

<p style="text-align: center;">Caverstede Early Years Centre</p> <p style="text-align: center;">Admissions</p> <p style="text-align: center;">Statutory policy – to be reviewed annually</p>	
Last Reviewed: 2016	Review Due: 2017

1. CONTEXT

The purpose of this admissions policy is to ensure the transparent allocation of places for children to access integrated care and education at Caverstede Early Years Centre. It is our aim to ensure the most vulnerable and disadvantaged children in our community have ease of access and to provide the additional support required to ensure parents/ carers are well informed of the facilities and services available to them. Our aim is to be inclusive by working to make provision accessible to families who find services difficult to reach.

2. PLACES

2.1 We provide 120 part time equivalent places for children aged 3 to 4 years who are eligible to their funded nursery education entitlement of 15 hours. (see appendix 1 for details) and 2 year olds who are entitled to funding for childcare and early education [2 year old funding].

2.3 We provide 40 part time equivalent places for children with SEN aged 2 to 4 years. In exceptional circumstances, a limited number of full time places may be available at the Centre for Statutory school aged children. Priority will be given to children accessing an additional year at the Centre allocated by the Special Needs Panel.

3. ALLOCATION OF PLACES

3.1 If Caverstede has a waiting list, places are allocated according to the following criteria:

* 70 places are allocated using a points system as follows:

- 50 points for children on the Child Protection Register.
- 50 points for CiC
- 20 points for social need (see appendix 1).
- 20 points for an IDACI score below our prescribed number [issued by LA]
- 10 points for children living within the Centre locality, that is within the Walton Ward.
- 5 points for children from working families
- 2 points for children who have accessed education and care from a local childminder and/or childminder who belongs to the Peterborough Childminder Network.

* 50 places are allocated according to the age of the child on the date of registration.

* 40 places are for children with identified special educational needs. Children are referred to the Centre by universal and specialist health professionals, the Early Years Inclusion Team and by families themselves.

3.2 At the time of allocation of places, which can occur throughout the year, we will endeavour to ensure all 160 part time equivalent places are filled.

3.3 If a child is away from the Centre on holiday for more than 3 weeks, then their place may be offered to another child

Our places will be allocated to both children eligible for the three year old funding, and to two year old children who turn three within the term they take up the place, receiving their 2 year old funding.

If we still have spaces remaining, we will offer to children who turn three within two terms of taking up the place who receive 2 year old funding.

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If we still have spaces available these will be offered as daycare places for 2 year olds allocated by age [paid for places]

4. SESSION TIMES

Full day sessions – 9.00am to 3.30pm, including lunch

Morning session – 9.00am to 12.00pm

Morning session – 9.00am to 12.30pm, including lunch

Afternoon session – 12.30pm to 3.30pm

Afternoon session – 12.00pm to 3.30pm, including lunch

Flexible sessions – 15 hours taken as 2 full days and a morning session or an afternoon session. Places allocated on this basis are limited.

5. ORGANISATION

The implementation of this policy is delegated to the Head of Centre and Senior Teacher

APPENDIX 1

Nursery Education Funded Entitlement - 15 hours

Children are entitled to their funding entitlement in the term following their third birthday

Children born between	Eligible to Funding
1 st April to 31 st August	Autumn Term: September to December
1 st September to 31 st December	Spring Term: January to March
1 st January to 31 st March	Summer Term: April to July

Definition – social need

The Sure Start Children's Centre Practice Guidance defines the most vulnerable and disadvantaged families as being at greatest risk of social exclusion. Thus, social need may arise from being a:

- *teenage parent*
- *lone parent*
- *workless household*
- *families of asylum seekers*
- *parents with disabled child/ren*
- *disabled parent*
- *families living in poverty (*)*
- *parents with mental health, drug or alcohol problems (*)*
- *families with a partner in prison (*)*

() as advised by Children's Centre Outreach Workers and Partner Services*

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