



## **London Fields Nursery Admission and Charging policy**

Date approved: Sept 2018

Review date: July 2019

## **London Fields Nursery**

Children can start nursery at London Fields Primary School, the school term after their third birthday. Your child is entitled to a free part time place (15hours per week).

Working parents may be eligible for a free full time place (30hours per week). These places can only be offered if you meet the government's eligibility criteria available at <https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility>. Once you have completed the form on this link you will get a unique code number. You will need to provide the school with your unique code along with your national insurance number and your child's date of birth. This will need to be completed the term before you child is due to start nursery. Each term you will need to repeat the government check and give the school the new unique code you have received.

You should put your child's name on the school waiting list when they turn two years old. Please note that completing your application form early does not give you priority over other children who might apply later.

You can come into our school office to collect an application form or print one from [www.learingtrust.co.uk/admissions](http://www.learingtrust.co.uk/admissions) and return it to the school. You must provide proof of address with your application form. If you are offered a nursery place, the school will also need to see your child's birth certificate to confirm their name and date of birth.

If you require further information you can call the school office on 020 7254 4330 or email [fmartin@londonfields.hackney.sch.uk](mailto:fmartin@londonfields.hackney.sch.uk) or [eburton@londonfields.hackney.sch.uk](mailto:eburton@londonfields.hackney.sch.uk)

## **London Fields Nursery Admissions Criteria**

All full time places will be offered to parents who meet the government eligibility checks mentioned above. If more children apply than there are places available, the school will allocate places according to how many are available. Priority will be given in the following order:

***01. A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.***

***02. Children subject to a Child Protection Plan***

***03. Children with an educational, medical or social need for a nursery place. (Assessments and evidence will be used to decide the level of need for each child. The evidence used for assessing need can be written evidence from a number of different professionals, records of a conversation between the school and appropriate professionals involved with the child's family and follow up from information on application forms)***

***04. Children whose parents have held a teaching post at London Fields for at least two years.***

***05. Children with brothers and sisters already at the school at the time of the proposed admission (includes half and step brothers and sisters living as a family unit full-time at the same address).***

***06. Children living nearest to the school as measured in a straight line from their home address using a map or website for calculating distances.***

If we need a tie-breaker decision for priorities 1- 5, we will use distance as measured in priority 6 above.

### **What happens if my child doesn't get a nursery place at London Fields?**

If you are not offered a place, you can ask for your child to be put on the waiting list. (Each child is ranked in line with the admissions criteria.)

Places are offered as and when they arise. This may mean that your child is offered a place one or more terms after their third birthday. The length of time your child has been on the list doesn't give them priority over other children on the list. If you are not offered a place, you can't appeal against this decision.

If you don't have a nursery place for your child, or you have just moved into Hackney and all your local school nurseries are now full, you should contact the Family Information Service at Hackney Learning Trust on 020 8820 7590. They will be able to give you details about local children's centres, nurseries, child minders, playgroups, one o'clock clubs and crèches.

### **London Fields Full time and part time places**

We offer 20 full time places which are allocated to children of working parents , the most vulnerable children and those in need (see admissions criteria).

We then offer 12 part time morning spaces with the option to pay to bring your hours up to the level of a full-time place. This means that you will get the first 15 hours for free, but you will be charged for the additional 15 hours. Opting to pay for a full time place can only be allocated to those requiring a full week. This may be suitable for parents who require 30 hours childcare but don't meet the government eligibility check.

If we have any, we then offer afternoon spaces to children who turn three in the Autumn term. These constitute our January intake. These spaces are only offered to siblings of children currently at the school as these children will then remain in our nursery for the following educational year in a space that they meet the criteria for.

### **London Fields Lunch charges**

School lunches cost £1.90 per day. This can be paid termly, weekly or daily and can be paid online or at the school office.

Your child may be entitled to Free School Meals. Further information and an application form can be obtained from the school office.

You can opt to provide your child with a healthy packed lunch.

**London Fields Nursery charges (for parents/carers who wish to extend their part-time place to full-time only)**

These charges apply 39 weeks of the year including sickness and holiday absences. The fees are to be paid a minimum of 1 week in advance. Failure to adhere to this result may result in the withdrawal of the place. A minimum of 2 weeks' notice is required to terminate the place.

The amount you need to pay depends on your income.

If you are offered a place you will be required to sign an income declaration form (Appendix 1)

Please note that the free early education places for 3 and 4 year olds are already incorporated in the charges below

<b>Band 1: Joint Household income under £25,000 per annum</b>
<b>Afternoon session</b>
Fees per week
£87.50
<b>Band 2: Joint Household income between £25,000 and £55,000 per annum</b>
<b>Afternoon session</b>
Fees per week
£102.50
<b>Band 3: Joint Household income over £55,000 per annum</b>
<b>Afternoon session</b>
Fees per week
£110.00

Appendix 1

Declaration Statement

**Where a full time (fully funded) place hasn't been allocated**

As per the Nursery Admissions Policy, you have been allocated a morning place at our Nursery and have requested additional hours for your child.

As you understand the School receives funding for all 3 & 4 year olds for 15 hours per week. It is therefore necessary that parents / careers who are financially able to do so, contribute towards those places exceeding the 15 hrs. Please refer to the income bands provided for the necessary contribution.

We thereafter ask that you provide the details below of the household income. In doing so you confirm that the information is accurate and that all material information has been disclosed and in the event of a significant change of circumstances, that the School will be informed immediately. This includes where the household income is reduced which may give rise to a reduction or removal of the financial contribution.

Parent/carer name:

Child name:

Household Income:

Signed:

Dated: