

**DRAFT FOUNDATION  
ONE (F1) ADMISSION  
POLICY**



**WOKINGHAM  
BOROUGH COUNCIL**

**FOR NURSERY SCHOOLS  
AND NURSERY CLASSES  
IN COMMUNITY AND  
VOLUNTARY  
CONTROLLED SCHOOLS  
INCLUDING FOUNDATION  
STAGE UNITS OR  
PARTNERSHIP  
FOUNDATION STAGE  
UNITS**

**2018/2019**

Proposed - part of the admission arrangements for entry to nursery schools and community and voluntary controlled schools in 2018/2019

## F1 ADMISSIONS POLICY – 2018/2019

### FOUNDATION ONE (F1) ADMISSION POLICY FOR NURSERY SCHOOLS AND NURSERY CLASSES IN COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS INCLUDING DESIGNATED LINKED FOUNDATION STAGE UNITS OR PARTNERSHIP FOUNDATION STAGE UNITS

#### General

All eligible three and four year olds are currently entitled to 570 hours of free provision a year, over a minimum of 38 weeks of the year. This equates to 15 hours free early learning and care per week, for 38 weeks per year during term time, across a minimum of three days.

An additional 15 hours of free childcare per week (up to 570 Free Hours) is available for families where both parents are working (or the sole parent is working in a lone-parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year. At the point of drafting this policy the full national entitlement is expected to be the subject of further legislation, which may affect the entitlement

The entitlement must be offered within part of the National Framework for Delivery.

Parents may choose to take up as much or as little of this entitlement as they choose using a maximum of two providers (noting that this may increase to more than two dependent on a change in legislation)

Parents using a provider who is open for less than the 38 weeks will forfeit the remaining weeks as they cannot take these with another provider as part of the free entitlement, although they can opt to pay for these as additional hours/weeks.

It is generally regarded as good early years' practice that your child attends only one setting for their free entitlement as this is believed to be in the best interests of a child, and all settings should be able to offer the 15 hours. However we are aware, that sometimes this is not possible due to individual circumstances.

Parents are under no obligation to take up extra hours or weeks, or additional services over and above the free entitlement, which some providers may offer and for which charges may be payable.

Applications should be made using the standard application form issued with this policy.

If the child is born between:	They are eligible for a free part-time place in the term following their third birthdays:
1 September and 31 December	Spring term
1 January and 31 March	Summer term
1 April and 31 August	Autumn term

## **PROVISION AVAILABLE AT [insert name of nursery or FSU]**

The maximum number of children that can be accommodated is [insert admission number].

The admission number is split to provide [insert number] places in the morning [insert times] and [insert number] places in the afternoon [insert times].

Alternative patterns of attendance available are [insert flexibility options if applicable]. Maintained sector settings will be able to offer different degrees of flexibility and should customise this policy by inserting a summary here or providing separate information to parents.

### **Admission Number**

An admission number is set taking into consideration the staffing levels and physical limitation of the space available at the early years setting. The admission number will be set by the local authority as follows, and can only be varied by the local authority and is published on an annual basis. This might need to be varied if nurseries offer some 30 hour places.

<b>School</b>	<b>F1 Admission Number</b>	<b>F1 Age Range</b>
Bearwood Primary School	52 part time places	3 – 5 years old
The Coombes CE Primary School	52 part time places	3 – 5 years old
Gorse Ride Infant School	52 part time places	3 – 5 years old
Highwood Primary School	52 part time places	3 – 5 years old
Hillside Primary School	52 part time places	3 – 5 years old
Loddon Primary School	72 part time places	3 – 5 years old
Radstock Primary School	60 part time places	3 – 5 years old
Shinfield Infant & Nursery School	52 part time places	3 – 5 years old
South Lake Primary School	104 part time places	3 – 5 years old
Walter Infant School	52 part time places	3 – 5 years old
Ambleside Centre	156 part time places	3 – 5 years old

In the case of a Partnership FSU where necessary this will be carried out in conjunction with Ofsted registration for private voluntary and independent providers.

### **Applications**

Parents should apply direct to their chosen setting by:

- 31 May (or nearest working day) for admission in the following January – notification first week of July
- 31 October (or nearest working day) for admission in the following April – notification first week of December
- 28 February (or nearest working day) for admission in the following September – notification first week of April (or nearest school day if it falls in spring holidays)

Places allocated will be offered in accordance with the published admissions criteria. Parents should ensure that they read the admissions policy and complete the standard application form for admission to F1.

These dates allow parents to give a term's notice to other providers, if applicable. Applications will be considered by a committee of the Governing Body, or this may be delegated to the Headteacher plus at least one other member of staff nominated by the Governing Body, or in the case of partnership foundation stage units by a management body of the unit.

Parents may apply for between six and fifteen hours per week (taken as a minimum of six hours taken over two days). Parents applying for less than 15 hours will be given equal consideration as those applying for the full entitlement.

Following the allocation of a place, parents will be asked to provide the child's birth certificate or another form of identity, such as a passport. This is to verify the child's date of birth. This can be as part of either the acceptance or registration procedure.

Where the setting is oversubscribed, further information may be required to verify the home address e.g. council tax or utility bill and child benefit payment arrangements (if applicable) or medical card.

When families move to the designated area, documentary evidence of the move must be provided e.g. rental agreement or exchange of contracts. Where a family claims to be resident at more than one address, justification and evidence of a family's circumstances (e.g. legal separation) will be required.

Where sessions are being taken across the week, but a child spends part of the week with parents at different addresses, the home address will be where the child usually spends the majority of the school week (Sunday night 1800hrs to Friday 0900hrs) with a parent. Where sessions are being taken up on fewer than five days, the same principle will be applied across the relevant days to identify which address should be used for the purposes of the oversubscription criteria.

Parents will be asked to declare that the address used will be their place of residence beyond the date of the child starting at the setting, the offer of a place may be withdrawn if false or misleading information is given.

### **Allocation of places (oversubscription criteria)**

The following criteria will be used to allocate the available places (see note 1) at those maintained sector early years' settings that receive more applications than can be accommodated:

- A** Looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order' (previously looked after children) (see note 2)
- B** Children known by the local authority to have identified additional needs and whose needs can be best met at the preferred setting – applications made under this criterion would need to be supported by supporting evidence from an appropriate professional e.g. medical practitioner
- C** Children whose permanent home address is **inside** the designated area for the linked school (or RG5 post code area for The Ambleside Centre) and who,

at the time of application, has a sibling who is expected to be at either the linked school or the setting when the child will enter the setting (see notes 3 and 4)

**D** Children whose permanent home address is in the designated area for the linked school or in the RG5 post code area for The Ambleside Centre (see note 4)

**E** Children whose permanent home address is **outside** the designated area for the linked school (or RG5 post code area for The Ambleside Centre) and who, at the time of application, has a sibling who is expected to be at the linked school or the setting when the child will enter the setting (see notes 3 and 4)

**F** Any other children

### **Notes on the above oversubscription criteria:**

#### **Note 1**

Available places are those places available having taking account of any two year olds currently on the roll at the nursery/foundation stage unit and after existing parents have indicated their preference against their entitlement for the following term.

#### **Note 2**

A “looked after child” is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989).

A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangement order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangements orders (previously known as residence orders) under the provisions of section 14 of the Children & Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child’s special guardian under section 14A of the Children Act 1989.

Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child’s social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

#### **Note 3**

A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, or adopted or foster children living at the same address.

It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

In the case of settings linked to primary or infant and junior schools, the application will be treated as meeting criteria C and E if the child's sibling will be at either of the two linked schools at the time the child would enter the schools (this includes a linked junior school)

<b>Linked Settings and Schools (for the purposes of Criteria C to E – note 3)</b>		
<b>Type of Setting</b>	<b>Infant / Primary linked school</b>	<b>Junior linked school</b>
Nursery/foundation class	Bearwood Primary	
Nursery/foundation class	Coombes CE Primary (The)	
Nursery/foundation class	Gorse Ride Infant	Gorse Ride Junior
Nursery/foundation class	Highwood Primary	
Nursery/foundation class	Hillside Primary	
Foundation Stage Unit	Loddon Primary	
Nursery/foundation class	Radstock Primary	
Nursery/foundation class	Shinfield Infant & Nursery	Shinfield St Mary's CE Aided Junior
Nursery/foundation class	South Lake Primary	
Foundation Stage Unit	Walter Infant	St Paul's CE Junior

Outside the scope of this policy and not included in the above table – Nursery/foundation provision at voluntary aided schools: St Teresa's Catholic Primary School, All Saints CE Aided Primary School and Earley St Peter's CE Aided Primary School, for which separate school admission policies will apply

#### **Note 4**

Occasionally a parent with more than one child can express a preference for their designated area school(s) for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion D (sibling resident within designated area). Parents must notify the nursery or foundation stage unit at the time of application that they consider this exception applies.

#### **Tie Breaker**

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred linked school in terms of radial distance. Distances will be measured consistently, using the local authority computerised mapping system and the distance will be measured as a straight line between the Local Land & Property Gazetteer address points for the respective home address and linked school or for applications to The Ambleside Centre, the centre's address point will be used.

## **Places for two year olds**

Some nurseries or foundation stage units might admit children after they become two years old if they are entitled to the free extended provision. Where there are more applications than places available children who are entitled to the free extended provision will be ranked according to the following oversubscription criteria detailed under the heading “Allocation of places (oversubscription criteria)” above.

Where any criterion is oversubscribed, children will be ranked according to the straight line distance that they live from the school with priority being given to children who live closest to the school.

Once such children are placed on roll at a nursery, they will be automatically entitled to take up a three year old place and the number of places for three year olds will reduce.

## **Waiting Lists**

A waiting list will be held of unsuccessful applicants in case spaces become available during the year. Waiting lists are constructed according to the oversubscription criteria outlined above and based on radial distance within each criterion. Late or in-year applications will be added to the waiting list in accordance with oversubscription criteria. No account is taken of the time spent on the waiting list. Parents will be asked periodically whether they wish to remain on the list. The waiting list will be retained until the end of F1.

## **Late Applications**

If an application is received after the deadline and before the date parents are notified of places, this will be considered ‘late’. Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply, e.g. hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required.

## **Applications received after the normal admissions round**

Applications received after the notification date will be considered as an ‘in-year’ application. Places will be offered if available or names added to the waiting list.

## **Multiple births or children with birth dates in the same academic year**

Where the application of oversubscription criteria results in splitting children with either the same birth dates or children born in the same academic year from the same family; places will be offered even if this will result in the setting going above the admission number.

## **Accepting or declining the offer of a place**

Parents are required to accept or decline the allocated place using the form sent with the allocation letter.

The form must be returned to the setting **within two weeks** from the date of the offer letter. If a form is not received, there will be one further written reminder issued and

failure to respond to this may result in the place being withdrawn and, in the case of oversubscribed settings, a place offered to the next on the waiting list.

**Parents are requested to advise the maintained setting at any stage, if they are not accepting the place for any reason.**

### **Offers of entitlement hours**

Parents will be invited to indicate, on application, how they wish their child to access their free entitlement up to a maximum of fifteen hours. The setting will state how they offer the free entitlement along with any flexibility potential for taking up this offer, taking into account the national framework guidelines.

### **Charges**

No charge will be made for admission, nor will any refundable deposit or administration fees be charged to secure a place. Charges may be made for additional childcare sessions over and above the full free entitlement, where parents choose to purchase these. The rates which providers charge for these privately funded hours should be in line with the rate at which free entitlement sessions are funded. Lunchtime or breakfast sessions may in addition include the cost of providing a meal or alternatively parents providing a packed lunch.

### **Exceeding capacity and appeals against non-admission**

In exceptional circumstance, the number of children admitted to the setting may exceed the number of registered places. This is subject to Ofsted and / or Local Authority approval and is usually where there are extreme reasons, e.g. medical. Supporting evidence may be required.

Applicants may also request in writing that their unsuccessful application be re-considered by a panel of at least three local authority officers. This should be sent to the Service Manager - Early Years, Childcare & Play, at Children's Services, Wokingham Borough Council, Wescott Annexe, Wescott Road, Wokingham RG40 2EN, giving detailed reasons for the request. The purpose of the review is to ensure that the correct procedure has been followed when making the decision.

### **Admission to the School**

<b>ATTENDANCE AT A NURSERY/FOUNDATION CLASS OR FOUNDATION STAGE UNIT AT A LINKED SCHOOL DOES NOT GUARANTEE ADMISSION TO FOUNDATION 2 (RECEPTION) AT THE SCHOOL</b>
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A separate application for admission to Foundation 2 (Reception) will have to be made in accordance with the local authority co-ordinated admissions scheme. **No account is taken of whether a child has attended the nursery or not.**



## Glossary

Maintained Nursery School	Defined by the Education Acts 1996 and 2002. A school which is maintained by the local authority for pupils aged between three and five, and which is not a special school.
Nursery/Foundation Class	Foundation 1 (F1) - class in any school comprising children who have their fourth birthday during the school year and any other children with whom it is appropriate to educate them. This is usually the year before children attend a reception class (Foundation 2 – F2).
Foundation Stage Unit	Integrated provision provided by a maintained school which takes part-time F1 (nursery) children allocated by the school as well as part or full-time F2 (Reception) places allocated by local authority and they will learn together as one unit. A child in F1 still receives a part-time free entitlement place of 15 hours.
Partnership Foundation Stage Unit	Where a voluntary early year's provider and a maintained school work together to provide integrated provision as a Foundation Stage Unit.
Early years setting	A generic term for providers of Early Years Foundation Stage care and learning
PVI	Private, voluntary or independent provider of early years care and learning e.g. day nursery, pre-school or independent school
Published Admission Number	The number of places that the admission authority must offer in each relevant age group of a setting for which it is admission authority.
Oversubscription	Where a setting has a higher number of applicants than the setting's published admission number each year
Designated Area	A geographical area, from which children may be given priority for admission to a setting
Application Deadline	Date by which applications must be received for initial consideration for a place
Late Application	Application received between the application deadline and the date agreed for communication of offer of places
In-year Application	Application received after the date agreed for communication of offer of places
Waiting List	A list of children held and maintained by the admission authority when the setting has allocated all its places, on which children are ranked in priority order against the published oversubscription criteria
Home Address	Where the child spends the majority of the whole school week (Sunday night 1800hrs to Friday 0900hrs) including nights, or of the relevant part of the school week.
Looked after child/previously looked after child	<p>A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989).</p> <p>A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangements order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and</p>

	<p>Childrens Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangement orders (previously known as residence orders) under the provisions of section 14 of the Children &amp; Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child's special guardian under section 14A of the Children Act 1989.</p>
Parent	<p>A parent is defined as all natural parents. Any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person; and any person who, although not a natural parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.</p>
Sibling	<p>A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, adopted or foster children living at the same address.</p>

## LOCAL AUTHORITY GUIDANCE ON FOUNDATION STAGE ONE (F1) ADMISSION POLICY 2018/2019

### FOR NURSERY CLASSES AND SCHOOLS AND DESIGNATED LINKED FOUNDATION STAGE UNITS OR PARTNERSHIP FOUNDATION STAGE UNITS IN COMMUNITY & VOLUNTARY CONTROLLED SCHOOLS OR CHILDREN'S CENTRES

#### 1. Entitlement to early learning and care

All eligible three and four year olds are currently entitled to 570 hours of free provision a year, over a minimum of 38 weeks of the year. This equates to 15 hours free early learning and care per week, for 38 weeks per year during term time, across a minimum of three days.

An additional 15 hours of free childcare per week (up to 570 Free Hours) is available for families where both parents are working (or the sole parent is working in a lone-parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year. At the point of drafting this policy the full national entitlement is expected to be the subject of further legislation, which may affect the entitlement

The entitlement must be offered within part of the National Framework for Delivery. Parents may choose to take up as much or as little of this entitlement as they choose. If the chosen setting does not offer the full entitlement of 38 weeks per year, Wokingham Borough Council will not fund the extra weeks at an alternative setting.

Parents are under no obligation to take up extra hours or weeks, or additional services over and above the free entitlement, which some providers may offer and for which charges may be payable.

If the child is born between:	They are eligible for a free part-time place in the term following their third birthdays:
1 September and 31 December	Spring term
1 January and 31 March	Summer term
1 April and 31 August	Autumn term

If a parent applies for, and chooses to take up less than their child's entitlement they must be made aware that it may not be possible to increase the pattern of attendance during the term. On a termly basis, at the time of allocating places, parents of children already on the roll and accessing less than the legal entitlement will be given the opportunity to increase the number of hours their child attends. These requests will be given priority over the waiting list. Parental requests to change the pattern of attendance should be considered at the same time.

Unless in exceptional circumstances and in the interests of continuity of experience; it is not recommended that children transfer to another setting for less than three terms. T(excepting the need for flexibility where a provider is unable to offer the specific childcare required).

#### 2. Inclusion

Wokingham Borough Council has an inclusive education policy and children will not be discriminated against as laid down by the School Standards & Framework Act

1998 as amended, Human Rights Act 1998, and Equality Act 2010. This includes reasons such as developmental delay, e.g. a child's self-help skills are delayed affecting activities such as dressing, feeding or toilet training or additional needs such as emotional or behavioural difficulties.

### **3. Background**

The responsibility for determining the admissions policy for community and voluntary controlled maintained early years' settings and linked foundation stage units is the responsibility of the **local authority**.

The responsibility for determining the admissions policy for foundation and voluntary aided maintained nursery classes and linked foundation stage units is the responsibility of the school **Governing Body**.

The responsibility for determining the admissions policy for partnership foundation stage units in community and voluntary controlled schools is the responsibility of the **local authority**.

Admission arrangements will be published annually in accordance with the School Admissions Code.

### **4. Applying for first admission to school**

Attendance at an early years' setting linked to a community or voluntary controlled school **does not** guarantee admission to Foundation 2 (F2) (Reception) or continuation in the FSU at the school and no account is taken of the early year's provision attended.

A separate application for admission to F2 will have to be made in line with the local authority co-ordinated admissions scheme.

### **5. After allocation**

Settings should ensure that checks are made of the birth certificates and home address to verify that information provided by parents is not misleading or false.

### **6. Consultation**

The policy and guidance will be reviewed if changes are proposed and will be part of any consultation on the admission arrangements for community and voluntary controlled primary schools.

### **7. Start dates**

All children due to start in any particular term, should be given a common starting date. Where there are large numbers of children due to start in the same term, they may be phased over no more than two weeks and may be dependent on whether or not reduced free entitlement hours are being taken up and how the full entitlement over the 38 weeks will be achieved.

### **8. Use of personal data**

All personal information is covered by the Data Protection Act 1998 and will be held by the early years setting/school and used for the purposes of admissions. The

information will be kept secure and strictly confidential and will not be used for any other purpose.

The early year's setting/school reserves the right to verify the information given on the application form. Any offer of a place will be on the basis that the information supplied is accurate and up to date.

Please note the information will not be disclosed to any other organisation without parental consent other than other local authorities or government agencies. If you require further information about how this data will be used, please contact the early years setting.

Any place offered may be withdrawn if information provided is later proved to be false or misleading.

**The local authority uses information about children for whom it provides services to carry out specific functions for which it is responsible .e.g. school admissions. It also uses the information to derive statistics to inform decisions e.g. (the funding of schools) or to assess the performance of schools and agree targets for them. The statistics are used in such a way that individual children cannot be identified from them.**

**Model COMMON APPLICATION FORM FOR ALL  
MAINTAINED EARLY YEARS SETTINGS**



**WOKINGHAM  
BOROUGH COUNCIL**

**WOKINGHAM BOROUGH COUNCIL - CHILDREN'S SERVICES**

**APPLICATION FOR A FOUNDATION ONE (F1) PLACE**

**This form must be retained by the Setting and made available to the local authority on request.**

**Name of Setting:**

Child's name in full:.....

Child's date of birth:.....

Child's gender: MALE / FEMALE (please delete as appropriate)

Child's permanent home address:.....

.....

.....Post Code.....

Name of Parent/Carer: Title .....Initials.....Surname.....

Relationship to Child .....Home Telephone .....

Alternative Work or Mobile contact numbers .....

Email.....

Your address if different to that of your child: .....

.....

..... Post Code .....

Is your child resident at more than one address?

**YES / NO**

If yes, what percentage of time does the child spend at the declared home address? .....%

Personal information contained in this form is subject to the Data Protection Act 1998 and will be used by the Authority for the purpose of early years' admissions. Data may be exchanged with other local authorities, schools or governmental agencies where necessary as part of the admissions process.

To help us ensure your application is dealt with appropriately and efficiently please complete the following:

Does your child have a Statement of Special Educational Needs or an Education Health and Care Plan?

**YES / NO**

*If yes please enclose supporting documentation from a professional person e.g. Educational Psychologist*

Is your child 'looked after' or previously looked after (in the care of) a Local Authority  
*If yes please enclose supporting documentation such as confirmation from the authority with parental responsibility/adoption order/child arrangements order or special guardianship order*

**YES / NO**

Does your child have any older siblings in the same family unit already attending and continuing to attend this early year's setting or linked school? If yes please give details:

Name(s).....

Date(s) of Birth.....

Setting/School .....

**Declaration:**

I certify that the information I have given on this form is correct and that I am the person with parental responsibility for the child named above. I agree that the information I provide may be shared as part of the admissions process. I confirm that, to the best of my knowledge, the declared address will continue to be the child's residence beyond admission to the setting/school. I understand that any place offered may be withdrawn if I give false or misleading information.

Signature of Parent/Carer.....Date.....

**SETTING USE ONLY**

Birth Certificate seen by:

Date:

**INFORMATION FOR PARENTS**

**All eligible three and four year olds will be entitled to 15 hours free early education per week, for 38 weeks (term time) per year. In our school this is currently offered as 5 x 3 hour sessions per week. You can choose from morning or afternoon places. The morning sessions run (enter times of operation for individual provider here) The afternoon sessions run (enter times of operation for individual provider here) You may choose to take up fewer than five sessions/15 hours per week. The notes on the next page explain your child's entitlement in more detail.**

**Note that each setting may need to vary the statement above in line with their own practise.**

**Please tick the number of sessions you would like by ticking the appropriate boxes. Please note that if your preferred sessions are full, you may be offered alternative sessions.**

Preferred number of sessions up to a maximum of five				
Monday	Tuesday	Wednesday	Thursday	Friday

**I would like morning / afternoon sessions (please circle one)**

Signed: \_\_\_\_\_ (Parent/Carer)      Date: \_\_\_\_\_

## YOUR CHILD'S ENTITLEMENT TO FREE EARLY LEARNING AND CARE

All eligible three and four year olds are currently entitled to 15 hours free early learning and care per week, for 38 weeks per year.

An additional 15 hours of free childcare per week (up to 570 Free Hours) is available for families where both parents are working (or the sole parent is working in a lone-parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year. At the point of drafting this policy the full national entitlement is expected to be the subject of further legislation, which may affect the entitlement

1. The entitlement is to the free hours and holds no monetary value. The setting attended by your child will receive a subsidy to enable a free entitlement place to be available, if your child attends the setting for only the free entitlement of 15 hours per week, you will not pay any fees or charges of any kind.
2. If, however, your child attends for longer than 15 hours per week, then you can be charged for the extra hours of childcare or additional services., unless taking the additional 15 hours entitlement
3. If you take up extra childcare over and above your child's free entitlement, you will only ever be charged for the extra hours. You will not be asked to pay for the free entitlement within the fees and have this amount 'refunded' at a later date.
4. If your child attends for more than 38 weeks per year, the setting will charge for the extra weeks.
5. You are under no obligation to take up extra hours or weeks over and above your child's free entitlement.

It is generally regarded as good early year's practice that your child attends only one setting for their free entitlement as this is believed to be in the best interests of a child, and all settings should be able to offer the 15 hours. However we are aware, that sometimes this is not possible due to individual circumstances. For example, this could be when a parent has work or other commitments on certain days and therefore needs to access full-time childcare on those days. If you need to access the entitlement at more than one setting, please discuss with your intended providers and complete the section below which should be signed by you and the Headteacher or Foundation Stage Co-ordinator, and forward a copy to:

Wokingham Early Years & Childcare Team  
Children's Services,  
Wescott Annexe,  
Wescott Road,  
Wokingham  
RG40 N.

I wish to access my free entitlement at more than one setting for the reasons given below (continue on a separate sheet if necessary), and I have discussed this with the Headteacher/Foundation Stage Co-ordinator and the other provider and they understand my reason for splitting my entitlement.

Reasons:

My child also takes up \_\_\_\_\_(enter number) hours of the free entitlement at:

\_\_\_\_\_enter other provider name)

Parent/carer: \_\_\_\_\_ Date: \_\_\_\_\_



Headteacher or Foundation Stage Co-ordinator: \_\_\_\_\_

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