

**This document contains:**

**The**  
**Early Years**  
**Policies and Procedures**  
**for**  
**Admissions,**  
**Day-care Charges &**  
**Arrears**

**Key Contacts** - for budget management, grant funding, admissions, charging policy and arrears queries.

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**Updates will be sent as and when any changes occur - please replace old with new.**



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# Section 1:

## Quick Reference

## Quick Reference for All Children's Centres and Early Years Centres

1. Offer of place – Note: **a starting date will not be given until all paperwork has been received and charges are assessed**
2. Registering an admission - Note: all children must be assessed for charges including referrals i.e. EYPR, UFAG and 2 Year Old Eligibility places must provide their Eligibility Letter

### Registering a Community Place Child

The following information must be obtained and all forms completed before the parent is offered a start date for their child. (*Original documents only*).

- ❖ Birth Certificate of the child
- ❖ Red Baby Book
- ❖ Doctor's: Name, Address and Telephone Number
- ❖ Health Visitor's: Name, Address and Telephone Number
- ❖ Emergency Day-Time Contact Numbers for you and two other people, (total of 4) that you and your child trust, who will collect in an emergency (Mobiles are accepted as a back up but landlines must be provided).
- ❖ Proof of Address: Council Tax Bill **must** be provided and either Land Line Telephone Bill or a Utilities Bill

### Evidence of Income 1<sup>st</sup> Assessment

The following Evidence is required from **Both Parents**: (Income is assessed before deductions i.e. Tax, NI etc) (*Original documents only*).

- ❖ Income support/Employment Support Allowance
- ❖ Job Seekers Allowance
- ❖ Weekly Paid (four wage slips that are recent and consecutive)
- ❖ Monthly Paid (two wage slips that are recent and consecutive)
- ❖ Student's Enrolment Forms & Proof of Funding for Childcare Charges
- ❖ Latest set of Audited Accounts (self-employed) \*
- ❖ Proof of single parent (Letter from Child Support Agency (CSA) if not available a written declaration stating sole carer and any income received from absent parent)
- ❖ Two Year Old Eligibility Confirmation Letter

*\*Please make sure the parent is aware that the proof they provide now, may result in a decreased or increased backdated charge. In the case of no satisfactory evidence, the charge will be set at the highest rate.*

Parents of both community and Non-subsidised places must be made aware that the council has a **"NO ARREARS POLICY"** and an explanation should be provided to the parents of the arrears procedure (Please see below)

### Check List of Forms to be completed for Community Places

- Admission form
- Early Years Attendance and Punctuality Policy (Signed by Parent/carer)
- Community/Non-subsidised Place Agreement/Contract (**Green**) Must be signed by Parent/carer and HOC
- Parent Assessment (**Blue**) must be signed by both Parents, Admin (*who assessed the charge*) and HOC
- Application Form for Pupil Premium (*Not Applicable to CC's in Schools*) for children the term after their third birthday
- Early Years Census Form

### Non-subsidised

- ❖ *As for Community place (see above) £100.00 deposit. The child's account must be kept in credit of the deposit (£100.00) until the child leaves, or is offered a community place, the deposit will be deducted from the charge in the child's last week or refunded by cheque (which ever the parent prefers).*

## Check List of Forms to be completed for Non Subsidised Places

- Admission form
- Non-subsidised Place Agreement/Contract (**Green**)
- Receipt for Deposit (the receipt should read '**DEPOSIT FOR PLACE**') *Make sure the parent/carer is aware that the deposit must be kept in credit at all times*
- Parent Assessment (**Blue**) must be signed by both Parents Admin (who assessed the charge) and HOC
- Application Form for Pupil Premium (*Not Applicable to CC's in Schools*) for children the term after their third birthday
- Early Years Census Form

## When to Assess (Re-assessments)

It is essential that new agreement/contracts and parent assessment forms are completed; evidence of income and proof of address must be provided as follows:

- ❖ Parent's/carers Income **must** be assessed **every six months**
- ❖ Proof of address: Council Tax Bill **must** be provided and either a Land Line Telephone Bill or a Utilities Bill must be provided every six months

## New agreement/contracts must be completed:

- ❖ Whenever there is a change made to a Child's Days or Hours
- ❖ On a Child's Birthday (the term after the child's 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> birthday)
- ❖ Inflation Increase (annual usually in April or September)

## Arrears Procedure

1. Provide statements with reminder the first week a parent does not pay and on request
2. 1<sup>st</sup> Arrears letter issued if parent does not respond to statement (with reminder)
3. 2<sup>nd</sup> Letter issued as soon as the deadline on the 1<sup>st</sup> letter expires (HOC must be informed at this stage if not already)
4. Discharge of place with outstanding arrears (LBI run Children's Centres only) must be passed to Early Years Finance with supporting documentation. All other Children's Centres must initiate legal action as appropriate to recover outstanding debts.

## A Child's File Must Contain

### At Entry

1. Admission form (Completed and signed by the Parent)
2. 1<sup>st</sup> Agreement/Contract **Green** (Signed By Parent & HOC)
3. Photo copies of evidence of income as set out above (from **BOTH** Parents)
4. **Blue** Assessment form completed by Parent & Admin Signed by Both Parents, Admin and HOC
5. Child's Birth Certificate
6. Photo Copy of Immunisation page from Red Baby Book
7. Photo copies of Council Tax bill and Utilities bill (Proof of address)

### After Entry

1. All of above and future changes must remain in child's file
2. Re-assessment of charges every 6 months
  - Evidence of income from BOTH Parents (See above 'Evidence of Income')
  - **Green** Agreement/Contract form (Signed by Parent and HOC)
  - **Blue** Assessment form (Signed by both Parents Admin and HOC)
3. A new agreement/contract **MUST** be completed every time a child has a/or one of the following occurs:
  - Birthday (See New agreements/contracts)
  - Days or Hours Change (See New agreements/contracts)
  - Moves Home (If moving outside of Islington)
  - Transfers from a Non-subsidised to a Community
  - Inflation Increase (annual usually in April or Sept)

# Section 2:

## Admissions Policy



## Islington Early Years Admissions Policy

### November 2014

#### Introduction

The Council has a wide range of early years provision available for young children before they have to go to school.

But, the way that the early years services are funded means that it is important to explain clearly the council's policy for making provision for children of different ages and how it decides which children are offered places.

All three and four year olds and some two year olds are entitled to receive 570 hours free early education per year. This is usually taken as 15 hours per week for 38 weeks but some providers will allow fewer hours per week to be taken over more weeks per year. The entitlement can be taken in schools, children's centres, other early years settings and with childminders. It is funded by central government and is referred to in this document as part-time funded early education.

This following policy applies when parents express a preference to receive provision for their 3 and 4 year olds in Islington Community Primary Schools and Islington Children's Centres and, in the case of the 2 year old early education entitlement, other early years providers.\*

#### Four Year Olds

Nationally, all four year olds are entitled to a part time funded early education place. Islington Council aims to provide all four year olds with a full-time (30 hours per week) early education place from the term following their fourth birthday.

Any hours provided above 30 hours per week for four year olds are subject to the council's charging scheme.

#### Three Year Olds

Nationally, all three year olds are entitled to a part time funded early education place from the term following their third birthday.

The Council provides additional hours up to 30 hours per week for some three year olds in schools and school-based children's centres.

Any hours provided above 30 hours per week for three year olds in primary schools and primary school-based children's centres are subject to the council's charging scheme.

Any hours provided above 15 hours per week in non- primary school -based children's centres are subject to the council's charging scheme.



## Under Threes

The Council provides part-time and full-time early education places for Islington-resident children under three in children's centres, early years centres, nursery schools and some primary schools. These are subject to the council's charging scheme, except for the part-time two year old places, where children meet the eligibility criteria for a funded early education place.

A two year old is entitled to a part-time funded early education place from the term after their second birthday if they live in Islington and meet one of the following criteria:

- the child is looked after by the local authority, is adopted or subject to special guardianship or a residence order
- the family meets either of the following financial criteria:
  - eligibility for free school meals
  - in receipt of Working Tax Credit with an annual income of no more than £16,190
- the child has a significant additional need and meets one of the disability criteria

To find out if you are eligible, go to [www.islington.gov.uk/freeearlylearning2](http://www.islington.gov.uk/freeearlylearning2)

## How does the council decide who should be offered places in its children's centres, early years centres, nursery schools and nursery classes?

### Admissions Criteria

Parents may state their preference as to which nursery class, school or centre they would like their child to attend in the years leading up to the child's admission to reception class. However, if there are not enough places available, the Council will allocate places to Islington residents as follows:

- 1 to children 'looked after', adopted, subject to special guardianship or a residence order;
- 2 to children 'at risk' (or the sibling of a child 'at risk') who are the subject of a child protection plan;
- 3 to children deemed by the Council to be 'in need' (see 'Children in Need Priority Statement' attached)
- 4 to other children in the following order:
  - a) to three and four year olds, a part-time (15 hours) early education place;
  - b) to four year olds, a full time (30 hours) early education place;
  - c) to three year olds, a full time (30 hours) early education place where parents are working or studying full-time and earning less than £25,000 gross family income;
  - d) to other three year olds, a full time (30 hours) early education place

If there are more applications than places available, places will be allocated in the following order:

- i) to children already on the roll of the school or centre;
- ii) for school nursery classes, to children with a sibling registered in the primary school;
- iii) for children's centres, to children living in the designated reach area;  
for nursery classes to children living nearest the school
- iv) to non-Islington residents living nearest the school or centre decided by a straight line measurement

### **Places for Children Under Three**

Places are allocated first to Islington children in Categories 1, 2 and 3 above (to children looked after, adopted, subject to special guardianship or a residence order; to children 'at risk' (or the sibling of a child 'at risk') who are the subject of a child protection plan; to children deemed by the Council to be 'in need') and then:

Other places which are subject to the council's charging scheme are then for full-time working or studying parents and allocated in the following order:

- a) to children with a sibling registered in the same setting/school;
- b) to children resident in the designated reach area;
- c) to children of an appropriate age to fill the vacancy to ensure a balance of places across the age range
- d) to children living nearest the children's centre decided by a straight line measurement

For places for two year olds entitled to funded early education the following criteria are to be applied in all participating settings including private, voluntary and independent settings:

- a) to children of an appropriate age to fill the vacancy to ensure a balance of places across the age range
- b) to children with a sibling registered in the same setting/school
- c) for children's centres, to children living nearest the centre and resident in the designated reach area;
- d) for schools and other settings, to children living nearest the school/setting decided by a straight line measurement

### **Non-Islington Residents**

Non-Islington residents can only be considered for places in children's centres, early years centres, nursery schools and nursery classes:

- if children are receiving the part-time funded early education entitlement
- through the non-subsidised places scheme\*; or
- if they are key workers\*\* in Islington

## **\* Non Subsidised Places Scheme**

Up to 132 places (approximately 12% of total) in children's centres, nursery schools and early years centres, may be allocated outside the above criteria, through a non-subsidised places scheme. The scheme enables parents who are able to pay the full non-subsidised charge to apply for a place. Places within this scheme are allocated first to those who live in Islington, second to those who work in Islington, and third to other applicants.

## **\*\* Key Workers Scheme**

Key workers, who are not resident in Islington but are employed in Islington, may be considered for community places in children's centres and early years centres which no Islington resident wishes to take up. For this purpose, key workers are defined as teachers, NHS clinical staff, police and community support officers, staff employed in schools and children's centres, and social care workers. Key workers must have a permanent contract of employment for at least 17.5 hours per week and a family income of less than £79,999 per year.

## **Special Educational Needs**

All schools and centres will be expected to provide for children with additional educational needs. However, for those with more severe and complex special educational needs, some centres are additionally funded for a specific number of additionally resourced places. These 36 places are allocated by the central, multi-agency Under Fives Advisory Group.

## **Parental Responsibility**

You have a duty to inform the local authority if the child is fostered through a private arrangement with the child's birth family. Private Fostering refers to carers who are NOT step-parents, grandparents, siblings, aunts and uncles and who do NOT hold parental responsibility.



## Children in Need (CIN) Priority Statement January 2012

Islington Council and partners consider the following children to be most in need of the services (which may include day care) they provide or commission.

An Early Years Multi-Agency Panel allocates places in priority order as per the list below, 'A' being the highest.

1. Children who are assessed as requiring additional services in order to reach or keep up a reasonable standard of health or development and who are:

children who are "Looked After"	<input type="checkbox"/>	(1)	<b>A</b>
children subject to Court Orders or Police Powers of Protection	<input type="checkbox"/>	(2)	<b>A</b>
children who are subject to a Child Protection Plan	<input type="checkbox"/>	(3)	<b>A</b>
children who are likely to become "Looked After"	<input type="checkbox"/>	(4)	<b>B</b>
children whose parents [or primary carers] are experiencing difficulty as a result of drug or alcohol-related problems (this could include the child if appropriate)	<input type="checkbox"/>	(5)	<b>B</b>
children living with domestic violence	<input type="checkbox"/>	(6)	<b>B</b>
children of parents who are teenagers	<input type="checkbox"/>	(7)	<b>C</b>
children who have suffered abuse in the past	<input type="checkbox"/>	(8)	<b>C</b>
children who are privately fostered	<input type="checkbox"/>	(9)	<b>C</b>
children who are unaccompanied refugees or asylum seekers	<input type="checkbox"/>	(10)	<b>C</b>
children of parents who are or were previously looked after	<input type="checkbox"/>	(11)	<b>C</b>
children who are homeless	<input type="checkbox"/>	(11)	<b>D</b>
children who are currently housed in bed and breakfast or hostel accommodation (temporarily housed)	<input type="checkbox"/>	(12)	<b>D</b>
children whose parents [or primary carers] have a significant physical or mental illness or physical or learning disability	<input type="checkbox"/>	(13)	<b>E</b>

Children with a disability: that is children with one of the following conditions:

a visual impairment	<input type="checkbox"/>		<b>E</b>
a <u>mild</u> to <u>moderate</u> speech and language delay	<input type="checkbox"/>		<b>E</b>
a communication impairment	<input type="checkbox"/>	(14)	<b>E</b>
a physical disability or chronic and significant illness	<input type="checkbox"/>		<b>E</b>
a hearing impairment	<input type="checkbox"/>		<b>E</b>
a <u>mild</u> to <u>moderate</u> learning difficulty	<input type="checkbox"/>		<b>E</b>
children with serious emotional or behavioural difficulties	<input type="checkbox"/>	(15)	<b>F</b>
children who are siblings of disabled children	<input type="checkbox"/>	(16)	<b>G</b>



## **Section 3:**

Eligible Two Year Olds in Subsidised or  
Non-subsidised Places  
*Guidance and Claim form*



## Eligible 2 year olds in subsidised or non-subsidised childcare places

Guidance for children's centres and grant-aided voluntary sector nurseries

### Introduction

1.1 The council subsidises the cost of childcare in its 16 children's centres and in 15 voluntary sector nurseries. The aim of the childcare subsidy is to support working parents to sustain and/or increase their employment through providing access to local high-quality affordable childcare.

### 1.2 Children's centres

In children's centres, all places are subsidised to varying degrees. One third of places are reserved for children in need, placed by the Early Years Priority Referral panel. About 10 – 12% of places are offered at the highest rate to parents who are able to pay the full charge, and are known as non-subsidised places. The remaining places are available to local Islington-resident parents using a fixed set of charging bands, calculated according to family income. These are known as community places.

### 1.3 Voluntary sector nurseries

Voluntary sector nurseries receiving grant-aid from the council provide subsidised community places, with charges calculated according to family income. Each grant-aided setting has a fixed proportion of places, set annually by the council, which must be offered on this basis.

### Free early learning for 2 year olds

1.4 Some children's centres and voluntary sector nurseries also offer places for 2 year olds eligible under the [national entitlement to funded early learning](#). Children from low-income families who meet the criteria for Free School Meals, or whose parents work and earn less than £16,190 p/a are eligible. Children looked after or adopted, children of asylum seekers, and children with high level SEND are also eligible. These places are offered by providers in addition to any existing subsidised community or marketed places. Subsidised places cannot be 'converted' to places for funded 2 year olds without prior agreement in writing from the council.

### 1.5 Allocating subsidised places

Under the [Early Years Admissions Policy](#), council-subsidised childcare places for children under 3 should be offered to parents in full-time work or study. **Eligible 2 year olds should not be offered subsidised places** other than in very exceptional circumstances which must be agreed in advance by the council (for example, if a child in need requires the place and all EYPR places are full).

### 1.6 High demand from parents of eligible 2 year olds

If a provider which does not currently offer places for eligible 2 year olds experiences a high level of demand for this type of place, this may signify an unmet need in the local area. In cases such as these, the provider should contact the council to discuss the possibility of offering funded places. This may include a re-configuration of existing places, or a physical expansion of the nursery space to accommodate more children. The council is committed to protecting wherever possible the number of subsidised places available to working parents whilst expanding the number of places available for eligible 2 year olds.

## 1.7 Eligible 2 year olds in subsidised and non-subsidised places

Occasionally there are cases where a child in a subsidised or non-subsidised place becomes eligible for funded hours, or it comes to light that the child has been eligible for funded hours and parents have been paying unnecessarily. For example:

- 2.4.1 child in a community place is found to be eligible because parents are working but on a low income (less than £16,190) and have been paying the Band 1 (lowest) rate for the place
- 2.4.2 child in a subsidised or non-subsidised place is found to be eligible because they meet the adoption or SEND criteria
- 2.4.3 child who has been attending the setting as an under 2 reaches eligible age and is found to be eligible
- 2.4.4 child's place has previously been funded by the parent(s)' adult learning provider and the child becomes eligible for government-funded hours (placements cannot be double-funded)
- 2.4.5 parent circumstances / family income changes and the child becomes eligible
- 2.4.6 child is placed by the EYPR panel in a community/marketted place because no EYPR place is available, and is subsequently found to be eligible

- 1.8 Once proof of the child's eligibility has been seen and the child is of eligible age, children's centres and nurseries must ensure that parents receive their statutory entitlement to 570 hours per year of funded early education for the child, and that this number of hours (equivalent to 15 hours per week, term time only) is taken off the childcare bill. If children are in subsidised or non-subsidised places, this leads to a loss of income for the setting due to the reduction in payment from the parent(s).

## Claiming for loss of income

### Subsidised (community) and non-subsidised (marketted) places

In circumstances such as those described in 2.4 above, children's centres and nurseries can apply to the council to receive compensation for the loss of income. If agreed, the council will usually cover the loss of income from the time eligibility became known, although back-dated funding may be considered in exceptional circumstances. Funding must be passed on to parents if they have already paid for childcare costs. Parents must continue to pay for any hours taken up in addition to those they are entitled to under the funded early learning offer, at the appropriate rate according to their income.

### How funding will be calculated

If agreed, the provider will be reimbursed at the lowest (band 1) rate in respect of the number of hours offered free to parents. The band 1 rate will be applied in all cases, regardless of the rate parents have been paying.

## 1.9 Early Years Priority Referral (EYPR) places

No claims can be made for EYPR places as these are already funded, with no impact on income targets.

### When to make a claim

The provider should make a claim to the council as soon as they are made aware that a loss of income will be experienced. Claims should only be made if **all** of the following apply:

- 3.4.1 The child became eligible / eligibility became known after s/he started at the setting
- 3.4.2 The child is in a community or non-subsidised place and parent(s) have been paying until the point at which the child became eligible / the provider became aware the child was eligible
- 3.4.3 Parent(s) have completed an eligibility check and the provider has seen proof of eligibility in the form of a letter or email from the council to the parent

## **Conditions of funding**

If the council agrees to compensate the centre for the loss of income, this funding is provided on the condition that:

- 3.5.1 the child is accurately entered onto the headcount as an eligible 2 year old, in order that the council can claim government funding for the child's place
- 3.5.2 for settings who provide funded early education for eligible 2 year olds, the child is 'moved' from their existing place to a funded place as soon as possible
- 3.5.3 for settings who do not provide funded early education places for eligible 2 year olds, the place reverts back to its original type (community or non-subsidised) as soon as the child leaves the setting or progresses to a 3 year old place, whichever is soonest
- 3.5.4 the provider signs an agreement in respect of funded early education for 2 year olds, if requested by the council

## **How to make a claim**

The provider should make a claim by completing the relevant the claim form, which is attached below.

## **Who to contact**

If you have any queries about the above information, please contact Teshale Joba, Principal Finance Officer, [Teshale.Joba@islington.gov.uk](mailto:Teshale.Joba@islington.gov.uk) / 020 7527 5884.





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## Eligible 2 year olds in subsidised and non-subsidised places: claim form

Please complete the information below and return to **Theresa Lartey, Early Years Finance, 2<sup>nd</sup> floor Laycock Centre, Laycock Street, Islington N1 1TH** [Theresa.Lartey@islington.gov.uk](mailto:Theresa.Lartey@islington.gov.uk)

Please note: claims can only be made if **all** of the following apply:

- The child is included on the headcount return for the term(s) for which funding is being claimed
- The child became eligible / eligibility became known **after** s/he started at the setting
- The child is in a community or non-subsidised place and parent(s) have been paying until the point at which the child became eligible / the provider became aware the child was eligible. No claims can be made for children in EYPR places as these are already funded with no impact on income targets
- Parent(s) have completed an eligibility check and the provider has seen proof of eligibility in the form of a letter or email from the council to the parent

### Child details

First name	
Surname	
Date of birth	Click here to enter a date.
Start date at setting	Click here to enter a date.

### Eligibility details

Date eligibility letter seen by setting	Click here to enter a date.
Child is included in this term's headcount (child must be included in order for funding to be claimed)	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Placement and claim details

Type of place	Subsidised <input type="checkbox"/> Non-subsidised <input type="checkbox"/>
Days and hours the child attends	
Current charge to parents	£                      per hour / week    (delete as appropriate)
Number of weeks this claim covers	
Total amount claimed (to a maximum of 15 funded hours per week)	£

### Claimant details

Name (print)	
Job title	
Signature	

Your claim will be considered by the Early Years and Childcare Service and you will be notified of the outcome in writing. You may be asked for additional information to support this claim, and you may need to sign a funding agreement.

## Section 4:

### Key Workers (Definition)

### **Islington Early Years Admission of Key Workers' Children**

Key Workers in the following category can apply for a community place. Priority is given to Islington residents, non Islington resident key workers will only be offered a place where no Islington resident wishes to take it up

For the purpose of the charging policy implementation, Key Workers are:

- Teachers
- Clinical NHS staff
- Police and community support officers
- Workers in schools and Children's Centre's including education support workers
- Social Care workers

Further criteria to be applied:

- Must be working in Islington
- Must have permanent contract of employment
- Must be working for at least 17.5 hours
- Must have family income (both parents before tax and deductions) of less than **£79,999** (Band 7)

# Section 5:

## Charging Policy



September 2015

Islington Council subsidises day-care in all its Sure Start Children's Centres and in a number of voluntary sector community nurseries. This supports the council to ensure that local, affordable high-quality childcare is made available to parents and carers.

Day-care charges for subsidised places are calculated on the basis of **both parents/carers** annual income **before** deductions.

In order to identify which charging band to apply, childcare providers ask parents to show evidence of their income as part of the admissions process.

This policy applies to all childcare places that are subsidised by the council. The current charging bands and rates are available on request.

### 1.0 Income assessments and day-care charges

1.1 Families taking up the universal entitlement to funded early education for children aged 3 and a term or older (see 5.1) do not need to be income-assessed unless:

- they wish to pay for additional hours
- the child attends for lunch

1.2 In all other cases, families are income-assessed for day-care charges, either by the early education setting or by Islington Council's Free School Meals team (Where the child is an eligible 2 year old).

1.3 Following income assessment, day-care charges are calculated according to the relevant charging band.

1.4 There are no charges in the following circumstances:

- both parents (if applicable) of children placed by the Early Years Priority Referral (EYPR) panel are in receipt of Income Support
- the EYPR panel agrees to waive the day-care charge due to exceptional family circumstances and in the best interests of the child
- evidence is provided to the early years setting that a child is eligible for funded early education for two year olds (see 5.2), as assessed by the Free School Meals team, the EYPR panel, or the Under Fives Advisory Group (UFAG) panel, and parents do not wish to pay for any additional hours

1.5 Parents that are studying full-time must provide the following in order to be prioritised for a place under the admissions criteria:

- proof of acceptance onto a course leading to a qualification
- evidence that the course provider will pay for the day-care is required

1.6 The charges assessment form and agreement/contract form must be completed and signed by parents/carers **before** the child starts.

1.7 Parents/carers are given a one week settling in period free of charge.

1.8 If the charging policy is amended or if day-care charges have been calculated incorrectly, notice of 4 weeks will be given to all parents and new charges applied at the end of that notice period.

## 2.0 Charging weeks

- 2.1 In every full school (academic) year, term-time only (TTO) charges are payable for 39 weeks (i.e.195 days – 190 plus 5 INSET days)All Year Round (AYR) charges are based on 39 weeks at term-time charge and 10 weeks at holiday charge, totalling 49 weeks.
- 2.2 Charges are set for full weeks (TTO 39 weeks, AYR 10 weeks) even though terms sometimes begin and/or end half way through a week. (Refer to 'Charging weeks' tab on the Day-care Monitoring spread sheet). . By the end of the academic year, part weeks charges as full weeks will balance out with part weeks not charged for.

## 3.0 Arrears Policy

- 3.1 Day-care charges are crucial to each setting's budget. The Council operates a 'no arrears' policy to prevent parents/carers building up arrears which they may have difficulty meeting.
- 3.2 The arrears policy must be followed by all Local Authority managed children's centres. Other external organisations are strongly advised to use the policy as a model.
- 3.3 The Council will take legal action to pursue any outstanding arrears, following the withdrawal of the place.
- 3.4 In ALL cases of arrears the Head of Centre must be kept informed and consulted from week two in the following procedures:

The centre/school admin officer will:

- 3.5 Week 1: provide statement with reminder the first week a parent does not pay and on request
- 3.6 Week 2: issue the first arrears letter if parent has not responded to the statement
- 3.7 Week 3: issue the second letter as soon as the deadline on the first letter expires
- 3.8 The Head of Centre will negotiate an appropriate period for payment of the arrears
- 3.9 Discharge of place with outstanding arrears must be passed to Early Years Finance or to an appropriate section/person (In the case of non-council centres) for further follow up and legal action. Supporting documentation should be forwarded in order to raise official invoice (or take legal action).
- 3.10 Writing off arrears should only be considered where all other administrative and legal options to collect the debt have been exhausted. **Centres should be aware that any amounts written off are repayable back to the council as part of the claw back policy.**

## 4.0 Reception age children attending Children's Centres

- 4.1 All reception age children who have a contract to attend extended day provision will be charged in accordance with the Children's Centre Charging policy and schedules. This applies whether the reception class is part of the children's centre organisation or separately managed by the school.

## 5.0 Discounts

- 5.1 A 25% discount is applied where a child has an identified disability as set out in the disabled children policy
- 5.2 The following discounts apply where the parent is an Islington resident and is paying day-care charges for more than one child under 5 at any council-funded childcare provider in the borough:

Reduction for second and subsequent children		
No. of children	% reduction	
1	0%	(1st child 0%)
2	25%	(1st child 0%, second child 25%)
3	35%	(1st child 0%, second child 25%, 3rd child 35%)
4	45%	(1st child 0%, second child 25%, 3rd child 35%, 4th child 45%)

Reductions for second and subsequent children of multiple births		
No. of children	% reduction	
Twins	30%	(1st child 0%, second child 30%)
Triples	40%	(1st child 0%, second child 30%, 3rd child 40%)
Quads	50%	(1st child 0%, second child 30%, 3rd child 40%, 4th child 50%)

## 6.0 Hours attended and amounts charged

- 6.1 The day-care charging bands show the hourly rate for each band in each age group. This rate is then multiplied by the number of hours stated in the agreement/contract.
- 6.2 If the child is eligible for funded hours these should be deducted from the total.
- 6.3 Day-care places can be offered for two, three or five consecutive days at the beginning or end of week, or for 5 mornings/afternoons i.e.
- two day places: Monday and Tuesday or Thursday and Friday
  - three day places: Monday, Tuesday and Wednesday or Wednesday, Thursday and Friday
  - The aim is to ensure centres are able to meet their income targets whilst still offering flexibility to meet parent/carers needs and maximise the use of vacancies.
  - Where centres have full occupancy, this will be strictly applied. However if centres are unable to fill all places, more flexibility maybe considered at the discretion of the head of centre's judgement. This must be offered for one term only and reviewed on a termly basis.

## **7.0 Funded early education for two, three and four year olds**

- 7.1 All children are entitled to 570 hours per year of funded early education from the term after their third birthday. This equates to 15 hours per week, term time only but can be offered flexibly over the year.
- 7.2 Some children are entitled to 570 hours per year of funded early education from the term after their second birthday. For further details including the eligibility criteria, visit [www.islington.gov.uk/freeearlylearning2](http://www.islington.gov.uk/freeearlylearning2).
- 7.3 Where a child is already attending a setting as an under 3, parents will receive the 3 year old reduction at the beginning of the term following the child's 3<sup>rd</sup> birthday.
- 7.4 Some children's centres are able to offer up to 30 hours per week (term time only) of funded early education to Islington-resident three and four year olds. Non-Islington resident 3 and 4 year olds will continue to receive up to 15 hours free nursery education. See the Islington Early Years Admissions policy for further details.

## **8.0 INSET Days and Bank Holidays**

- 8.1 There are 5 days per academic year – known as INSET days – when settings are closed for staff training. Charges are payable for these 5 days and for Bank Holidays. These charges are incorporated within the day-care charges.

## **9.0 Charging weeks**

- 9.1 Children can either attend term-time only or all year round if settings are open during the school holidays. Different charging rates apply for term-time and holiday provision.
- 9.2 In each academic year, term-time charges are payable for 39 weeks (190 + 5 INSET days = 195 days).
- 9.3 Where children attend all year round, charges are based on 39 weeks at the term-time rate and 10 weeks at the holiday rate, totalling 49 weeks.
- 9.4 Charges are set for full weeks even when terms begin and/or end half way through a week. By the end of the academic year, part-weeks charged as full weeks will balance out with part-weeks not charged for.

## **10.0 Other Charges**

- 10.1 The cost of lunch for children under 3 is incorporated in the day-care charges.
- 10.2 There is a separate charge for lunch (when attended) from the term after the child's 3<sup>rd</sup> birthday. No charge is applied to children whose parents are in receipt of Income Support, where parents provide evidence of this to the centre.
- 10.3 Parents/carers may be asked for a contribution towards the cost of trips.

## **11.0 Charging institutions and outside boroughs**

- 11.1 Borough and corporate sponsors paying for childcare are charged at the maximum band or full cost. Contact the Family Information Service for more information: 020 7527 5959.



## Section 6:

# Day-care Charges

Islington Children's Centres, Early Years Centres & Nursery Schools  
September 2015 (**2% Increase**)

**To be implemented Monday 31 August 2015**

## Day-care Charges from September 2015

**WEEKLY and HOURLY Charges for Children up to the term after their **SECOND** birthday**

**Please note: The hourly rate must be multiplied by the amount of chargeable hours to calculate the charge for less than full time provision**

<b>FAMILY INCOME (GROSS)</b>	Up to £24,999	£25,000 - £30,999	£31,000 - £39,999	£40,000 - £49,999	£50,000 - £59,999	£60,000 - £79,999	£80,000 and above/Non Subsidised
	Band 1	Band 2	Band 3	<i>Band 4</i>	<i>Band 5</i>	<i>Band 6</i>	<i>Band 7</i>
	2015/16	2015/16	2014/15	2015/16	2015/16	2015/16	2015/16
<b>Sessional Charges</b>	£	£	£	£	£	£	£
<b>HOURLY RATES</b>	3.48	3.68	4.01	4.44	4.98	5.63	6.37
<b>WEEKLY TOTALS</b>							
Full week (8am-6pm)	173.89	184.01	200.25	221.90	248.96	281.43	318.51

**Please note: Charges are assessed on both parents/carers incomes before Income Tax and any other deductions ie: National Insurance, Pension Contributions, Childcare Vouchers etc.**

## Day-care Charges from September 2015

WEEKLY and HOURLY Charges for children the term AFTER their **THIRD** birthday

Please note: The hourly rate must be multiplied by the amount of chargeable hours (i.e. hours above the free entitlement )to calculate the charge for less than full time provision

FAMILY INCOME (GROSS)	Up to £24,999	£25,000 - £30,999	£31,000 - £39,999	£40,000 - £49,999	£50,000 - £59,999	£60,000 - £79,999	£80,000 and above/Non Subsidised
	Band 1	Band 2	Band 3	<i>Band 4</i>	<i>Band 5</i>	<i>Band 6</i>	<i>Band 7</i>
	2015/16	2015/16	2015/16	2015/16	2015/16	2015/16	2015/16
	£	£	£	£	£	£	£
<b>TERM-TIME HOURLY RATES</b>	3.41	3.61	3.93	4.35	4.88	5.52	5.79
<b>TERM-TIME WEEKLY TOTALS (8ar</b>	119.34	126.28	137.43	152.28	170.85	193.14	202.69
<b>HOLIDAY full weekly - 8.00am - 6.00pm</b>	136.39	144.32	157.06	174.04	195.26	220.73	231.64
<b>HOLIDAY HOURLY RATES</b>	2.73	2.89	3.14	3.48	3.91	4.41	4.63

**Please note: Charges are assessed on both parents/carers incomes before Income Tax and any other deductions ie: National Insurance, Pension Contributions, Childcare Vouchers etc.**

**In order to calculate the weekly charge settings must deduct the free entitlement for example:**

During Term time a 3 year old attending 18 hours over 3 days is entitled to 15 hours free Nursery Education Funding (NEF) therefore the day-care charge to the parent would be 3 x £3.41 for Band 1 = £10.23 per week.

During Term time a 3 year old attending 30 hours over 5 days is entitled to 15 hours free Nursery Education Funding (NEF) therefore the day-care charge to the parent would be 15 x £3.41 for Band 1 = £51.15 per week.

During the holidays children are charged for their full hours 3 year old attending 30 hours over 5 days Band 1 = 30 x £2.73 = £81.90 per week

**ISLINGTON CHILDREN'S CENTRES, NURSERY SCHOOLS & EARLY YEARS CENTRES - HOURLY RATES PER AGE AND INCOME BAND**

Day-care Charges from **September 2015**

**WEEKLY and HOURLY Charges for children the term AFTER their **FOURTH** birthday**

**Please note: The hourly rate must be multiplied by the amount of chargeable hours to calculate the charge for less than full time provision**

**\*(Band 7) Islington 4 year olds are charged for hours over and above 30 during term time**

FAMILY INCOME (GROSS)	Up to £24,999	£25,000 - £30,999	£31,000 - £39,999	£40,000 - £49,999	£50,000 - £59,999	£60,000 - £79,999	*£80,000 and above/Non Subsidised
	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7
	2015/16	2015/16	2015/16	2015/16	2015/16	2015/16	2015/16
	£	£	£	£	£	£	£
<b>TERM-TIME HOURLY RATES</b>	3.41	3.61	3.93	4.35	4.88	5.52	5.79
<b>TERM-TIME WEEKLY TOTALS (8am-6pm)</b>	68.19	72.16	78.53	87.02	97.63	110.37	202.69
<b>HOLIDAY full weekly - 8.00am - 6.00pm</b>	136.39	144.32	157.06	174.04	195.26	220.73	231.64
<b>HOLIDAY HOURLY RATES</b>	2.73	2.89	3.14	3.48	3.91	4.41	4.63

**Please note: Charges are assessed on both parents/carers incomes before Income Tax and any other deductions ie: National Insurance, Pension Contributions, Childcare Vouchers etc.**

**In order to calculate the weekly charge settings must deduct the free entitlement for example:**

In Children's Centre's and Nursery Schools, during Term time 4 year olds attending 18 hours over 3 days would get those 18 hours free. (Islington Residents Only)

In Children's Centre's and Nursery Schools, during Term time 4 year olds attending attending 47.5 hours over 5 days would get 30 hours free and be charged for the remaining 17.5 hours. Band 1 17.5 hours x £3.41 = £59.67 (Islington Residents **ONLY**). Non Islington Residents are entitled to 15 hours free term time therefore they would be charged for 32.5 hours x £5.79 = £188.17

**REIMBURSEMENTS**

Day-care Charges from **September 2015**

FAMILY INCOME (GR	Up to	£25,000 -	£31,999 -	£40,000 -	£50,000 -	£60,000 -	*£80,000 and
	£24,999	£30,999	£39,999	£49,999	£59,999	£79,999	above/Non
	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Subsidised
	2014/15	2014/15	2014/15	2014/15	2014/15	2014/15	2014/15
	£	£	£	£	£	£	£
<b>Under 2's TTO &amp; Holiday Rate</b>	<b>3.48</b>	<b>3.68</b>	<b>4.01</b>	<b>4.44</b>	<b>4.98</b>	<b>5.63</b>	<b>6.37</b>
<b>2 - 3 Year Olds TTO &amp; Holiday Rate</b>	<b>3.41</b>	<b>3.61</b>	<b>3.93</b>	<b>4.35</b>	<b>4.88</b>	<b>5.52</b>	<b>5.79</b>
<b>3 year Olds TTO</b>	<b>3.41</b>	<b>3.61</b>	<b>3.93</b>	<b>4.35</b>	<b>4.88</b>	<b>5.52</b>	<b>5.79</b>
<b>3 Year Olds Holiday</b>	<b>2.73</b>	<b>2.89</b>	<b>3.14</b>	<b>3.48</b>	<b>3.91</b>	<b>4.41</b>	<b>4.63</b>
<b>4 year Olds TTO</b>	<b>3.41</b>	<b>3.61</b>	<b>3.93</b>	<b>4.35</b>	<b>4.88</b>	<b>5.52</b>	<b>5.79</b>
<b>4 Year Olds Holiday</b>	<b>2.73</b>	<b>2.89</b>	<b>3.14</b>	<b>3.48</b>	<b>3.91</b>	<b>4.41</b>	<b>4.63</b>

**\*(Band 7) Islington 4 year olds are charged for hours over and above 30 during term time**

**Please note: Charges are assessed on both parents/carers incomes before Income Tax and any other deductions ie: National Insurance, Pension Contributions, Childcare Vouchers etc.**

## Section 7:

# Day-care charges

Children's Centres in Primary Schools 1 September 2015 **(2% Increase)**

**To be implemented Monday 31 August 2015**

# ISLINGTON CHILDREN'S CENTRES IN PRIMARY SCHOOLS

## Day-care Charges from September 2015

WEEKLY and HOURLY Charges for Children up to the term after their **SECOND** birthday

Please note: The hourly rate must be multiplied by the amount of chargeable hours to calculate the charge for less than full time provision

FAMILY INCOME (GROSS)	Up to £24,999	£25,000 - £30,999	£31,000 - £39,999	£40,000 - £49,999	£50,000 - £59,999	£60,000 - £79,999	£80,000 and above/Non Subsidised
	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7
	2015/16	2015/16	2015/16	2015/16	2015/16	2015/16	2015/16
Sessional Charges	£	£	£	£	£	£	£
HOURLY RATES	3.48	3.68	4.01	4.44	4.98	5.63	6.37
<b>WEEKLY TOTALS</b>							
Full week (8am-6pm)	173.89	184.01	200.25	221.90	248.96	281.43	318.51

Please note: Charges are assessed on both parents/carers incomes before Income Tax and any other deductions ie: National Insurance, Pension Contributions, Childcare Vouchers etc.

# ISLINGTON CHILDREN'S CENTRES IN PRIMARY SCHOOLS

## Day-care Charges from September 2015

WEEKLY and HOURLY Charges for Children the term **AFTER** their **SECOND** birthday

Please note: The hourly rate must be multiplied by the amount of chargeable hours to calculate the charge for less than full time provision

FAMILY INCOME (GROSS)	Up to £24,999	£25,000 - £30,999	£31,000 - £39,999	£40,000 - £49,999	£50,000 - £59,999	£60,000 - £79,999	£80,000 and above/Non Subsidised
	Band 1	Band 2	Band 3	<i>Band 4</i>	<i>Band 5</i>	<i>Band 6</i>	<i>Band 7</i>
	2015/16	2015/16	2015/16	2015/16	2015/16	2015/16	2015/16
<b>Sessional Charges</b>	£	£	£	£	£	£	£
<b>HOURLY RATES</b>	3.41	3.61	3.93	4.35	4.88	5.52	5.79
<b>WEEKLY TOTALS</b>							
Full week (8am-6pm)	170.48	180.41	196.32	217.55	244.08	275.91	289.55

**Please note: Charges are assessed on both parents/carers incomes before Income Tax and any other deductions ie: National Insurance, Pension Contributions, Childcare Vouchers etc.**



# ISLINGTON CHILDREN'S CENTRES IN PRIMARY SCHOOLS

## Day-care Charges from September 2015

WEEKLY and HOURLY Charges for children the term AFTER their **THIRD** birthday

Please note: The hourly rate must be multiplied by the amount of chargeable hours to calculate the charge for less than full time provision

FAMILY INCOME (GROSS)	Up to £24,999	£25,000 - £30,999	£31,000 - £39,999	£40,000 - £49,999	£50,000 - £59,999	£60,000 - £79,999	*£80,000 and above/Non Subsidised
	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7
	2015/16	2015/16	2015/16	2015/16	2015/16	2015/16	2015/16
	£	£	£	£	£	£	£
<b>TERM-TIME HOURLY RATES</b>	3.41	3.61	3.93	4.35	4.88	5.52	5.79
<b>TERM-TIME WEEKLY TOTALS (8am-6pm)</b>	68.19	72.16	78.53	87.02	97.63	110.37	202.69
<b>HOLIDAY full weekly - 8.00am - 6.00pm</b>	136.39	144.32	157.06	174.04	195.26	220.73	231.64
<b>HOLIDAY HOURLY RATES</b>	2.73	2.89	3.14	3.48	3.91	4.41	4.63

**Please note: Charges are assessed on both parents/carers incomes before Income Tax and any other deductions ie: National Insurance, Pension Contributions, Childcare Vouchers etc.**

For Children's Centre's based in Primary Schools, during Term time 3 and 4 year olds attending 18 hours over 3 days would get those 18 hours free. (Islington Residents Only) For Children's Centre's based in Primary Schools, during Term time 3 and 4 year olds attending 47.5 hours over 5 days would get 30 hours free and be charged for the remaining 17.5 hours. Band 1 17.5 hours x 3.41 = £59.67 (Islington Residents **ONLY**). Non Islington Residents are entitled to 15 hours free term time therefore they would be charged for 32.5 hours x £5.79 = £188.17

**ISLINGTON CHILDREN'S CENTRES IN PRIMARY SCHOOLS - HOURLY RATES PER AGE AND INCOME BAND**

**REIMBURSEMENTS**

**Day-care Charges from September 2015**

<b>FAMILY INCOME (GROSS)</b>	<b>Up to £24,999</b>	<b>£25,000 - £30,999</b>	<b>£31,999 - £39,999</b>	<b>£40,000 - £49,999</b>	<b>£50,000 - £59,999</b>	<b>£60,000 - £79,999</b>	<b>*£80,000 and above/Non Subsidised</b>
	<b>Band 1</b>	<b>Band 2</b>	<b>Band 3</b>	<b>Band 4</b>	<b>Band 5</b>	<b>Band 6</b>	<b>Band 7</b>
	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Under 2's TTO &amp; Holiday Rate</b>	<b>3.48</b>	<b>3.68</b>	<b>4.01</b>	<b>4.44</b>	<b>4.98</b>	<b>5.63</b>	<b>6.37</b>
<b>2 - 3 Year Olds TTO &amp; Holiday Rate</b>	<b>3.41</b>	<b>3.61</b>	<b>3.93</b>	<b>4.35</b>	<b>4.88</b>	<b>5.52</b>	<b>5.79</b>
<b>3 &amp; 4 Year olds TTO</b>	<b>3.41</b>	<b>3.61</b>	<b>3.93</b>	<b>4.35</b>	<b>4.88</b>	<b>5.52</b>	<b>5.79</b>
<b>3 &amp; 4 Year olds HOLIDAY</b>	<b>2.73</b>	<b>2.89</b>	<b>3.14</b>	<b>3.48</b>	<b>3.91</b>	<b>4.41</b>	<b>4.63</b>

**Please note: Charges are assessed on both parents/carers incomes before Income Tax and any other deductions ie: National Insurance, Pension Contributions, Childcare Vouchers etc.**

**ISLINGTON CHILDREN'S CENTRES IN PRIMARY SCHOOLS - HOURLY RATES PER AGE AND INCOME BAND**

**REIMBURSEMENTS**

**Day-care Charges from September 2014**

FAMILY INCOME (GROSS)	Up to £24,999	£25,000 - £30,999	£31,999 - £39,999	£40,000 - £49,999	£50,000 - £59,999	£60,000 - £79,999	*£80,000 and above/Non Subsidised
	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7
	2014/15	2014/15	2014/15	2014/15	2014/15	2014/15	2014/15
	£	£	£	£	£	£	£
<b>Under 2's TTO &amp; Holiday Rate</b>	3.41	3.60	3.93	4.35	4.89	5.51	6.24
<b>2 - 3 Year Olds TTO &amp; Holiday Rate</b>	3.35	3.54	3.85	4.27	4.79	5.41	5.68
<b>3 &amp; 4 Year olds TTO</b>	3.33	3.54	3.85	4.18	4.79	5.41	5.68
<b>3 &amp; 4 Year olds HOLIDAY</b>	2.68	2.83	3.08	3.41	3.83	4.33	4.54

## Section 8:

Increase Letter from Head of Early Years

Childcare & Meal Charges September 2015

**EARLY YEARS SERVICE**

To:

Parents/Carers of children receiving day-care in Children's Centres, Early Years Centres, Nursery Schools and Community Nurseries.

Children Services Finance  
2<sup>nd</sup> Floor  
7 Newington Barrow Way  
London  
N7 7EP  
Tel: 020 7527 5884  
Fax: 020 7527 5633  
E [teshale.job@islington.gov.uk](mailto:teshale.job@islington.gov.uk)  
W [www.islington.gov.uk](http://www.islington.gov.uk)

Thursday 12 March 2015

**Day-care and meal charges for 15-16 financial year**

Dear Parent/Carer

The council has decided to limit the increase in day-care charges to 2% for 15-16 financial year. Accordingly, day-care charges will increase by 2%, from September 2015.

The meal charge for 15/16 will remain to £2.00 (Where applicable), from April 2015.

If you have any queries regarding this please do not hesitate to contact me.

Yours sincerely,



Penny Kenway  
Head of Early Years

If you would like this document in large print or Braille, audiotape or in another language, please telephone 020 7527 2000.



ISLINGTON

## **Section 9:**

# Disabled Children Policy

## **Disabled Children**

Islington Children's Services have agreed the following working definition in relation to childhood disability.

A child should be regarded as disabled if he or she has special needs in the area of health, education, or physical, intellectual, emotional, social, or behavioural development due to any of the disability categories listed below that are:

- Substantial, with a marked adverse impact on daily life and unlikely to be able to participate in normal activities for the foreseeable future;
- and /or
- Where a child's normal development is significantly impaired and they need to receive significantly more personal care and supervision than children without disabilities of similar age and circumstance

## **Disability categories**

- Multiple and complex health needs
- Sensory impairment such as hearing loss, visual impairment or deaf-blind
- A significant learning disability
- A physical disability
- A chronic physical illness
- Autism (Autistic Spectrum Disorder) and communication disorders
- A significant developmental delay

## **Guidance**

Not all conditions and disorders are included. Those that are not covered include social and emotional difficulties, dyslexia and attention deficit disorder.

A child refers to any child or young person from the age of 0 – 19 who is living in or the responsibility of Islington.

The Disability Discrimination Act 2005 says that:

- Substantial means neither minor nor trivial
- Normal activities include everyday things like eating, walking, washing and going shopping

## **Section 10:**

### Evidence of Address



## **ISLINGTON DAYCARE CHARGES**

### **WHY WE ARE ASKING FOR ADDITIONAL EVIDENCE**

As daycare provision is subsidised by Islington tax payers, and there are not enough places to meet demand, we are required to ensure that only Islington residents access the places, so we need sufficient evidence to establish this and to be able to cross check the information with other council data;

Also, because the council now has a statutory duty to provide integrated services, we must join up admission information with basic information about health services contacts.

We regret that this means that parents must provide more information than before, but the aim is to provide Islington resident children and families with a better service, more closely tailored to their individual needs.

The centre has a duty to safeguard children and follow child protection procedures as set out in 'Working Together to Safeguard Children', March 2013. Further information is provided in the centre's safeguarding policy.

London Borough of Islington will handle the information you have provided in line with the provisions of the Data Protection Act. Any personal information will be held in confidence with only the necessary people able to see or use it. Under the Data Protection Act you have the right to make a formal request in writing for access to personal data held about you or your child.

Islington has a duty under the Children's Act 2004 to work with partners to deliver and improve services to children and young people in the area. Therefore Islington may also use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people. Islington also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of fraud.

For more detailed information please contact the Senior Information Manager on 0207 527 2000 or email [contact@islington.gov.uk](mailto:contact@islington.gov.uk) or visit the web page: [www.islington.gov.uk/legal](http://www.islington.gov.uk/legal)

## Section 11: Evidence of Income

Required:

- before Admission
- every six months

## Evidence of Income

The following Evidence is required from **Both Parents**:

- ❖ Income support/Employment Support Allowance
- ❖ Job Seekers Allowance
- ❖ Incapacity Benefit
- ❖ Weekly Paid (four wage slips that are recent and consecutive)
- ❖ Monthly Paid (two wage slips that are recent and consecutive)
- ❖ Student's Enrolment Forms & Proof of Funding for Childcare Charges
- ❖ Latest set of Audited Accounts (self-employed) \*

*\*Please be aware the proof you provide now, may result in a decreased or increased backdated charge. This must be explained to parents.*

## Re-assessment

It is essential that new agreement/contracts and parent assessment forms are completed; evidence of income and proof of address must be provided as follows:

- ❖ Parent's/carers Income **must** be assessed **every six months**
- ❖ Proof of address: Council Tax Bill **must** be provided and either a Land Line Telephone Bill or a Utilities Bill must be provided every six months

**New agreement/contracts must be completed:**

- ❖ Whenever there is a change made to a Child's Days or Hours
- ❖ On a Child's Birthday (the term after the child's 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> birthday)
- ❖ Inflation Increase (annual usually in April or September)

## Section 12:

### Application Form **(White)**

## Children's Centre Application Form

Please complete all parts of the form. An offer of a community place will be subject to evidence of residence in Islington, employment and income details.  
Evidence of course participation and funding will be required in the case of students.

<b>Child's Name</b>	<b>Date of Birth</b>	<b>Girl</b> <input type="checkbox"/>	<b>Boy</b> <input type="checkbox"/>
---------------------	----------------------	--------------------------------------	-------------------------------------

<b>Parent 1 Details</b>	
<b>Name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Phone</b>	
<b>Email</b>	

<b>Parent 2 Details</b>	
<b>Name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Phone</b>	
<b>Email</b>	

<b>Place of work or study</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Days and hours at place of work or study</b>	
<b>If you are a student, please give course dates</b>	

<b>Place of work or study</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Days and hours at place of work or study</b>	
<b>If you are a student, please give course dates</b>	

**Please Tick all boxes that apply**

<b>Islington Resident</b>	<input type="checkbox"/>
<b>Non Islington Resident</b>	<input type="checkbox"/>

<b>Islington Resident</b>	<input type="checkbox"/>
<b>Non Islington Resident</b>	<input type="checkbox"/>

<b>Are you in receipt of *WTC? <input type="checkbox"/>Yes <input type="checkbox"/>No</b> <small>*Working Tax Credits</small> <b>Is your gross family income less than £25,000</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
--

<b>Does your child have *SEN <input type="checkbox"/>Yes <input type="checkbox"/>No</b> <small>*Special Educational Needs</small>
--

<p>The Centre is open from 8.00am to 6.00pm. What are your preferred hours?</p> <p>From ..... To ..... Including School Holidays? <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>If it is not possible to offer you your preferred hours, would you accept:</p> <p>⚡ a core day place 9.30am to 3.30pm <input type="checkbox"/>Yes <input type="checkbox"/>No ⚡ a half-day place <input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>What are your preferred days?</p> <p>Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/></p> <p>(please note we only offer 2, 3 or 5 days which must be consecutive beginning or end of week i.e. 2 day places Mon and Tues or Thu and Fri; 3 day places Mon, Tue and Weds or Weds, Thu and Fri)</p>
--

<b>Child's Ethnic Origin (Please indicate on the back of this form)</b>
---

<b>Parent's Signature</b>	<b>Date</b>
---------------------------	-------------

<b>LBI CODE</b>		<b>DFES EXTENDED CODE</b>	<b>LBI CODE</b>		<b>DFES EXTENDED CODE</b>
<b>British White</b>	<b>(E1)</b>	English (WENG)	<b>Black Other</b>	<b>(E10)</b>	Black European (BEUR)
		Scottish (WSCO)			Black North American (BNAM)
		Welsh (WWEL)			Black Other (BOTB)
		Other White British (WOWB)			Any Other Black Background (BOTH)
<b>Other White</b>	<b>(E2)</b>	Albanian (WALB)	<b>Chinese</b>	<b>(E11)</b>	Chinese (CHNE)
		Bosnian-Herzegovinian (WBOS)			Hong Kong Chinese (CHKC)
		Croatian (WCRO)			Malaysian Chinese (CMAL)
		Greek (WGRK)			Singaporean Chinese (CSNG)
		Greek Cypriot (WGRC)			Taiwanese (CTWN)
		Greek / Greek Cypriot (WGRE)			Other Chinese (COCH)
		Gypsy / Roma (WROM)	<b>Mixed Ethnicity</b>	<b>(E12)</b>	White & Black Caribbean (MWBC)
		Irish (WIRI)			White & Black African (MWBA)
		Kosovan (WKOS)			White & Asian (MWAS)
		Italian (WITA)			Any Other Mixed Background (MOTH)
		Portuguese (WPOR)			White & Pakistani (MWAP)
		Serbian/Yugoslavian (WSER)			White & Indian (MWAI)
		Traveller of Irish heritage (WIRT)			White & any other asian background (MWAO)
		White Eastern European (WEEU)			White & Chinese (MWCH)
		White European (WEUR)			White & any other background (MWOE)
		White Western European (WWEU)			Asian & Black (MABL)
		Other White (WOTW)			Asian & Chinese (MACH)
		Any Other White Background (WOTH)			Asian & any other background (MAOE)
<b>Turkish (3)</b>	<b>(E3)</b>	Turkish (WTUK)			Black & Chinese (MBCH)
		Turkish Cypriot (WTUC)			Black & any other background (MBOE)
		Turkish / Turkish Cypriot (WTUR)			Chinese & any other background (MCOE)
<b>Kurdish</b>	<b>(E4)</b>	Kurdish (OKRD)			Other mixed (MOTM)
<b>Bangladeshi</b>	<b>(E5)</b>	Bangladeshi (ABAN)	<b>Other Ethnic Group</b>	<b>(E13)</b>	Afghanistani (OAFG)
<b>Other Asian</b>	<b>(E6)</b>	African Asian (AAFR)			Arab Other (OARA)
		Indian (AIND)			Egyptian (OEGY)
		Kashmiri Other (AKAO)			Filipino (OFIL)
		Nepali (ANEP))			Iranian (OIRN)
		Pakistani: Unspecified (APKN)			Iraqi (OIRQ)
		Pakistani: Kashmiri (AKPA)			Japanese (OJPN)
		Pakistani: Mirpuri (AMPK)			Korean (OKOR)
		Pakistani: Other (AOPK)			Libyan (OLIB)
		Sinhalese (ASNL)			Latin/South/Central America (OLAM)
		Sri Lankan Tamil (ASLT)			Lebanese (OLEB)
		Other Asian (AOTA)			Malay (OMAL)
		Any Other Asian Background (AOTH)			Moroccan (OMRC)
<b>Black Caribbean</b>	<b>(E7)</b>	Black Caribbean (BCRB)			Polynesian (OPOL)
<b>Black African Somali</b>	<b>(E8)</b>	Somali (BSOM)			Thai (OTHA)
<b>Other Black African</b>	<b>(E9)</b>	Angolan (BANN)			Vietnamese (OVIE)
		Congolese (BCON)			Yemini (OYEM)
		Ghanaian (BGHA)			Other Ethnic Group (OPEG)
		Nigerian (BNGN)			Any Other Ethnic Group (OOTH)
		Sierra Leonian (BSLN)	<b>Unknown</b>	<b>(E14)</b>	Refused to Say (REFU)
		Sudanese (BSUD)			Information Not Obtained (NOBT)
		African: Unspecified (BAFR)			
		Other Black African (BAOF)			

## Receipt of Application Form

### Dear Parents/Carers

Thank you for expressing an interest in your child having a place at

.....Tel 0207.....

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

### How to apply for a place

Please fill in the attached application form and return it to the Centre on \_\_\_\_\_ at \_\_\_\_\_. At this time there will be a member of staff available to show you around the Centre, answer any questions and help you fill in the form if required.

### How does the Centre allocate places?

Places are offered to children on the applications list according to the Council's admission policy, which is available on request. It is very important that the information on your application form is accurate as this is used when allocating places at the Centre. Please inform the Centre if your circumstances change. It is particularly important that we know if you have:

- **changed address**
- **started working or studying**
- **stopped working or studying**
- **changed your working/studying hours**
- **are entitled to Working or Childcare Tax Credits**

(Please note we only offer 2, 3 or 5 days which must be consecutive beginning or end of week i.e. For 2 day places Mon and Tues or a Thu and Fri. For 3 day places Mon, Tue, Weds or Weds, Thu, Fri)

### How will I know if my child has a place?

The Centre will contact you by phone and/or post if your child is allocated a place. You will be invited to a meeting and requested to provide evidence such as proof of residence in the borough, work/study details and income details of both parents. A place will be given to your child only if all the information requested at this meeting is produced.

### What happens if I am not contacted?

We cannot guarantee that your child will be offered a place at our Centre. If the Centre does not contact you then assume that your application has been unsuccessful, but will continue to be considered at each future allocation meeting.

Admissions are on a rolling cycle therefore once a child has a birthday and there is a place to move into their place is then allocated, all applications are considered, and the aim is to fill projected vacancies. It is not possible to give indications as to the availability of places in advance of allocation. For this reason, please do not contact the Centre regarding your application except to update information.

We would advise you to seek information about all the under five's provision in your area, by contacting the children's information service 020 7527 5959 or [www.islington.gov.uk/childrens/information](http://www.islington.gov.uk/childrens/information)

### What is a Non Subsidised place?

A limited number of places are offered at the full non subsidised charge to higher income parents. Parents who are not resident in Islington are eligible for consideration for these places. Ask the Head of Centre for details.

The centre has a duty to safeguard children and follow child protection procedures as set out in 'Working Together to Safeguard Children', March 2013. Further information is provided in the centre's safeguarding policy.

London Borough of Islington will handle the information you have provided in line with the provisions of the Data Protection Act. Any personal information will be held in confidence with only the necessary people able to see or use it. Under the Data Protection Act you have the right to make a formal request in writing for access to personal data held about you or your child.

Islington has a duty under the Children's Act 2004 to work with partners to deliver and improve services to children and young people in the area. Therefore Islington may also use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people. Islington also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of fraud.

For more detailed information please contact the Senior Information Manager on 0207 527 2000 or email [contact@islington.gov.uk](mailto:contact@islington.gov.uk) or visit the web page: [www.islington.gov.uk/legal](http://www.islington.gov.uk/legal)

Please keep this letter for your reference and proof of the application.

Signature of Head of Centre \_\_\_\_\_ Date \_\_\_\_\_

## Section 13:

# Offer of Place

- Appendix - 1 Non Subsidised
- Appendix - 2 Community



<Your Address>  
<Telephone>  
<Email>  
<WEB>

## APPENDIX 1

This Matter is being dealt with by:  
<NAME>

<DATE>

Dear <PARENT/CARERS NAME>

We are pleased to be able to offer <NAME OF CHILD (DOB)> a Non-subsidised place starting <DATE>

<NAME OF CHILD> has a <TERM TIME (39 Weeks)\* / ALL YEAR PLACE (49 WEEKS)>\* and the hours are <HOURS>

We would like to invite you to an admission meeting on <DATE> at <TIME> to register <NAME OF CHILD> and complete the paperwork.

You are also required to bring the following information when you come in to register your child.

*(Original Documents only).*

- Birth Certificate of your child
- Red Baby Book
- Doctor's: Name, Address and Telephone Number
- Health Visitor's: Name, Address and Telephone Number
- Emergency Day-Time Contact Numbers for you and two other people, (total of 4) that you and your child trust, who will collect in an emergency
- Proof of Address: Council Tax Bill **must** be provided and either, Land Line Telephone Bill or a Utilities Bill
- Deposit of £100.00 which must be kept in credit until your child leaves the centre and will be deducted from the final week or refunded by cheque

You will need to complete the attached blue assessment form sections 1 and 2 signatures from both parents are required from both parents on the back of the form.

Please confirm your acceptance by contacting me (as above) by <DATE>. If you do not I will assume you no longer require the place.

***You must provide the above when you attend on <DATE>. (Please note the starting date will be affected if all of the paper work is not in place).***

I look forward to seeing you on <DATE>.

Yours Sincerely

<Your Address>  
<Telephone>  
<Email>  
<WEB>

## APPENDIX 2

This Matter is being dealt with by:  
<NAME>.

<DATE>

Dear <PARENT/CARERS NAME>

We are pleased to be able to offer <NAME OF CHILD (DOB)> a community place starting <DATE>

<NAME OF CHILD> has a <TERM TIME (39 Weeks)\* / ALL YEAR PLACE (49 WEEKS)\*> and the hours are <HOURS>

We would like to invite you to an admission meeting on <DATE> at <TIME> to register <NAME OF CHILD> and complete the paperwork.

You will need to complete the attached blue assessment form and provide evidence of income from **both parents** as follows: (If your joint income is over £80,000.00 you will only need to complete sections 1, 2 and sign the back page of the blue assessment form signatures from both parents are required).

*(Original Documents only).*

- Income Support
- Job Seekers Allowance
- Working or Childcare Element of Tax Credits
- Weekly Paid (Four wage slips that are recent and consecutive)
- Monthly Paid (Two wage slips that are recent and consecutive)
- Student Enrolment Forms & Proof of Funding for Childcare Charges
- Latest set of Audited Accounts

You are also required to bring the following information when you come in to register your child.

*(Original Documents only).*

- Birth Certificate of your child
- Red Baby Book
- Doctor's: Name, Address and Telephone Number
- Health Visitor's: Name, Address and Telephone Number
- Emergency Day-Time Contact Numbers for you and two other people, (total of 4) that you and your child trust, who will collect in an emergency
- Proof of Address: Council Tax Bill, **must** be provided and either, Land Line Telephone Bill or a Utilities Bill

Please confirm your acceptance by contacting me (as above) by <DATE>. If you do not I will assume you no longer require the place.

**You must provide the above when you attend on <DATE>. (Please note the starting date will be affected if all of the paper work is not in place).**

I look forward to seeing you on <DATE>

Yours Sincerely



## **Section 14:**

### Community/Non-subsidised Agreement/Contract Form (Green)

## Children's Centre Agreement/Contract

This agreement/contract is between the person with parental responsibility and the Children's Centre, to be signed **prior** to the child's admission and following a change of attendance, personal finances or increase in charges.

Community Place                       Non-subsidised Place                       Non Islington Place

Children's Centre	
Child's name	Date of Birth

Admission Date \_\_\_\_\_ Date for which agreement/contract to apply \_\_\_\_\_

### 1) Attendance

The above named child will **regularly attend** the above named Centre during the hours agreed with the Head of Centre as follows:

Hours	From	To
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

**Weeks:** This place is provided for:

**39 weeks per year (Term time only)**

**49 weeks per year (All year)**

### 2) Charges are payable:

- weekly or monthly in **advance**, (including times when your child is absent)
- for training days (There are 5 training days per year when the Centre is closed),\*
- Bank Holidays (The Centre is closed for Bank Holidays)\*
- To secure a Non Subsidised place an advance payment of £100 is required and must remain in credit until the end of the contract

**£100.00 Advance Non-subsidised payment received**

\*The charges for the 5 training days and the Bank Holidays are incorporated within the TTO (39 weeks) and the AYR (49 weeks) charges, as stated in the Charging Policy.

The charges are reviewed annually, in the event of there being anomalies and or changes in the charging policy, notice of 4 weeks will be given and the new charge applied at the end of that notice period.

#### Cost:

Charges will be \_\_\_\_\_ per week during the term time (39 weeks) and  
 \_\_\_\_\_ per week during school holidays (10 weeks) \*\*

There is a charge for lunch of \_\_\_\_\_ per day. This applies the term after the 3<sup>rd</sup> Birthday. The lunch charge will apply from \_\_\_\_\_ (Date)

These charges are reviewed annually and may be increased with reasonable notice.

\*\* For children under 3, the weekly charge will be the same in holiday periods as in term time. For children over 3, no free educational session is offered during school holidays and all sessions are charged as day-care.

**3) Notice of withdrawal**

A notice period of not less than 4 calendar weeks is required for termination of a place. Charges will be payable for this period, **whether or not your child attends**.

**4) Holders of Community Places**

As a holder of a community place I agree to inform the Head of Centre if my financial circumstances change and understand that any increase in charges due to my receiving a higher income, may be backdated. Any decrease in charges owing to my receiving a lower income will similarly be backdated, provided appropriate evidence is produced. **This does not apply to holders of Non-subsidised places.**

**5) Agreement/contract**

I accept the place at the above named Children’s Centre for the above agreed hours and on the conditions offered. I understand that misuse of the place and/or non-payment of charges may result in the loss of the place. Any change of hours must be re-negotiated with the Head of Centre. Hours persistently unused (eg. continued late arrival, late collection or non-attendance) will be re-allocated or withdrawn.

**Signature of person with parental responsibility** \_\_\_\_\_

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Authorisation of Head of Centre**

\_\_\_\_\_ **(signature)**

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

The centre has a duty to safeguard children and follow child protection procedures as set out in ‘Working Together to Safeguard Children’, March 2013. Further information is provided in the centre’s safeguarding policy.

London Borough of Islington will handle the information you have provided in line with the provisions of the Data Protection Act. Any personal information will be held in confidence with only the necessary people able to see or use it. Under the Data Protection Act you have the right to make a formal request in writing for access to personal data held about you or your child.

Islington has a duty under the Children’s Act 2004 to work with partners to deliver and improve services to children and young people in the area. Therefore Islington may also use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people. Islington also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of fraud.

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**Office Use**

**Assessment Type:**

Admission (1<sup>st</sup>)  6 Month Review  2<sup>nd</sup> Birthday (Term after)  3<sup>rd</sup> Birthday (Term after)

4<sup>th</sup> Birthday (Term after)

Other (*Please state*).....

Discount Applied (Please state percentage).....

## Section 15:

Parent/Carer Assessment Form (**Blue**)

## EARLY YEARS SERVICE CHARGES ASSESSMENT

### TO BE COMPLETED IN FULL BY ALL APPLICANTS FOR COMMUNITY AND NON-SUBSIDISED PLACES

Parents/carers/partners are responsible for completing charges assessment forms.

#### 1.0

1.1 In order for the Council to determine the correct level of charges to be paid in Respect of a child attending an Islington Children’s Centre, the Council considers the entire means available to both parents to support the child.

1.2 Regardless of whether or not the parents of a child are married, or whether or not they live together, any contribution to maintenance of the child by either parent must be declared

1.3 A start date for admission will not be given until all information has been provided by the parents to determine the correct level of charges.

Failure to make an accurate and complete declaration of income may lead to:

- a) Immediate withdrawal of the place
- b) Legal action in respect of any false or fraudulent information.

Centre Name			
Child’s Name			
Date of Birth		Date of Admission	

Parent /Carer 1		*Parent /Carer 2/Partner <i>(*Delete as Appropriate)</i>	
Name		Name	
Address		Address	
Postcode		Postcode	

## 2.0

### ASSESSMENT OF INCOME

PLEASE FILL IN THOSE SECTIONS THAT APPLY TO YOUR CIRCUMSTANCES

#### 2.1

Parent/Carer 1 *Gross Earnings/Income (Before Tax)	Parent /Carer 2 /Partner's *Gross Earnings/income (Before Tax)
£ _____ Per Annum	£ _____ Per Annum
£ _____ Per Month	£ _____ Per Month
£ _____ Per Week	£ _____ Per Week

- ◆ weekly Paid (four wage slips that are recent and consecutive)
- ◆ fortnightly or monthly Paid (two wage slips that are recent and consecutive)
- ◆ student's Enrolment Forms & Proof of Funding for Childcare Charges
- ◆ latest set of Audited Accounts (self-employed) audited accounts or latest HMRC self-assessment tax return?

I/we have provided evidence of income as outlined above for the assessment of my/our child's charges and for the Centre's file.

2.2 I/we have a Non-subsidised place, earn more than the highest band or do not wish to provide proof of income.

I/we agree to pay the maximum charge of £ \_\_\_\_\_ per week term time (39 weeks) plus the holiday charge (10 weeks) of £ \_\_\_\_\_ per week.

2.3 I/we are currently in receipt of the following income and have completed section 1. Please tick. (Evidence must be provided)

#### **Parent /Carer 1**

- Income Support  Tax Credits  Housing Benefit  Jobseekers Allowance
- Incapacity Benefit/Employment Support Allowance  Student Grant
- Two Year Old Entitlement Eligibility
- Other Benefits/Income (Please specify) \_\_\_\_\_

#### 2.4 **Parent/Carer 2 / Partner**

- Income Support  Tax Credits  Housing Benefit  Jobseekers Allowance
- Incapacity Benefit/Employment Support Allowance  Student Grant
- Two Year Old Entitlement Eligibility
- Other Benefits/Income (Please specify) \_\_\_\_\_



**3.0 DECLARATION** *\*Please delete as appropriate*

- 3.1 \*I/we have completed and signed the attached declaration of income form, and \*I/we understand that \*my/our joint income will be **re-assessed every six months**.
- 3.2 \*I/we know that a charge will be made for each week that my child has a place, **including training days and Bank holidays**, and \*I/we agree to pay the charge in full, in advance, at the beginning of each week, or other period not exceeding one month that may be agreed.
- 3.3 \*I/we know that if the charge is not paid each week, **the place may be withdrawn**, in accordance with the Council's arrears policy, and \*I/we will be required to pay the outstanding balances in full.
- 3.4 \*I/we understand that a notice period is required for termination of a place. Charges will be payable for this period, **whether or not \*my/our child attends**.
- 3.5 \*I/we agree to notify the Centre of any changes in \*my/our circumstances, so that the charge can be adjusted or the allocation reviewed.
- 3.6 \*I/we understand that as a holder of a community place, \*I/we are entitled to a reduction of charges if \*I/we have another child attending a Centre, a playgroup, or child-minder place subsidised by Islington Council.
- 3.7 \*I/we certify that to the best of \*my/our knowledge, the information declared for the purpose of a fair assessment of charges is correct and complete, and includes any financial support available from both parents.
- 3.8 \*I/we understand that any false or misleading information provided or any failure to disclose any required relevant information, or unexplained discrepancies identified by the Council will make the application for a place at the Centre void, and may render \*me/us liable to legal proceedings.
- 3.9 \*I/we understand that with the exception of non-subsidised , keyworker and part-time core-day places for 3 and 4 year olds, **only Islington residents can hold places in Islington Children's/Early Years Centres** and that if \*I/we cease to be an Islington resident, \*I/we will only be eligible for a non-subsidised place.

**4.0 DECLARATION (TO BE SIGNED BY BOTH PARENTS/CARERS)**

**4.1 Parent/carer 1**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

**4.2 Parent/carer 2 /Partner**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_



The centre has a duty to safeguard children and follow child protection procedures as set out in 'Working Together to Safeguard Children', March 2013. Further information is provided in the centre's safeguarding policy.

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## Office Use

### AMOUNT PAYABLE

Term time weekly charge £ \_\_\_\_\_

Holiday weekly charge £ \_\_\_\_\_

To be applied from \_\_\_\_\_

Review date: \_\_\_\_\_

Evidence copied and complete

Assessed by \_\_\_\_\_

DESIGNATION \_\_\_\_\_

Authorised by \_\_\_\_\_

DESIGNATION Head or Deputy Head of Centre

Date \_\_\_\_\_



ISLINGTON

## Section 16:

Admission Form (Yellow)



## Admission Form for Early Education Places

This form must be completed in full and signed by the parent.

### Child Details – to be completed by the centre

Name of Centre			
Child's First Name			
Child's Surname			
Date of Birth			
Gender	Male	<input type="checkbox"/>	Female
Birth certificate original seen and copied by the Centre			
Address			
Postcode			
Are you registered with the Children's Centre?	Yes / No		

### Placement Details – to be completed by the centre

Hours	From	To
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Admission Date	
Key Person	
Home Visit	Yes / No

<b>The place will be offered:</b>	
Term time only (39 weeks)	<input type="checkbox"/>
All year round (49 weeks)	<input type="checkbox"/>

### Declaration - to be completed by the Parent(s)/Carers

<b>The person with parental responsibility must sign the completed form and verify that it is a true record.</b>			
I, ..... (parent's name) have parental responsibility for			
..... (Child's name).			
<i>The information on this form is correct to the best of my knowledge. I understand that if any information I have given is found to be false or misleading, my child's place may be suspended pending investigation and the Council may take legal action.</i>			
<i>I understand that it is my responsibility to continue to keep the centre informed of any changes to my child's details, and I agree to do so.</i>			
Signature of Person with Parental Responsibility		Date	

## Parent 1 Details

<b>First Name</b>				
<b>Surname</b>				
<b>Address</b>				
<b>Postcode</b>				
<b>Contact Details</b>	<b>Home</b>		<b>Work</b>	
	<b>Mobile</b>			
	<b>Email</b>			
<b>Does the child live at this address?</b>	Yes / No		<b>Parental Responsibility?</b>	Yes / No
<b>Occupation</b>				
<b>Name of Employer/College</b>				
<b>Hours of Work/Study</b>				

## Parent 2 Details

<b>First Name</b>				
<b>Surname</b>				
<b>Address</b>				
<b>Postcode</b>				
<b>Contact Details</b>	<b>Home</b>		<b>Work</b>	
	<b>Mobile</b>			
	<b>Email</b>			
<b>Does the child live at this address?</b>	Yes / No		<b>Parental Responsibility?</b>	Yes / No
<b>Occupation</b>				
<b>Name of Employer/College</b>				
<b>Hours of Work/Study</b>				

## Emergency Contact

Contact1	
Name	
Phone Number(s)	
Relationship to Child	

Contact2	
Name	
Phone Number(s)	
Relationship to Child	

Contact3	
Name	
Phone Number(s)	
Relationship to Child	

Contact4	
Name	
Phone Number(s)	
Relationship to Child	

### Other carers (if applicable)

Name	
Address	
Postcode	
Relationship to Child	
Parental Responsibility?	Yes / No

Name	
Address	
Postcode	
Relationship to Child	
Parental Responsibility?	Yes / No

### About your Child

Name you would like your child to be known as			
How to pronounce the name			
Name in home language, if different			
Languages known to your child	1.		Spoken <input type="checkbox"/> Understood <input type="checkbox"/>
	2.		Spoken <input type="checkbox"/> Understood <input type="checkbox"/>
	3.		Spoken <input type="checkbox"/> Understood <input type="checkbox"/>
Country of Birth		Nationality	
Arrival in Britain (if applicable)		Refugee Status?	Yes / No
Religion			
Ethnicity (description)		Ethnic Code	

## Family Details

<b>Position in Family</b> (1 if oldest, 2 if second oldest, etc.)		
<b>Sibling Name</b>	<b>Sibling Age</b>	<b>Name of School/Nursery/Child-minder</b>

## Details of previous/other childcare attended by your child (if applicable)

<b>Name of Childcare Provider</b>	<b>Date(s) attended</b>

## Other Agencies (please complete all that are applicable to your child)

<b>Doctor's Name</b>		<b>Social Worker</b>	
<b>GP Surgery Name</b>		<b>Social Work Team</b>	
<b>Phone Number</b>		<b>Phone Number</b>	
<b>Health Visitor's Name</b>		<b>Any other professionals working with your child?</b>	
<b>Health Clinic Name</b>			
<b>Phone Number</b>			

## Medical Information

<b>Has your child or a close family member had any of the following illnesses? Please give details:</b>					
<b>Fits</b>	Yes / No	<b>Details:</b>			
<b>Eczema</b>	Yes / No	<b>Details:</b>			
<b>Asthma</b>	Yes / No	<b>Details:</b>			
<b>Allergies (e.g. to eggs, peanuts, seafood, artificial colouring, etc.)</b>	Yes / No	<b>Details:</b>			
<b>Mumps</b>	Yes / No	<b>Hand, Foot and Mouth</b>	Yes / No	<b>Chickenpox</b>	Yes / No
<b>Measles</b>	Yes / No	<b>Whooping Cough</b>	Yes / No	<b>Scarlet Fever</b>	Yes / No
<b>Earache/ Discharging Ears</b>	Yes / No	Yes / No	Yes / No		

## Dietary needs

<b>Does your child require a Gluten free diet?</b>	Yes / No	<b>Does your child require a Dairy free diet?</b>	Yes / No	<b>Does your child eat Pork?</b>	Yes / No
<b>Does your child have any other special dietary requirements?</b>		Yes / No Please specify:			

## Immunisations

<b>Has your child had the following immunisations?</b>			
<b>Age of Immunisation</b>	<b>Diseases Protected Against</b>	<b>Vaccine</b>	<b>Vaccine Given</b>
Two months old	Diphtheria, Tetanus, Pertussis (Whooping cough), Polio and <i>Haemophilus</i> Influenza Type B (Hib) Pneumococcal disease	DTaP/IPV/Hib and Pneumococcal conjugate vaccine (PCV)	Yes / No
Three months old	Diphtheria, Tetanus, Pertussis Polio and Hib Meningococcal Group C disease (MenC)	DTaP/IPV/Hib and Hib and MenC	Yes / No
Four months old	Diphtheria, Tetanus, Pertussis Polio and Hib MenC Pneumococcal disease	DTaP/IPV/Hib and MenC and PCV	Yes / No
Between 12 and 13 months old- within a month of the first birthday	Hib MenC Pneumococcal disease Measles, Mumps and Rubella (German measles)	Hib/MenC, PCV and MMR	Yes / No
Three years and four months or soon after	Diphtheria, Tetanus, Pertussis and Polio Measles, Mumps and Rubella	DTaP/IPV or dTap/IPV and MMR	Yes / No



**Does your child take any medication on an on-going basis or carry any medication in case of emergency (e.g. Inhaler, EPI pen)? If so please give details below:**

--

**Has your child ever attended hospital? If so, please give reason(s) and date(s)**

Reason(s)	Date(s)

**Is attendance at hospital / clinic still necessary? If so, please give details**

--

**Does your child have any Special Educational Needs or Disabilities?**

--

**Permissions** (this must be completed by a person who has parental responsibility)

	Statement	Permission given (Please circle one)
<b>Sun protection</b>	<i>I give permission for my child to have sun block administered if necessary during the summer months.</i>	Yes / No
<b>Outings</b>	<i>I give permission for my child to be taken on local outings.</i>	Yes / No
<b>Emergency medical treatment</b>	<i>In the event of the centre not being able to contact any of the emergency numbers on my child's card, I give permission for my child to be taken to hospital for appropriate medical treatment.</i>	Yes / No
<b>Signature of Person with Parental Responsibility:</b>		<b>Date:</b>

<b>Photos and Video</b>			
<p>We take photographs and video of the children attending the centre. These are used during your child's time with us for:</p> <ul style="list-style-type: none"> <li>• children's profile books</li> <li>• books the children make themselves</li> <li>• displays in the centre, including the 'live channel' screens in the centre if applicable</li> <li>• staff training and professional development within the centre</li> </ul> <p>If you are happy for us to photograph and video your child to be used for these purposes, please complete and sign below:</p>			
<p><b><i>I give permission for my child to be photographed and videoed at</i></b></p> <p>..... (Setting name).</p> <p><b><i>I understand that these photographs and video may be used in the ways listed above.</i></b></p>			
<b>Signature of person with parental responsibility:</b>		<b>Date:</b>	

The centre has a duty to safeguard children and follow child protection procedures as set out in 'Working Together to Safeguard Children', March 2013. Further information is provided in the centre's safeguarding policy.

London Borough of Islington will handle the information you have provided in line with the provisions of the Data Protection Act. Any personal information will be held in confidence with only the necessary people able to see or use it. Under the Data Protection Act you have the right to make a formal request in writing for access to personal data held about you or your child.

Islington has a duty under the Children's Act 2004 to work with partners to deliver and improve services to children and young people in the area. Therefore Islington may also use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people. Islington also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of fraud.

For more detailed information please contact the Senior Information Manager on 0207 527 2000 or email [contact@islington.gov.uk](mailto:contact@islington.gov.uk) or visit the web page: [www.islington.gov.uk/legal](http://www.islington.gov.uk/legal)

## Section 17:

# Early Years Attendance and Punctuality Policy

## Early Years Attendance and Punctuality Policy

*'Even when you're very small good attendance makes a **BIG** difference'*

### Aim

To promote good attendance and punctuality in partnership with parents and carers in Early Years, ensuring that good habits are formed early, so that children are school ready.

### Rationale

Regular early years attendance is important for all children, even babies, as it is only through regular, consistent routines that children build up the secure attachments they need for healthy development.

Research shows that regular part-time attendance from the age of 2 in a good quality early years setting has a lasting impact on children's social development and intellectual attainment throughout school. (Research Brief RBF15-03 The Effective Provision of Pre-school Education Project: Findings from the Pre-school Period. Sylva et al, IOE, 2003).

Islington's Early Years Foundation Stage profile results (2014) showed a clear correlation between children's attendance and their attainment of the 'good level of development' national standard.

Although education is not compulsory until the age of five, figures on attendance in reception classes are now published by the Department for Education. Ofsted take reception year attendance into account when a school is inspected.

Regular attendance has a positive impact on all aspects of a young child's learning and development. A regular routine supports the young child to feel settled and secure. Unsettled children have higher stress levels which, in turn, prevent them from being able to benefit fully from the learning opportunities available.

Once children are five, their attendance in school is statutory and Islington schools all have an attendance target of at least 96%. Establishing good habits of attendance in the early years will help to ensure that all children have at least 96% attendance by the time they enter reception class.

### Procedures

At ..... we promote good attendance and punctuality by:

- Ensuring children attend for the expected hours
- Requiring parents to call the setting if they are going to be late or absent
- Requiring parents to report sickness
- Communicating with parents and following up on non-notification of absences as part of promoting good attendance and punctuality
- Encouraging parents of nursery age children to consider taking their children on holiday outside of term time, so that they are 'school ready' and get into good habits
- Monitoring children's attendance
- Consistently following up poor attendance and punctuality

### Supporting Families

We recognise that sometimes families may need extra support with attendance and punctuality, therefore good communication is essential between you and your key person. The Early Years setting will work with you to support your child's good attendance and punctuality. Where children's attendance is poor and not improving, the setting will talk to you about the available support from your local children's centre, for example, implementing bedtime routines, parenting classes.

## Safeguarding

We all have a duty to keep children safe and protect them from harm and very poor attendance can be an indication of neglect and be seen as a safeguarding issue. Children with below 85% attendance are regarded in school as persistent absentees and those with attendance of less than 60% are likely to be referred to Children's Social Care for neglect.

## Withdrawing a place

Clearly we will make every effort to support good attendance and punctuality, as suggested above. However, if there are no other indicators of concern or vulnerability and your child has failed to attend for 4-6 consecutive weeks or more, without a justifiable reason, we may withdraw your child's place. We can only do this once all other routes have been exhausted and the setting has provided evidence of this to and sought the approval of the Early Years Service.

The process for formally withdrawing a child's place is as follows:

- We will attempt to contact the family twice weekly to meet with them to seek a justifiable explanation (by telephone or home visit and followed up by email), including, of course, first day calling.
- The setting sends a recorded delivery letter during the fourth week to invite the parent to a meeting to discuss the situation and warning them of the action that will be taken after 6 weeks.
- The setting continues to attempt twice weekly contact through phone and email
- The setting sends a recorded delivery letter in the final week, explaining that the place will be withdrawn on a specific date.

## Transition

If you decide to move your child to another setting then please inform us so that we can take them off of our register and send on records to the next setting to ensure smooth transition.

At ..... we believe that

- Regular attendance and good punctuality are important for maximising achievement and obtaining the greatest benefit from education
- Good relationships with children and their families are vital in encouraging regular attendance and punctuality
- Children settle well and want to attend settings when they feel valued and have a sense of belonging
- Good habits of attendance and punctuality are key skills for adult life

### Agreement of Parent/Carer:

Signature: ..... Date: .....

Print Name: .....



## Section 18:

### Early Years Census Data Form

The Census take place once each term Autumn, Spring and Summer.

For further information contact: Tim Keating 0207 527 5692  
[timothy.keating@islington.gov.uk](mailto:timothy.keating@islington.gov.uk)

## Early Years Census Data Form

Name of Setting: \_\_\_\_\_

OFSTED URN number \_\_\_\_\_

**PUPIL DETAILS – please complete in capital letters. Thank you.**

Start Date

Child's Family Name/Surname: \_\_\_\_\_

Child's Preferred Surname (if different from above) \_\_\_\_\_

Child's First Name: \_\_\_\_\_

Child's Middle Name: \_\_\_\_\_

Date of Birth:

Gender: Male Female (circle one)

Birth Certificate seen? Yes No (circle one)

Ethnicity: (please indicate overleaf)

[Please show proof of address]

House/Flat Number: \_\_\_\_\_

House and/or Building Name: \_\_\_\_\_

Road/Street: \_\_\_\_\_

Borough of Residence : \_\_\_\_\_

Full Post code: \_\_\_\_\_

**Special Educational Needs**  
Please indicate below which category your child is in from the following five choices. See the attached information for an explanation of the categories of Special Educational Needs. Please tick in one of the spaces below as appropriate

Early Years Action	A
Early Years Action Plan	P
Statement Of SEN	S
No Special Educational Needs	N
Don't Know	

Full time hours: per week From: \_\_\_\_\_ To: \_\_\_\_\_

(Please ✓)  Term-time only  All year

If part-time please indicate days and hours attending (✓)

**M** From.....To..... **T** From.....To..... **W** From.....To.....

**Th** From.....To..... **F** From.....To.....

Number of hours funded through nursery grant (NEG) per week \_\_\_\_\_

Total number of hours allocated to the child per week \_\_\_\_\_

CHILDREN'S CENTRES ONLY: Child in Need Pupil? YES  NO

CHILDREN'S CENTRES ONLY: Under Fives Advisory Group/SEN referral? YES  NO

Please check that the information recorded on the form is correct before signing

Parent/Carer Signature \_\_\_\_\_ Date \_\_\_\_\_

Head of Centre Signature \_\_\_\_\_ Date \_\_\_\_\_

CEA 2002 categories				
<b>PLEASE NOTE:</b> As of Jan 03, ALL schools will have switched completely to the new DCSF letter codes				
Schools will report back the DCSF letter codes that can be aggregated centrally to the new LBI codes				
<b>LBI CODE</b>		<b>DCSF EXTENDED CODE</b>	<b>LBI CODE</b>	<b>DCSF EXTENDED CODE</b>
<b>British White</b>	<b>(E1)</b>	English (WENG)	<b>Black Other</b>	<b>(E10)</b>
		Scottish (WSCO)		Black European (BEUR)
		Welsh (WWEL)		Black North American (BNAM)
		Other White British (WOWB)		Black Other (BOTB)
<b>Other White</b>	<b>(E2)</b>	Albanian (WALB)	<b>Chinese</b>	<b>(E11)</b>
		Bosnian-Herzegovenian (WBOS)		Any Other Black Background (BOTH)
		Croatian (WCRO)		Chinese (CHNE)
		Greek (WGRK)		Hong Kong Chinese (CHKC)
		Greek Cypriot (WGRC)		Malaysian Chinese (CMAL)
		Greek / Greek Cypriot (WGRE)		Singaporean Chinese (CSNG)
		Gypsy / Roma (WROM)	<b>Mixed Ethnicity</b>	<b>(E12)</b>
		Irish (WIRI)		White & Black Caribbean (MWBC)
		Kosovan (WKOS)		White & Black African (MWBA)
		Italian (WITA)		White & Asian (MWAS)
		Portuguese (WPOR)		Any Other Mixed Background (MOTH)
		Serbian/Yugoslavian (WSER)		White & Pakistani (MWAP)
		Traveller of Irish heritage (WIRT)		White & Indian (MWAI)
		White Eastern European (WEEU)		White & any other Asian background (MWAO)
		White European (WEUR)		White & Chinese (MWCH)
		White Western European (WWEU)		White & any other background (MWOE)
		Other White (WOTW)		Asian & Black (MABL)
		Any Other White Background (WOTH)		Asian & Chinese (MACH)
<b>Turkish (3)</b>	<b>(E3)</b>	Turkish (WTUK)		Asian & any other background (MAOE)
		Turkish Cypriot (WTUC)		Black & Chinese (MBCH)
		Turkish / Turkish Cypriot (WTUR)		Black & any other background (MBOE)
<b>Kurdish</b>	<b>(E4)</b>	Kurdish (OKRD)		Chinese & any other background (MCOE)
<b>Bangladeshi</b>	<b>(E5)</b>	Bangladeshi (ABAN)	<b>Other Ethnic Group</b>	<b>(E13)</b>
<b>Other Asian</b>	<b>(E6)</b>	African Asian (AAFR)		Other mixed (MOTM)
		Indian (AIND)		Afghanistani (OAFG)
		Kashmiri Other (AKAO)		Arab Other (OARA)
		Nepali (ANEP)		Egyptian (OEGY)
		Pakistani: Unspecified (APKN)		Filipino (OFIL)
		Pakistani: Kashmiri (AKPA)		Iranian (OIRN)
		Pakistani: Mirpuri (AMPK)		Iraqi (OIRQ)
		Pakistani: Other (AOPK)		Japanese (OJPN)
		Sinhalese (ASNL)		Korean (OKOR)
		Sri Lankan Tamil (ASLT)		Libyan (OLIB)
		Other Asian (AOTA)		Latin/South/Central America (OLAM)
		Any Other Asian Background (AOTH)		Lebanese (OLEB)
<b>Black Caribbean</b>	<b>(E7)</b>	Black Caribbean (BCRB)		Malay (OMAL)
<b>Black African Somali</b>	<b>(E8)</b>	Somali (BSOM)		Moroccan (OMRC)
<b>Other Black African</b>	<b>(E9)</b>	Angolan (BANN)		Polynesian (OPOL)
		Congolese (BCON)		Thai (OTHA)
		Ghanaian (BGHA)		Vietnamese (OVIE)
		Nigerian (BNGN)		Yemini (OYEM)
		Sierra Leonean (BSLN)	<b>Unknown</b>	<b>(E14)</b>
		Sudanese (BSUD)		Other Ethnic Group (OPEG)
		African: Unspecified (BAFR)		Any Other Ethnic Group (OOTH)
		Other Black African (BAOF)		Refused to Say (REFU)
				Information Not Obtained (NOBT)





## Section 19:

### Pupil Premium Application Form

For Children's Centres, Early Years Centres and Nursery Schools **ONLY**

Pupil Premium can be claimed the term after the child's third birthday

For further information contact: Debra Steveson  
0207 527 5763 [debra.stevenson@islington.gov.uk](mailto:debra.stevenson@islington.gov.uk)

# EARLY YEARS PUPIL PREMIUM APPLICATION FORM

(3 & 4 year olds in 15 hours education only)



PROVIDER STAMP

**Please complete all sections and return to your child's provider:**

Please contact 020 7527 5483 or 020 7527 3196 or 020 7527 7815 should you have any queries about completing the form

## CHILD / CHILDREN DETAILS

Child's Surname	Child's First Name	Date of Birth	Sex M/F	Name of Provider

## PARENT / GUARDIAN DETAILS

Parent/guardian's surname/family name							
Parent/guardian's first name							
Parent/guardian's date of birth							
Parent/guardian's National Insurance No.							
Daytime telephone number							
Parent/guardian's current address					POSTCODE <table border="1"><tr><td></td><td></td></tr></table>		
Please provide your old address if you have moved in the last year							

## SPOUSE / PARTNER DETAILS

Spouse/partner's surname (if applicable)					
Spouse/partner's first name (if applicable)					
Spouse/partner's date of birth					
Spouse/partner's National Insurance No.					

Please (X) if your child is one of the following: Adopted from Care; has left care through special guardianship or is subject to a child arrangement order

Please (X) if you are in receipt of Working Tax Credit

**Please (X) The type of benefit you receive, if any:**

- Income Support  Income-based Jobseeker's Allowance  Income-based Employment Support Allowance  
 Support from NASS (National Asylum Support Service)  
 Support from a local authority SSAT (Social Services Asylum Team)  Guarantee element of State Pension Credit  
 Child Tax Credit and joint income of no more than £16,190

**If your circumstances change, please inform your child's provider immediately!**

## DECLARATION

The information I have given on this form is complete and accurate. Any personal information you give us is held securely and will be used only for council purposes. Information that was given for one purpose may be used for other council purposes, unless there are legal restrictions preventing this.

Signature of parent/guardian:

Date:

## Section 20:

### Arrears Procedure

- Appendix 1 – Community Reminder
- Appendix 2 - Non-subsidised Reminder

## Arrears Procedure

London Borough of Islington has a **'No Arrears Policy'**

### Arrears Procedure

- Provide statements with reminder the first week a parent does not pay and on request
- 1<sup>st</sup> Arrears letter issued if parent does not respond to statement (with reminder)
- 2<sup>nd</sup> Letter issued as soon as the deadline on the 1<sup>st</sup> letter expires (HOC must be informed at this stage if not already)
- Discharge of place with outstanding arrears (LBI run Children's Centres only) must be passed to Early Years Finance with supporting documentation. All other Children's Centres must initiate legal action as appropriate to recover outstanding debts.

## Appendix 1

Dear Parent/Carer

### **Please note:**

The Council operates a **“NO ARREARS POLICY”**

Your account must be kept £100.00 in credit at all times. This is your deposit and will be returned when your child leaves the Centre or deducted from their final week.

All charges and lunch money must be paid at the beginning of the week in advance. (Please note lunch money is payable separately to charges).

The council has an on-line payment system ParentPay ([www.parentpay.com](http://www.parentpay.com)) if you have not already been given your activation letter please ask at reception.

## Appendix 2

Dear Parent/Carer

### **Please note:**

The Council operates a **“NO ARREARS POLICY”**

All charges and lunch money must be paid at the beginning of the week in advance. (Please note lunch money is payable separately to charges).

The council has an on-line payment system ParentPay ([www.parentpay.com](http://www.parentpay.com)) if you have not already been given your activation letter please ask at reception.

## Section 21:

### Arrears – 1<sup>st</sup> Letter

- Appendix 1- Non subsidised under Three 1<sup>st</sup> Arrears letter
- Appendix 2 - Non subsidised over Three 1<sup>st</sup> Arrears letter
- Appendix 3 - Community under Three 1<sup>st</sup> Arrears letter
- Appendix 4 - Community over Three 1<sup>st</sup> Arrears letter

.....Children's Centre  
<ADDRESS>  
<0207.....>

**APPENDIX 1**

This matter is being dealt with by:  
<NAME>

RE: 1<sup>st</sup> ARREARS NOTICE

<DATE>

Dear .

According to our records, by the end of this week <DATE> you will be <£.....> in arrears, for <NAME OF CHILD> 's place at the Centre. (See statement attached).

The account must be kept £100.00 in credit at all times this is your deposit, which will be returned when <NAME OF CHILD> leaves. Therefore the total owing is <£.....>

As you know, the Council operates a “**No Arrears**” policy, and parents are required to pay in advance, on a weekly or monthly basis.

I would be grateful if you could either:

- pay the arrears on receipt of this letter, or
- contact me by the <DATE> to arrange a meeting to agree how the outstanding sum will be cleared.

Yours sincerely

Head of Centre



.....Children's Centre  
<ADDRESS>  
<0207.....>

## APPENDIX 2

This matter is being dealt with by:

<NAME>

RE: 1<sup>st</sup> ARREARS NOTICE

<DATE>

Dear .

According to our records, by the end of this week <DATE> you will be <£.....> in arrears, for **NAME OF CHILD**'s place at the Centre. (See statement attached).

The account must be kept £100.00 in credit at all times this is your deposit, which will be returned when <NAME OF CHILD> leaves. Therefore the total owing is £.....

The lunch is also in arrears of <£.....> as of the same date. (Please note lunch is payable separately to charges).

As you know, the Council operates a “**No Arrears**” policy, and parents are required to pay in advance, on a weekly or monthly basis.

I would be grateful if you could either:

- pay the arrears on receipt of this letter, or
- contact me by the <DATE> to arrange a meeting to agree how the outstanding sum will be cleared.

Yours sincerely

Head of Centre



.....Children's Centre  
**ADDRESS**  
**<0207.....>**

**APPENDIX 3**

This matter is being dealt with by:  
**<NAME>**

RE: 1<sup>st</sup> ARREARS NOTICE

**<DATE>**

Dear .

According to our records, by the end of this week **<DATE>** you will be **<£.....>** in arrears, for **<NAME OF CHILD>**'s place at the Centre. (See statement attached).

As you know, the Council operates a "**No Arrears**" policy, and parents are required to pay in advance, on a weekly or monthly basis.

I would be grateful if you could either:

- pay the arrears on receipt of this letter, or
- contact me by the **<DATE>** to arrange a meeting to agree how the outstanding sum will be cleared.

Yours sincerely

Head of Centre

.....Children's Centre

**ADDRESS**

**<0207.....>**

#### **APPENDIX 4**

This matter is being dealt with by:

**<NAME>**

RE: 1<sup>st</sup> ARREARS NOTICE

**<DATE>**

Dear .

According to our records, by the end of this week **<DATE>** you will be **<£.....>** in arrears, for **<NAME OF CHILD>**'s place at the Centre. (See statements attached).

The lunch is also in arrears of **<£.....>** as of the same date. (Please note lunch is payable separately to charges).

As you know, the Council operates a **"No Arrears"** policy, and parents are required to pay in advance, on a weekly or monthly basis.

I would be grateful if you could either:

- pay the arrears on receipt of this letter, or
- contact me by the **<DATE>** to arrange a meeting to agree how the outstanding sum will be cleared.

Yours sincerely

Head of Centre

## Section 22:

### Arrears – 2<sup>nd</sup> Letter

- Appendix 1- Non subsidised under Three 2<sup>nd</sup> Arrears letter
- Appendix 2 - Non subsidised over Three 2<sup>nd</sup> Arrears letter
- Appendix 3 - Community under Three 2<sup>nd</sup> Arrears letter
- Appendix 4 - Community over Three 2<sup>nd</sup> Arrears letter



.....Children's Centre

**ADDRESS**

**<0207.....>.**

**APPENDIX 1**

This Matter is being dealt with by:

**<NAME>**

**RE: 2<sup>nd</sup> ARREARS NOTICE**

**<DATE>**

Dear

You did not respond to my letter **<DATE>** notifying you that you were in arrears.

According to our records, by the end of this week **<DATE>**, you will be **£.....** in arrears for **NAME OF CHILD**'s place at the Centre. Please find enclosed a copy of your statement of account, for your information.

The account must be kept £100.00 in credit at all times this is your deposit, which will be returned when **NAME OF CHILD** leaves. Therefore the total owing is **£.....**

I regret to inform you that, unless all the arrears and all charges due are cleared by Monday **<DATE>** your child's place will be withdrawn from Monday **<DATE>** inclusive.

I would like to invite you to a further meeting at the Centre to discuss arrangements for clearing these arrears by the deadline. Please feel free to contact me on 020 7 **<.....>**

Yours sincerely

Head of Centre



.....Children's Centre  
**ADDRESS**  
**<0207.....>**

**APPENDIX 2**

This Matter is being dealt with by:  
**<NAME>**

**RE: 2<sup>nd</sup> ARREARS NOTICE**

**<DATE>**

Dear .

You did not respond to my letter, **<DATE>** notifying you that you were in arrears.

According to our records, by the end of this week **<DATE>**, you will be **<£.....>** in arrears for **<NAME OF CHILD>**'s place at the Centre. Please find enclosed a copy of your statement of account, for your information.

The account must be kept £100.00 in credit at all times this is your deposit, which will be returned when **<NAME OF CHILD>** leaves. Therefore the total owing is **<£.....>**

The lunch is also in arrears of **£.....** as of the same date. (Please note lunch is payable separately to charges).

I regret to inform you that, unless all the arrears and all charges due are cleared by Monday **<DATE>** your child's place will be withdrawn from Monday **<DATE>** inclusive.

I would like to invite you to a further meeting at the Centre to discuss arrangements for clearing these arrears by the deadline. Please feel free to contact me on 020 77.....

Yours sincerely

Head of Centre

.....Children's Centre  
**ADDRESS**  
**<0207.....>**

**APPENDIX 3**

This Matter is being dealt with by:  
**<NAME>**

**RE: 2<sup>nd</sup> ARREARS NOTICE**

**<DATE>**

Dear .

You did not respond to my letter **<DATE>** notifying you that you were in arrears.

According to our records, by the end of this week **<DATE>** you will be **<£.....>** in arrears for **<NAME OF CHILD>**'s place at the Centre. Please find enclosed a copy of your statement of account, for your information.

The lunch is also in arrears of **£.....** as of the same date. (Please note lunch is payable separately to charges).

I regret to inform you that, unless all the arrears and all charges due are cleared by Monday **<DATE>** your child's place will be withdrawn from Monday **<DATE>** inclusive.

I would like to invite you to a further meeting at the Centre to discuss arrangements for clearing these arrears by the deadline. Please feel free to contact me on 020 7 .....

Yours sincerely

Head of Centre

.....Children's Centre  
<ADDRESS>  
<Tele>.....

**APPENDIX 4**

This Matter is being dealt with by:  
<NAME>

**RE: 2<sup>nd</sup> ARREARS NOTICE**

<DATE>

Dear .

You did not respond to my letter, <AMOUNT> notifying you that you were in arrears.

According to our records, by the end of this week <AMOUNT>, you will be <AMOUNT> in arrears for <NAME OF CHILD>'s place at the Centre. Please find enclosed a copy of your statement of account, for your information.

I regret to inform you that, unless all the arrears and all charges due are cleared by Monday <DATE> your child's place will be withdrawn from Monday <DATE> inclusive.

I would like to invite you to a further meeting at the Centre to discuss arrangements for clearing these arrears by the deadline. Please feel free to contact me on 020 7 .....

Yours sincerely

Head of Centre

## Section 23:

### Discharged Arrears/Credits Policy

- Appendix 1 - Discharged Arrears/Credit Policy
- Appendix 2 - Example of Spread-sheet
- Appendix 3 - Discharged Arrears Notice
- Appendix 4 - Final Notice – Discharged Arrears



## **Appendix 1**

### **Discharged Arrears/Credit Policy**

All parent/s/carers Day-care charges accounts should be monitored in accordance with the arrears policy.

Should a parent/carer leave with outstanding arrears or be discharged (due to arrears) you must continue to make every effort to recover the debt by following below:

- **'Discharged Arrears Notice 1'**

If the parent/carer responds to this letter you will need to set up a meeting with them, it is important to ensure you put in place a realistic agreement of how they are going to repay the debt. This must be supported in writing and signed:

- **'Agreement for Payment of Outstanding Arrears'**

If this agreement is not adhered to issue the final letter:

- **'Final Notice of Outstanding Arrears'**

Hard copies of all the correspondence should then be sent to (see below) and the Finance team will raise an invoice which may result in legal action. (LBI Only)

Early Years Finance  
2<sup>nd</sup> Floor  
7 Newington Barrow Way  
N7 7EP

**ALL DISCHARGED ARREARS/CREDITS MUST BE  
CARRIED FORWARD FROM PREVIOUS FINANCIAL YEAR  
TO THE NEW FINANCIAL YEAR**



## 'Discharge Tab'

Blank Day-care charges Spreadsheet 2013-14.xls [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

fx Name Of Child

1 Enter the Child's Name in the first column, and the date of discharge in the second column.  
 2 The current discharge arrears will come up automatically in the third column.  
 3 When payments are made against the arrears, enter the amounts on the Weekly Tables (as  
 4 you did when the child was on the current roll). The discharge arrears below will adjust  
 5 automatically. To print the Discharge Table, click on File Print OK, or on the Print toolbar button]

DISCHARGE TABLE		
Name Of Child	Date Of Discharge	Discharge Arrear/Credit To Date
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
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		£0.00
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		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00

Ready

FullYear TTO Marketed City Playscheme Discharge Day-care Charging Weeks Statement Mthly Report

start Inbox - Mail... J:\Educatio... Discharged ... Early Years ... Microsoft E... 12:52

- enter the child's name (Name of Child - Column B)
- enter the date of discharge (Date of Discharge - Column C)
- discharged Arrears/Credits to date will appear automatically (Column D)

Note: The discharged arrears procedure must continue to be followed, it is advised to refund any credits before the end of the financial year to avoid carry over. See: [Section 21: Refunds of Day-care charges](#)

**Appendix 3**

.....**Children's Centre**  
**<ADDRESS>**  
**<Tele>.....**

This Matter is being dealt with by:  
**<NAME>**

**DISCHARGED ARREARS NOTICE**

**<DATE>**

Dear

According to our records, there remains an outstanding balance of **<£AMOUNT>** for **<CHILD'S NAME>** former place at the centre. (See statement attached).

As you are aware the council operates a “**No Arrears Policy**”

We must ask you to make arrangements as soon as possible for clearing these arrears.

Please contact me on 020 7**<TEL>** by **<DAY DATE>**, to discuss your arrangements for clearing these arrears. I am afraid if we do not hear from you by this date we will have no alternative but to forward this matter to the Councils debt collections service.

Yours sincerely

**<NAME>**  
Head of Centre

**Appendix 4**

.....Children's Centre  
<ADDRESS>  
<Tele>.....

This matter is being dealt with by.  
<NAME>

<DATE>

**FINAL NOTICE – DISCHARGED ARREARS**

Dear <NAME>

You did not make your agreed payment for week beginning <DATE>.

As set out in further to our conversation you have agreed to make payments of £<AMOUNT> every calendar month starting on <DATE>

As you are aware the council operates a “NO ARREARS POLICY”

Please complete and sign the bottom of this letter and return the whole letter to me by Monday <DATE>.

I agree to the payments as set out above and understand that if I miss a payment I will have to clear all of the outstanding arrears. Should I fail to do this my account will be referred to London Borough of Islington debt collection service.

Signature.....

Date.....

Yours sincerely

<NAME>  
Head of Centre

## Section 24:

### Play-scheme Policy

- Appendix 1 - Emergency Contact forms
- Appendix 2 - Agreement Letter

## Play-scheme Policy

How many places do you have to offer – Check how many spare staff you will have during the holidays and is it viable

### Who can apply

- Ex pupils and siblings
- Children on roll cannot take part in Play-scheme, unless in an emergency at the Head of Centre's discretion - these charges must be applied at **holiday rate not play-scheme rate**.
- Places are allocated first to those who live in Islington, second to those who work in Islington, and third to other applicants in line with the admissions policy.

Letter of agreement must be agreed and signed by the parent/carer (See below) clearly showing days, hours and costs.

Emergency contact details must be obtained each time a child attends regardless if the child attended the previous half term etc it must be re-done.

Times – 8.30 – 5.30  
           8.30 – 3.30  
           9.30 - 3.30  
           9.30 – 5.30

Costs –

**ISLINGTON EARLY YEARS CENTRES AND NURSERY SCHOOLS**  
**SESSIONAL AND WEEKLY CHARGES - FROM September 2014**

**Play-scheme charges per week**

**Normal rate**

Under 3s	<b>6 hrs</b> 9:30 - 3:30	97.31
	<b>9 hrs</b> 8:30 - 5:30	130.43
3s & above	<b>6 hrs</b> 9:30 - 3:30	88.42
	<b>9 hrs</b> 8:30 - 5:30	117.94
<b>Concessionary rates</b>		
Under 3s	<b>6 hrs</b> 9:30 - 3:30	48.66
	<b>9 hrs</b> 8:30 - 5:30	64.86
3s & above	<b>6 hrs</b> 9:30 - 3:30	44.18
	<b>9 hrs</b> 8:30 - 5:30	58.97

**PLEASE NOTE THE COUNCIL HAS A 'NO ARREARS' POLICY**

**Collection of charges** – All money must be paid up front and no refunds given once agreement signed – Due to arranging or having to buy in staff.

**Once money is received** – This must be shown as separate income on the MSRB (LBI Only) this money can then be spent under expenditure code EC00

**Advertising Play-scheme** – Must contain – Costs, times and who can apply

## Appendix 1

### Children’s Centre / Early Years Centre

#### Emergency Contacts for Play-scheme

**Person with parental responsibility:**

Please complete all parts of this form before your child attends the play-scheme and bring it with you on the first day. If you do not, your child will not be able to attend.

Name of Child:
----------------

Date of Birth:
----------------

Parent/Carer 1:  Address:	Home Phone:  Work Phone:  Mobile Phone:  Email:
---------------------------------	---

Parent/Carer 2:  Address:	Home Phone:  Work Phone:  Mobile Phone:  Email:
---------------------------------	---

Emergency contact numbers must be of people that live within the area and will collect your child should they become ill or need emergency medical treatment. **(Please note you must also provide a land line number if you are giving a mobile)**

Name:
Phone:

Name:
Phone:

Name:
Phone:

Name:
Phone:



Does your child have any medical needs ie: Allergies, Health, Disabilities or any Dietary Needs, if yes please state below.

Medical Information:
----------------------

**Permissions** (this must be completed by a person who has parental responsibility)

	Statement	Permission given (Please circle one)
<b>Sun protection</b>	<i>I give permission for my child to have sun block administered if necessary during the summer months.</i>	Yes / No
<b>Outings</b>	<i>I give permission for my child to be taken on local outings.</i>	Yes / No
<b>Emergency medical treatment</b>	<i>In the event of the centre not being able to contact any of the emergency numbers I have provided above, I give permission for my child to be taken to hospital for appropriate medical treatment.</i>	Yes / No
<b>Signature of Person with Parental Responsibility:</b>		<b>Date:</b>

<b>Photos and Video</b>			
<p>We take photographs and video of the children attending the centre. These are used during your child's time with us for:</p> <ul style="list-style-type: none"> <li>• children's profile books</li> <li>• books the children make themselves</li> <li>• displays in the centre, including the 'live channel' screens in the centre if applicable</li> <li>• staff training and professional development within the centre</li> </ul> <p>If you are happy for us to photograph and video your child to be used for these purposes, please complete and sign below:</p>			
<p><b><i>I give permission for my child to be photographed and videoed at</i></b>                  ..... (Setting name).  <b><i>I understand that these photographs and video may be used in the ways listed above.</i></b></p>			
<b>Signature of person with parental responsibility:</b>		<b>Date:</b>	

The centre has a duty to safeguard children and follow child protection procedures as set out in 'Working Together to Safeguard Children', March 2013. Further information is provided in the centre's safeguarding policy.

London Borough of Islington will handle the information you have provided in line with the provisions of the Data Protection Act. Any personal information will be held in confidence with only the necessary people able to see or use it. Under the Data Protection Act you have the right to make a formal request in writing for access to personal data held about you or your child.

Islington has a duty under the Children's Act 2004 to work with partners to deliver and improve services to children and young people in the area. Therefore Islington may also use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people. Islington also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of fraud.

For more detailed information please contact the Senior Information Manager on 0207 527 2000 or email [contact@islington.gov.uk](mailto:contact@islington.gov.uk) or visit the web page: [www.islington.gov.uk/legal](http://www.islington.gov.uk/legal)

## Appendix 2

<Date>

### Re: Holiday Play-scheme

<Name of child> has been allocated a place for the holiday play-scheme.

The hours and days allocated are: .....

Total Charge Payable: £<AMOUNT>

Lunch is: <AMOUNT> per day Total Lunch Payable: <AMOUNT> (Please note this charge is payable separately).

All charges are payable in advance, there are no refunds should your child be absent for any reason. If you are on benefits please bring in evidence of this to qualify for concessionary rates. You must make payments in full, complete the enclosed emergency contact letter, complete below and return the whole letter no later than <DATE> this will confirm your place. If you fail to do so we will offer your place to the next person on the list.

**Please note all outstanding arrears must be cleared before your child's Play-scheme place can be confirmed.**

**(Note: Payment of charges are only accepted via the payment system ParentPay ([www.parentpay.com](http://www.parentpay.com)) if you are not already set up on this system please contact <NAME> immediately <020 7527 000000>.**

Name of Child: \_\_\_\_\_

Hours allocated: \_\_\_\_\_

Total charge payable: \_\_\_\_\_

Total lunch payable: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Section 25:**

# Refunds of Day-care charges

## Refund of Day-care Charges

### No refund is payable if the centre is closed for:

- Training days
- Bank holidays
- Normal 3 week closure (the 3 weeks would be a nil charge)
- Non attendance of a child

### Refunds are payable if the centre is closed due to No Service ie:

- Development sessions
- Lack of utilities
- Strike Actions
- Polling

Refunds are only given for the contractual hours on the day which the centre closed. *Eg: 3yr old (term after third) attending 5 days per week TTO 8.00-5.30, would be due a refund for 6.5 hours multiplied by the assessed hourly rate. ( 9.5 hours per day minus 3 hours NEF = 6.5)*

The refund must be deducted from the amount due in the week of the closure and be clearly marked in the comments column.

### **Overpayment:**

- If there has been an overpayment (When a child leaves)

If a child has left the centre and has a credit then a refund must be in the form of a cheque.

Refunds should be clearly marked on the day-care spreadsheet using the comments column and the refund must be entered into the payment column as a minus (–£20.00).

### *Illustration on Day-care spreadsheet*

Week 1		Week Ending:		03/04/2009	
Name of Child	Comments	Amt Due	Amt Paid	Prev Bal	
A	Devel Refund	=255.00-5.10*5			Marketed place under three 8-6 5 days
B	Overpayment Refund Cheque Issued	0.00	-220.00		Account in credit for 200.00 on the date of the child's last day
C	Burst pipes 2 x day refund	=255.00/5*3			Marketed place under three 8-6 5 days