

**Admission Arrangements and Oversubscription Criteria for**

**High Bickington Foundation Stage Unit**



# Equality Statement

* 1. As required by the [Equality Act 2010](http://www.legislation.gov.uk/ukpga/2010/15/contents)  TEAM Multi-Academy Trust (Trust) will only commit to policies and practices that will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation. For further information please see the disabled children guidance on [Disabled Children and the Equality Act 2010: What Early Years providers need to know and do, including responsibilities to disabled children under the Children and Families Act 2014](http://www.councilfordisabledchildren.org.uk/media/929401/equality-act-early-years_online.pdf)

# Safeguarding Statement

* 1. The Trust and its partners recognise that safeguarding is everybody’s responsibility. Whether their interest is in all young people ‘staying safe’ in all aspects of our services, or whether they are working in specific areas of vulnerability, all staff will have appropriate training and induction so that they understand their roles and responsibilities and are confident in carrying them out. Schools, providers, children, young people and their parents or carers, or any member of the community should feel secure that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of commitment to safeguarding and promoting the welfare of children and young people. This is supported by a clear child protection policy, appropriate induction and training, briefings on and discussion of relevant factors and refreshed learning in line with current legislation and guidelines.
  2. The Trust acts as a corporate parent for children in care. This means that The Trust has a legal and moral duty to provide the kind of support that any good parents would provide for their own children. This policy has been written to comply with this principle.

# Introduction

* 1. The Trust is the admission authority for setting these admissions arrangements and for making decisions regarding admissions applications.
  2. The decision-making process for the consideration of admissions applications is delegated by Devon County Council to the board of Trustees for TEAM Multi-Academy Trust.
  3. This policy applies to all nursery, infant and primary schools that admit two-, three- and four-year-old children for funded or bought hours or a combination of both.
  4. These arrangements seek to comply with the spirit and principles of the government’s [School Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2) and with [Devon County Councils Local Conditions of Funding](https://devoncc.sharepoint.com/sites/PublicDocs/Education/_layouts/15/guestaccess.aspx?guestaccesstoken=7sgRujiRiizAWQPqwi47r2WkohNpcnEosSjgZ1dTTc4%3d&amp;docid=0f84043d57ff64e41b6cf875e68138529) the Early Years Education Funding for two-, three- and four-year-olds and the Early Years Pupil Premium, the [Early Education and Childcare Statutory Guidance for Local Authorities September 2014](https://www.gov.uk/government/publications/early-education-and-childcare--2) and the [Co-ordinated Admissions Schemes of Devon County Council](https://new.devon.gov.uk/educationandfamilies/school-information/apply-for-a-school-place/arrangements-and-policies), the Local Authority (LA) for this area.

# The Ethos of High Bickington Academy

* Encourage a sense of awe and wonder for the world around us
* Nurture each individual to achieve their best
* Aspire to the highest standards of teaching and learning within a creative curriculum
* Accept each other within a caring and loving community
* Provide a safe environment
* Understand the world in which we live

# Early Years Education Funding for two-, three- and four-year-olds

* 1. All three- and four-year-olds are entitled to a funded early years place for 570 hours a year over no fewer than 38 weeks of the year. Some children, whose parents are working, will be entitled to 1140 hours a year.
  2. Some two-year-olds are eligible for a funded place in provision that Devon County Council has approved as being good or better quality. Our Foundation Stage Unit (FSU) is an approved provider and can admit two-year-olds from the start of the funding period following the child’s second birthday.
  3. If you are not sure whether you can get a funded place for your two-year-old, you should check on the Devon Citizens Portal: <https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/en>
  4. We expect to admit children that will be using their Early Years Funding as well as children whose parents are buying additional hours and those that are both funded and buying hours. There may be some children who are only attending for bought hours and some that only attend for funded hours. The maximum amount of funded time in a day is 10 hours; parents cannot use more than two sites for funded early years places in one day.

# Admissions to the Foundation Stage Unit (FSU)

* 1. High Bickington Academy admits:
* Children at the start of the term of the child’s third birthday.

# Points of Admission to FSU

* 1. Generally children will start at the FSU at the beginning of a term. Eligibility for all three-years-olds to receive the Early Years Education Funding is at the start of the funding period following their third birthday. This funding will be paid up until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school.

|  |  |  |
| --- | --- | --- |
| **Children who are eligible 2 or 3 year olds** | | |
| **On or after** | **And on or before** | **Funding starts:** |
| 1 September | 31 December | Spring (after Christmas) |
| 1 January | 31 March | Summer (after Easter) |
| 1 April | 31 August | Autumn (after Summer) |

* 1. There is a legal requirement that all children begin full time education by the beginning of the term following their **fifth** birthday. All places offered in reception at the normal round are for full-time admission in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.

# Patterns of attendance available

* 1. We are required to offer the Early Years Funding in a flexible way. Our school makes a core offer for the **universal** 570 hour entitlement of:
* Morning sessions of 9.00am to 12.00pm and
* Afternoon sessions of 12.00pm to 3.00pm and
* All day sessions of 9.00am to 3.00pm during term time only.
  1. If you choose an afternoon or an all-day session this includes the lunchtime period that is 12.00 – 12.30pm. This time is considered to be part of the day when children continue their learning and will be funded as part of the Early Years Funding.

# Extended Hours

* 1. Families that have an 11 digit code because they are working and eligible for the **extended entitlement** can have up to 1140 hours stretched across a year. This equates to 30 hours a week over 38 weeks of the year.
  2. Families that need a longer day can take funded nursery places in our trust run before and after school provision. These sessions are:
* 7:45am – 9:00am before school and
* 3:30pm – 6:00pm after school.
  1. The provision before and after school will differ from the core early years provision between 9.00am and 3.30pm, as there will be older children attending.
  2. Before and after school childcare provision is made for all children (aged 2-11). The trust manages this service and this means that the Early Years Funding for two-, three- and four-year olds can be offered between 7:45am and 6:00pm making our nursery provision extremely flexible.
  3. When allocating places the trust take these extended services for two-, three- and four-year-olds to be an integral part of the nursery provision.
  4. If parents want to buy additional hours on top of the 15 funded hours or the extended entitlement they can do this during any of our opening times. We sell 3-hour sessions and will consider selling single hours at £5.00for 2 year olds and £4.20 for 3-4 year olds.
  5. The table below sets out our session times. When applying for a place please tell us what sessions you need. We only consider requests for sessions AFTER the oversubscription criteria have been applied.

|  |  |
| --- | --- |
| **Session choices** | **Hours** |
| 8:00am – 9.00am | 1 |
| 9:15am – 12:15pm | 3 |
| 12:15pm – 3:15pm | 3 |
| 8:00am – 12:15pm | 4.25 |
| 8:00am – 1:15pm | 5.25 |
| 8:00am – 3:15pm | 7.25 |
| 9:15am – 3:15pm | 6 |

* 1. Parents only wishing to use their 15 funded hours during term times only with us need to choose sessions carefully so that they can access the full 15 hours e.g. sessions of 6 + 3 + 3 + 3 hours = 15 OR 9 + 6 hours = 15 OR 5 +5 +5 = 15

**NB** The funding can only be taken between 6.00am and 8.00pm – the table above is for illustrative purposes.

# Charging

* 1. There is no charge for applying for a place, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits, are compulsory.
  2. The school must comply with Devon County Councils  [Provider Agreement](https://devoncc.sharepoint.com/sites/PublicDocs/Education/_layouts/15/download.aspx?docid=0ac241ce44577458983dc169306252f59&authkey=AeMLquW0Bv6ai4K2Oz9Nv38)[[1]](#footnote-1).
  3. Details about buying additional sessions/hours in the FSU are set out in the schools Charging and Remissions Policy. This policy is available on request from the school and is accessible through the school’s website.
  4. For children in receipt of Early Years Pupil Premium there will be additional entitlements including free school meals and free trips. Each setting will use the Early Years Pupil Premium to enhance its provision to meet the needs of the child.

# Childcare Vouchers and Tax Free Childcare

* 1. Our school currently accepts childcare vouchers from; Tax-Free Childcare, Computershare and RG Childcare. If your employer has a different voucher scheme please contact the school office to discuss your requirements.
  2. Our school is [registered](https://new.devon.gov.uk/eycs/for-providers/business-finance-and-funding/tax-free-childcare/) for [tax free childcare](https://www.gov.uk/government/news/tax-free-childcare-10-things-parents-should-know) parents can apply through [Childcare Choices](https://www.childcarechoices.gov.uk/)

# School Lunches

* 1. [Free school meals](https://new.devon.gov.uk/educationandfamilies/school-information/school-meals) (FSM) must be provided for children (whose parents meet the [eligibility criteria](https://new.devon.gov.uk/educationandfamilies/school-information/school-meals)) and if their child attends **both** before and after the lunch time period. This generally means an all-day session. A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age. Parents must apply through the Citizens Portal <https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/Account/Register>
  2. Children who do not meet the eligibility criteria for free school meals are offered the opportunity to either buy a school lunch or bring a packed lunch.

# Visiting

* 1. We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our nursery. If you would like to visit High Bickington Academy, you should contact the school to make an appointment.
  2. Most children will start at the nursery at the start of the term or half term. Other children join us at other times. This may be because they are new to the area or would like to transfer from another school or early years provider.
  3. To apply for a place here you must use the [Parent Declaration Form](https://devoncc.sharepoint.com/sites/PublicDocs/Education/_layouts/15/download.aspx?docid=0254fbabe68e645098785799757ba81a1&authkey=AcZHBquewOPJFwz3Tt-bawg).
  4. Places are not allocated to a child automatically, even where:
* there is an older sibling attending here;
* a child attends a particular toddler group or Children’s Centre attached to the school;
* a parent has expressed an interest at any time in the school; or
* the child has always lived close to the school.
  1. No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply but the responsibility for making an application will be with you as the parent.

# How to apply for a FSU place

* 1. **Parents must complete the** [**Parent Declaration Form**](https://devoncc.sharepoint.com/sites/PublicDocs/Education/_layouts/15/download.aspx?docid=0254fbabe68e645098785799757ba81a1&authkey=AcZHBquewOPJFwz3Tt-bawg) **(at the end of this document) and return it to the school**.
  2. The closing dates for applications for the Foundation Stage Unit intake are: **1 April, 1 September and 1 January**. You can apply after these dates but your application may not be considered until after all of the applications that were on time. If you couldn’t apply before because, for instance, you moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

# Information provided in an application

* 1. We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend nursery and this disadvantages another child.
  2. If you know or believe that your child’s address will change before admission, you must inform the school as this may affect your application.
  3. You will be asked to provide date of birth evidence so we can check your child’s age.

# What happens next

* 1. If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will the Trust prioritise applications according to the oversubscription criteria below.
  2. We will endeavour to give the hours requested on the Parent Declaration Form. It is inevitable, however, that some parents who have been prioritised will not be able to access the hours they have requested. In these instances we will offer times (days/hours/weeks) that fall closest to the hours requested.
  3. **By 1 May, 1 October and 1 February** we will contact successful parents to welcome them to the nursery and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider.
  4. If you need help finding a place at another provider please visit <https://www.pinpointdevon.co.uk/>

# Overview of the Admissions Process

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Children become eligible for a place when they were born:** | On or after 1 April and on or before 31 August | On or after 1 September & on or before 31 December | On or after 1 January & on or before 31 March |
| 1. **Visit the nursery in:** | Spring term | Summer term | Autumn term |
| 1. **Apply by:** | 1 April | 1 September | 1 January |
| 1. **Admissions panel meet in:** | April | September | January |
| 1. **Receive a letter about your application before:** | 1st May | 1st October | 1st February |
| 1. **Reply to the letter** | Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school | | |
| 1. **Start at Nursery**   (or at the start of term closest to that month) | September  Autumn Term | January  Spring term | April  Summer term |

# Published Nursery Admissions Number (PNAN)

* 1. This is the number of places we intend to make available for our normal nursery intake. Once we set this number, we will not refuse admission for applications below the PNAN. If there is unexpectedly high demand and we believe we could admit more children, we inform Devon County Council’s Early Years and Childcare Team and either some children will be admitted above the PNAN or we will increase the PNAN. The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.
  2. The trustees also factor in the local demand for places. If there is a change to the PNAN part way through the year this must be published.
  3. If there is an increase in the demand for places the trustees may decide to increase the PNAN in order to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.
  4. The table below sets out our Published Nursery Admissions Number (PNAN)

|  |  |
| --- | --- |
| **The maximum number of 2, 3 and 4 year old children that will be admitted at any one time (not including reception aged children):** | **12** |

* 1. Where the number of applications exceeds the number of places available the (Published Nursery Admissions Number) in the FSU the Trust will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

A child with an Education, Health and Care Plan naming the school will be admitted.

1. Looked after Children or those who were Looked After but ceased to be because they were adopted, made the subject of a child arrangements order or made the subject of a special guardianship order.
2. Children with an exceptional medical or social need to attend this FSU.
3. Children who live are eligible for two-year-old funding.

These parents will have an eligibility code. Those that do not have an eligibility code can check their eligibility through the [Citizens Portal](https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/Account/Login?ReturnUrl=%2fCCSCitizenPortal_LIVE%2f).

1. Children who have a sibling on roll at application for their Early Years Universal Entitlement Funding (15 hour funding).
2. Children who have a sibling on roll at application for their Extended Free Entitlement Funding (30 hour funding).
3. All other children

# Waiting lists

* 1. Following the allocation of FSU places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child’s name has been on that list or by the age of the child or by whether the sessions are funded or bought. It is possible that a child’s name could go down on a list as well as up.
  2. If a place is only available for a short period of time, i.e. half a term or less, then the school will discuss with the parent whether it would be in the child’s best interest to attend the nursery for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.
  3. Parents with very young children, i.e. those that are not due to start within the next two terms, will be asked to complete a [**Note of Interest**](https://devoncc.sharepoint.com/sites/PublicDocs/Education/_layouts/15/guestaccess.aspx?guestaccesstoken=N7jZ8slbQbKQxxAdShUEPFBBTqUSable2dbl1KhKC%2fY%3d&docid=02c27c8d8ea50484db84383e56a53b455)form and told when they should submit the Parent Declaration Form (page 11).

# Increasing the hours attended

* 1. If a place/session becomes available part way through a term and there is a waiting list, priority for the place/session will be given to the children on the waiting list. If the parents on the waiting list do not want the sessions as the times that are available, then they can be offered to parents of children who are already attending the nursery. Similarly, if there is not a waiting list and there are parents of children that already attend the nursery who want to either take up additional funded hours and/or buy extra hours then a list of those parents will be made, and the oversubscription criteria will be applied to determine who should be given priority for that place.

# Admissions appeals

* 1. If an FSU place is refused, parents can go through the schools complaints process to express their concerns. The Trust will review the decision and decide whether the refusal was justified on the grounds that the FSU is full. Even if it is agreed that the nursery was full, it will also consider the impact on the child and family and may still award a place at the FSU if there is both the physical space and sufficient staff available.

# Transport

* 1. No transport is available for FSU children.

# Uniform

* 1. Children attending High Bickington Academy are not expected to wear a uniform. If they wish to wear the school uniform the items required can be purchased from the School Office. Parents unable to purchase items of uniform or equipment will not be penalised, wearing uniform in the FSU is optional. We operate a scheme to assist families in need.

# Claiming the Early Years Education Funding

* 1. The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day.
  2. It is important that both the school and parent can see what time is funded and what time is being bought.
  3. Parents must not claim more than the 570 or 1140 hour entitlement, checks are carried out to ensure that over claims are not made.

# Changes to attendance

* 1. Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both 1) and 2) below to determine within each group which children should be given priority. Order of priority for the consideration of unfilled places.

1. New applications from parents whose children do not yet attend the FSU.
2. Requests by parents whose children attend the FSU and they want to increase OR change the times their child attends
   1. It is expected that parents will ensure that their child will attend at the times agreed so that children can establish a routine and be ready to start school.
   2. If a child is sick the parent must inform the school. If a child does not attend the FSU for a period of more than two weeks without informing the school that child’s place may be offered to another child.

# Induction and transition arrangements for starting FSU

* 1. When children start the FSU parents are welcome to stay with their children to settle them in. The amount of time for this will be determined between parents and staff within the FSU.
  2. The term before the children are due to start in the reception class they will be integrated into various sessions over a period of time so that they become accustomed to the school routine.

# Contacts and further information

|  |  |  |
| --- | --- | --- |
| **Head of School**  **Rob Norton** | **E-mail:** | admin@high-bickington- primary.devon.sch.uk |
| **Telephone:** | 01769 561385 |
| **Website:** | www.teamacademytrust.com |

# Policy Version

* 1. This policy was determined by the Trust on 23rd November 2021.

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| --- | --- | --- |
|  | **Parent Declaration Form** |  |
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|  |  |
| --- | --- |
| **Provider Name:** | **High Bickington C of E Primary Academy** |

Parents must complete and sign this Declaration Form (or something similar that the provider has produced) **with each Devon provider your child attends** for their early years entitlement. This will help to ensure that funding is paid fairly between them. Your child can attend provision on a maximum of two sites in a single day and if your child attends more than one provider Devon County Council (DCC) will fund all providers based on the hours your child is booked into those provisions.

**Child’s Details** (to be completed by the parent/carer)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **First Name** | | | | | **Middle Name(s)** | | | | **Last Name** | |
| **Legal Name:** |  | | | | |  | | | |  | |
| **Chosen Name:** |  | | | | |  | | | |  | |
| **Date of Birth:** | \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ | | | | | **Gender:** | | | | **Male / Female** | |
| **Address:**  **Postcode:** |  | | | | | | | | | | |
| **Childs ethnicity:**  (select one)  Not obtained  Refused | White-British | | White-Irish | | Traveller of Irish heritage | | | Any other white back- ground | Gypsy  /Roma | | White & Black Caribbean |
| White & Black African | | White & Asian | | Any other mixed background | | | Indian | Pakistani | | Bangladeshi |
| Any other Asian back-ground | | Black -Caribbean | | Black- African | | | Any other Black back- ground | Chinese | | Any other ethnic group |
| **Language spoken at home:** | | | |  | | | | | | | |
| **Document with proof of child’s birth date** (e.g. birth certificate, passport): | |  | | | | | **Document details recorded by** (name of staff member): | |  | | |
| **Date:** | |  | | | | | | | | | |

**Parents/Carers Details**

|  |  |
| --- | --- |
| **Full Name:** |  |
| **Date of Birth:** |  |
| **Address:**  **Postcode:** |  |
| **Telephone:** |  |
| **Email:** |  |

**Emergency Contact Details (to be completed by the parent/carer)**

|  |  |
| --- | --- |
| **Name:** |  |
| **Relationship to child:** |  |
| **Emergency Contact Tel:** |  |

**Child’s Medical Notes**

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**Child’s Special Requirements**

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| --- |
|  |

**Child’s Dietary Needs**

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**Any other child information:**

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| --- |
|  |

**My child will be attending High Bickington FSU:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of other providers attended:** | **Please enter the total funded hours attended each day** | | | | | | | **Total number of hours per week** | **Number of weeks per year (e.g. 38, 45, 51)** |
| **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun** |
| **Funded hours at this provider** |  |  |  |  |  |  |  |  |  |
| **Total daily Funded Hours Attended** |  |  |  |  |  |  |  |  |  |

**My child is attending the following providers:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of other providers attended:** | **Please enter the total funded hours attended each day** | | | | | | | **Total number of hours per week** | **Number of weeks per year (e.g. 38, 45, 51)** |
| **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun** |
| **Funded hours at this provider** |  |  |  |  |  |  |  |  |  |
| **Total daily Funded Hours Attended** |  |  |  |  |  |  |  |  |  |

**Free School Meals**

The entitlement to free school meals only applies to children in maintained schools; academies and free schools are required to follow the free school meal legislation.

The child must attend both before and after the lunch time period as well as meet the qualifying criteria. This should be borne in mind when choosing attendance times in maintained schools and academies so that your child can have the meals that they are entitled to receive. Go to the [Citizens Portal](https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/Account/Login?ReturnUrl=%2fCCSCitizenPortal_LIVE%2f) to apply for a Free School Meal in a school nursery

**Information needed for claiming two-year-old funding**

|  |  |  |  |
| --- | --- | --- | --- |
| **Golden Ticket Number** | **MM --- --- --- --- / --- --- --- --- --- ---**  **or**  **ZZ --- --- --- --- / --- --- --- --- --- ---** | **Date when child is eligible to start:** |  |
| Economically eligible parents, carers of DCC looked after children, children with an EHCP & children in receipt of DLA are sent a Golden Ticket. | | | |
| **Economic eligibility found through the**  [**Citizens Portal**](https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/Account/Register) | **TYF 878 - \_\_\_ \_\_\_ \_\_\_ \_\_\_\_ - \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_\_** | | |

**Information needed to claim the Extended Entitlement**

|  |  |
| --- | --- |
| **Parent/carer National Insurance Number/ NASS:**  **(9 characters)** | \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ |
| **30 hours eligibility code:**  **(11 digits)** | 5 0 0 \_\_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_  1 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Providers should keep this form to enable them to claim funding through the Provider Portal: DO NOT SEND IT TO DEVON COUNTY COUNCIL**

**Declaration (to be completed by the parent/carer)**

**Please tick to show that you understand and agree with the following conditions of the entitlement to free early education:**

|  |  |
| --- | --- |
| ☐ | I confirm that the information I have given on this form is complete and accurate. I will inform my provider if any of these details change. |
| ☐ | I understand that my child’s entitlement to early years education will not start until I have provided evidence of their date of birth and proof of eligibility for my two-year-old/three year old as appropriate and I will provide a copy of this evidence for Devon County Council if requested. |
| ☐ | I confirm that when my child is eligible for the 2gether funding/early years education funding/extended entitlement funding, I will tell my provider at the beginning of each funding period how many hours I will be claiming and if my child is attending elsewhere. |
| ☐ | I understand that I cannot be charged for the free entitlement to early years education or have to access other chargeable services including extra hours, lunch etc. |
| ☐ | I will ensure that my child attends regularly and I will inform my provider if my child is unable to attend. |
| ☐ | I understand that if I have given false information on this form, I may be asked to reimburse the provider. |
| ☐ | I also agree that the information I have provided can be shared with Devon County Council (DCC) and the Department for Education, who will access information from other government departments to confirm my child’s eligibility and enable this provider to claim the Early Years Pupil Premium (EYPP) on behalf of my child. DCC may also share that information with neighbouring authorities if necessary for a claim to be processed. |

**Declaration I**……………………………………………………………………………………...…(name)

**of** (address)………………………………………………………………………………………………….

**confirm that the information I have provided above is accurate and true.**

**I understand and agree to the conditions set out in this document and I authorise The Hive at High Bickington Academy to claim entitlement funding as agreed above on behalf of my child**

|  |  |  |  |
| --- | --- | --- | --- |
| **Parent/carer/guardian with**  **legal responsibility** | | **Childcare provider** | |
| Signed |  | Signed |  |
| Print name |  | Print name |  |
| Date |  | Date |  |

**General Data Protection Regulation Template Consent Form**

Your personal data is being used by TEAM Multi-academy Trust for the purposes of claiming early years funding from Devon County Council. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed on our website [**https://www.teamacademytrust.com**](https://www.teamacademytrust.com)

The information provided will be shared with Devon County Council (DCC) who may share it with the Department for Education, Department for Work and Pensions, neighbouring Local Authorities and Her Majesty’s Revenue and Customs to confirm your child’s eligibility and enable TEAM Multi-academy Trust to claim early years funding on behalf of your child.

For more details read [Devon County Councils Privacy Notice](https://new.devon.gov.uk/privacy/privacy-notices/privacy-notice-for-early-years/)

Please confirm that you give your consent to TEAM Multi-academy Trust using your personal data as outlined in our privacy notice, by completing the table below.

|  |
| --- |
| I give my consent for [provider name] to use my personal data as outlined in their privacy notice. |
| **Signed:** |
| **Print name:** |
| **Date of consent:** |

You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact [bparsons@witheridge.devon.sch.uk](mailto:bparsons@witheridge.devon.sch.uk),

If you wish to exercise any of your rights under the General Data Protection Regulations, please contact our Data Protection Officer, Mrs Briony Parsons - [bparsons@witheridge.devon.sch.uk](mailto:bparsons@witheridge.devon.sch.uk) . For more details visit our website – <https://www.teamacademytrust.com>

**DO NOT SEND THIS FORM TO DEVON COUNTY COUNCIL**

**SECTION B:**

# MOVING ON FROM

# HIGH BICKINGTON

# FOUNDATION STAGE UNIT



## Single offer point to reception classes

* 1. The [School Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2) requires the admission authorities for all schools to admit children to the reception class from the September following the child’s fourth birthday with the following options:
     + Full-time admission to reception at a primary or infant school, OR
     + Part-time admission to reception at a primary or infant school, OR
     + Part-time attendance at an early years provider.
  2. Parents opting for other than full-time admission to reception will have the offer held open until the start of the term following the child’s fifth birthday within the same academic year but not to the start of the following September term. It is a parental right to defer admission until this point, the statutory starting date for full-time education. The place offered will not be offered to another child so long as the parent informs the school of their intentions.
  3. A parent cannot opt for part-time attendance in a reception class and at a FSU unless they pay for the hours attended at the FSU.
  4. Where a parent opts for full-time attendance at a FSU, they must pay for the hours that are attended and are in excess of the 15 hours free Early Years Education Funding.
  5. Parents are strongly advised to discuss possible deferment with schools, early years providers and any other relevant professional.

**SECTION C:**

# EMPLOYEE GUIDANCE



## Guidance for employees

* 1. The policy is operated by officers of Devon County Council’s Early Years and Childcare Service in co-operation with management and staff in schools. The board of Trustees and staff in all schools are requested to support the efficient operation of the policy by encouraging parents to apply using the [School Foundation Stage Unit Application Form](https://devoncc.sharepoint.com/sites/PublicDocs/Education/_layouts/15/guestaccess.aspx?guestaccesstoken=QJJFfpIYCBOh5K6zvE%2bCKu25mTbnYCwCM%2fyZUrIk1Yk%3d&amp;docid=0b594157e924f4614a65358482d2ae17f) and to discuss provision which best meets the child’s circumstances. Schools may assist by referring families to Devon Early Years and Childcare Service where support may be beneficial.
  2. No advice should be given by school staff or management which a parent may interpret as an indication that a place will or will not be made available at a school.
  3. Any queries regarding the operation of the scheme should be referred to Devon County Council’s Early Years and Childcare Service for advice and support. Please e-mail [eyef@devon.gov.uk](mailto:eyef@devon.gov.uk) or phone 01392 385530.

**SECTION D:**

# APPENDICES



## Appendix 1 – Contacts and Further Information

|  |  |  |
| --- | --- | --- |
| **Early Years Education Funding Helpdesk**  (for queries relating to the early education funding) | **E-mail:** | [eyef@devon.gov.uk](mailto:eyef@devon.gov.uk) |
| **Telephone:** | 01392 385530 |
| **Website:** | <http://devon.cc/eyef> |
| **School Admissions Service** | **E-mail:** | [admissions@devon.gov.uk](mailto:admissions@devon.gov.uk) |
| **Telephone:** | 0345 155 1019 |
| **Website:** | [www.devon.gov.uk/admissions](http://www.devon.gov.uk/admissions) |
| **DISC – Devon’s Family Information Service**  (for help finding childcare) | **E-mail:** | [discinfo@devon.gov.uk](mailto:discinfo@devon.gov.uk) |
| **Telephone:** | 0345 155 1013 |
| **Website:** | <http://devon.cc/childcare> |
| **Department for Education** | **Telephone:** | 0870 000 2288 |
| **Website:** | [www.gov.uk/government/organisations/department- for-education](http://www.gov.uk/government/organisations/department-for-education) |
| **Children’s Education Advisory Service**  (for children in service families) | **E-mail:** | [enquiries@ceas.detsa.co.uk](mailto:enquiries@ceas.detsa.co.uk) |
| **Telephone:** | 01980 618244 |
| **Website:** | [www.gov.uk/childrens-education-advisory-service](http://www.gov.uk/childrens-education-advisory-service) |

## Appendix 2 – The Admissions Process

|  |  |  |  |
| --- | --- | --- | --- |
| **1) Children become eligible for a place when they were born:** | On or after 1 April and on or before 31 August | On or after 1 September & on or before 31 December | On or after 1 January & on or before 31 March |
| **2) Visit the Foundation Stage Unit in:** | Spring term | Summer term | Autumn term |
| **3) Apply by:** | 1 April | 1 September | 1 January |
| **4) Admissions panel meet in:** | April | September | January |
| **5) Receive a letter about your application before:** | 1st May | 1st October | 1st February |
| **6) Reply to the letter** | Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school | | |
| **7) Start at FSU** (or at the start of term closest to that month) | September Autumn Term | January Spring term | April  Summer term |

1. The Provider Agreement is regularly updated so please make regular visits to the document. [↑](#footnote-ref-1)