April

1 April to 31 August

the beginning of term on or after 1 September

1 September to 31 December the beginning of term on or after 1 January

You cannot claim free early education from more than one setting or continue to claim free childcare once your child starts reception class in a state school

2-year-olds

Some 2-year-olds in England can get free early education and childcare.

You must be getting one of the following:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support through part 6 of the Immigration and Asylum Act
- Child Tax Credit and/or Working Tax Credit and have an annual income under £16,190
- The guaranteed element of State Pension Credit
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- Universal Credit

Children are also entitled to a place if:

- they're looked after by a local council
- they have a current statement of [special education needs \(SEN\)](#) or an education health and care plan
- they get [Disability Living Allowance](#)
- they've left care under a special guardianship order, child arrangements order or adoption order

If your child is eligible, you can start claiming after they turn 2. The date you can claim will depend on when their birthday is.

Child's birthday	When you can claim
1 January to 31 March	the beginning of term on or after 1 April
1 April to 31 August	the beginning of term on or after 1 September
1 September to 31 December	the beginning of term on or after 1 January

Complete a local authority application form to check if your child is eligible.

A multi-agency panel meets monthly to view the two year old free funding applications and allocate appropriate daycare and/or family support services, with priority being given to children with specialist needs and in the reach area.

Two year olds are entitled to 570 hours over the year.

These hours are offered at the centre in a variety of three sessions;

Option A. 12 hours a week all year round as four morning **core sessions** or four afternoon **core sessions** or

Option B. 12 hours a week all year round as two full day sessions including a morning **core sessions and** afternoon **core session, a lunchtime wraparound session** must be purchased for this session or

Option C. 15 hours a week term time only as five morning **core sessions** or five afternoon **core sessions**

These sessions can **NOT** be mixed together you must choose either Option A. B or C. extra wraparound or core sessions can be purchased.

Allocation of option A, B or C will be based on first come first serve and priority choice will be given to parents/carers who are working or training, the needs of the child will also be considered.

Allocation of Nursery Education Places

When children become three years old they will be eligible for a Free Early Education place of fifteen hours of provision, term time only. Admissions usually take place the September following a child's third birthday. Children are offered part-time early years education in accordance with Bristol's Education Admissions Policy. In addition to the free sessions parents can pay for wrap around care.

Parents wishing to apply for a Nursery Education place should contact the Centre direct, who will provide parents with an application form. Children who are attending sessions in Daycare are NOT guaranteed a place they must also apply through the Centre.

Wrap-around nursery places

Wrap around care will be available for three to four year olds attending nursery education sessions in Willow room.

There will be eight spaces available.

Core sessions are 8:30am – 11:30am or 12:30am – 3:30am Monday to Friday

Wrap around sessions available are 8:00am – 8:30am at the main school, 11:30am – 12:30pm in Willow room and 3:00pm – 5:00pm (3:45pm Friday) in the Children’s Centre. Additional sessions for Reception children are 8:00am – 9:00am and 3:10pm – 5:00pm through the main school.

All places are chargeable and parents will be asked to sign a Daycare Agreement. Charges are subject to the Local Authorities Charging Policy which is reviewed on a regular basis. Four weeks’ notice of start date, termination, or alterations of the daycare agreement is required. Non-compliance with the terms of the daycare agreement may lead to the termination of the service. The Centre will be closed for all public holidays plus additional dates for staff training. No fees will be charged for dates and you will be given one months’ notice in advance of the date. Parents can apply for Wrap around once their child has a Free Early Education place and should contact the Centre direct, who will provide parents with an application form.

School Holiday Provision

Holiday provision will be available for three to four year olds accessing Free Early Education. This provision will be bookable four weeks in advance and subject to availability.

Core sessions are 8:45am – 11:45am & 12:45pm – 3:45pm

A minimum of two core sessions per week will be offered.

Additional sessions are 11:45am – 12:45am Monday to Friday and 3:45pm- 5:00pm Monday to Thursday

All places are chargeable and parents will be asked to sign a Daycare Agreement. Charges are subject to the Local Authorities Charging Policy which is reviewed on a regular basis. Four weeks’ notice of start date, termination, or alterations of the Daycare Agreement is required. Non-compliance with the terms of the Daycare Agreement may lead to the termination of daycare. The Centre will be closed for all public holidays plus additional dates for staff training. No fees will be charged for any of these dates. Parents can apply for ‘Holiday Provision’ once their child has a Free Early Education place or if they access the Reception class and should contact the Centre direct, who will provide parents with an application form.