



Family and Young People's Service

Children's Centres Admissions and Charging Policy

This document reflects the statutory and policy position in July 2011 and will be updated annually from April 2012.

Version 1.1-July 2011

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1.1 Introduction

The document provides information on how parents and carers can access the subsidised care and education places within the maintained sector in the City of London. The City is responsible for one maintained¹ early years provision which is the Cass Child and Family Centre, the centre provides early education and affordable childcare along with a range of free activities for families with children aged from birth – 5² years old.

The City also has an arrangement with the Golden Lane Children's Centre in Islington to enable City families resident in the north-west of the City to access a local children's centre.

This document explains the City's policy and process for making the places at Cass and Golden Lane available to families, and the rules about how the City decides which children are offered places.

1.2 Management of the Admissions Process

Admissions will be managed by the centres from 1 April 2011; therefore all applications should be made directly to the centre (This excludes applications for priority referral places or the 2 year old offer which should be made directly to the City of London and addressed to the City's Education and Early Years Manager).

NB. There is a range of private and independent nurseries in the City that offer good quality early education and childcare: for more information about them please contact the Family and Young People's Information Service on 020 7332 1002 or visit www.fyi.cityoflondon.gov.uk.

¹ Maintained – this means a setting or school that the local authority has overall responsibility for.

² Children start school in the term after their fifth birthday, so children move up at this time.

1.3 What Early Years and Childcare Provision is covered by this Admissions Policy?

The City has pulled together a range of early education and childcare provision into this document to help families have a clear understanding of what is available and how to access it.

The policy incorporates;

- the statutory requirement to provide early years and childcare places for city resident children identified as being in need of additional support;
- the sufficiency duty to ensure that families resident in the City have access to good quality affordable childcare;
- the 2 year old offer of 15 hours free childcare and family support for low income families; and
- the free nursery education offer for 3 & 4 yr. olds.

Under this admissions policy priority will be given firstly to children who are assessed as having an additional need and then to families on incomes under £55,000. In addition 4 places are prioritised for Key Workers working in the City of London. Places unfilled through these routes may be marketed to those on a higher income firstly to City residents, and then non-City residents. Decision to allocate these remaining places will take place the following half term.

The City also wishes to support City workers and non-City residents to access early year's provision in the City. Parents/carers who are unable to access a place at Cass Child and Family Centre or Golden Lane Children's Centre may obtain a place at one of the local private nurseries. Information on these nurseries is available from the City of London Family and Young People's Information Service.

1.4 What Provision is available for Children of Different Ages within this Policy?

0 – 2

Part-time and full-time Community places are available for children aged from 3 months to 2 years in both children's centres; these places are subject to the City's charging policy against an assessment of income.

The two year olds offer.

A number of the community places for two year olds will be made available as part of the government initiative, which is aimed at two year olds from low income families and provides up to 15 hours free childcare to families in receipt of income support or a higher rate of Working Tax Credits.

These places are for key groups of children who will benefit most from early access to childcare. The aim is to involve parents and families to better support their child's learning and development through partnership working with Children's Centres, Health Services, and the City's Education and Early Years' Service. Families will need to meet the qualifying criteria to get a free childcare place. See pages 10 -13 for the full list of criteria.

Three year olds – free early education offer

All children aged 3 are entitled to up to 15 hours of free early education per week for a maximum of 38 weeks a year from the term after their third birthday until the term after their fourth birthday.

All places offered to children aged 3 will be offered on a part time basis only. Parents/carers wishing to take up additional childcare hours/sessions at either Cass Child and Family Centre or Golden Lane Children's Centre above the part time offer will need to contact the centre directly to arrange this; additional hours will be charged using the City of London's charging policy. See pages 14 -16.

Four year olds - free early education offer

The City will aim to offer all three year old children in receipt of a part time place, a full time 30 hour early education place in the term in which they become four. (For children with July and August birthdays, a full time place will be offered for the summer term).

Extended hours

A limited number of extended hour's places are available at both Cass Child and Family Centre and Golden Lane Children's Centre. For these extended hours, parents will be charged in accordance with the City of London's charging policy. See pages 14 -16.

2. Cass Child and Family Centre (CCFC)

The Cass Child and Family Centre is located in the east of the City and is a recognised Sure Start Children's Centre. The centre also incorporates the nursery and reception classes for Sir John Cass's Foundation Primary School.

The centre provides full and part time childcare and is open 50 weeks a year from 8am – 6pm. The centre was judged as 'Good' by OFSTED in its 2008 inspection. The school was judged as 'Outstanding' by OFSTED in its 2008 inspection.

Places at Cass Child and Family Centre comprise a mixture of core day, extended day, term-time, and all year round places across the 0 -4 age range. They may be filled on a full or part time basis. A small number each year are allocated to children with additional educational, health or social needs. Places are prioritised for City children with additional needs and for families with low incomes.

Parents/carers applying for community places at Cass Child and Family Centre may qualify if they are:

- A resident in the City of London; and
- in full time employment or education/training; and
- on a low income.

Key Worker places, additional criteria:

The qualifying criteria for the 4 key workers places are:

- A key worker; (as defined on page 12)
- working within the City of London; and
- have an income below £55,000

All parents offered a childcare place will be asked to undertake an income assessment in order to determine the level of charges payable in accordance with the City's charging policy. Free places will be available only for Priority Referral places where parents have no income or are on Income Support or Job Seeker's Allowance.

2.1 Places at Cass Child and Family Centre

Childcare places available in each age range at Cass Child and Family Centre:

Core day term-time places

Age range	Community Places full time equivalent places (FTE)	Nursery Education places (in accordance with school admissions policy)
0-2s	6 (2 of these places will be prioritised for Key Workers)	
2-3s	8 (2 of these places will be prioritised for Key Workers)	
3-4s	10	20

Nursery Education Places

Nursery Education Places belong to the school and are managed by the governors who will allocate them according to the school's published admission policy. Please contact Sir John Cass's Foundation Primary School directly for details of the admissions process.

Extended hours

Some, but not all, community places carry the option of an extended day.

3. Golden Lane Children's Centre

Golden Lane Children's Centre is situated in the Golden Lane Campus and is part of Prior Weston School at the Golden Lane Campus in the EC1 area of the London Borough of Islington. The setting is open weekdays from 8am to 6pm for 49 weeks a year. The children Centre was judge as 'Good' in its 2010 inspection.

The City has an allocation of 12 places across the 0 – 4 age range at the Golden Lane Children's Centre.

The 12 places at Golden Lane comprise a mixture of core day, extended day, term-time, and all year round places across the 0 – 4 age range. They may be filled on a full or part time basis. A small number each year are allocated to children with additional educational, health or social needs.

Parents/carers applying for community places at Golden Lane may qualify if they are:

- a resident in the City of London; and
- in full time employment or education/training; and
- on a low income.

3.1 Places at Golden Lane Children's Centre

Core day term-time places

Age range	Community Places full time equivalent places (FTE)
0 – under 3s	4
3 – 4s	8

Extended hours

Some, but not all, community places carry the option of an extended day.

Parents who do not qualify for a City funded community place at Golden Lane Children's Centre can apply for an Islington marketed place and should contact the centre.

4. How to Apply and the Admissions Routes

Parents/carers of children living in the City can apply directly to Cass Child and Family Centre or to Golden Lane Children's Centre for a community place by completing the City's Children's Centre Application Form and a financial assessment.

Applications will only be considered when both forms have been completed and returned. Places will be made available using the admissions routes outlined below.

The routes for admission are:

Priority Referral Place – for children who have been identified as Children-in-Need through a statutory Children Social Care assessment or for children with additional needs identified through a the multi-agency Common Assessment Framework.

Two year old offer Place – for two year olds from low income families (in receipt of income support or a higher rate of Working Tax Credits).

Community Place – for families resident in the City where parents/carers who are in full time education, training or employment. These applications will be managed by the Children's Centres. Community places are prioritised for low income families' using the City's charging policy which can be found on pages 14 - 16.

Community Key Worker Place – available at Cass Child and Family Centre for City workers in essential services as listed below, and only applies to children under the age of three.

A Key Worker must have a permanent contract of employment and be working for at least 17.5 hours a week. These applications will be managed by Cass Child and Family Centre.

Marketed Community Place – may become available when community places have not been filled through the routes above, and allowing for emergency requirements, may be marketed to those on a higher income, firstly to City residents and then non-City residents.

4.1 Emergency places

A small number of places for each age group will be held back for emergency priority referrals.

5. The Admissions Criteria

5.1 Priority Referral

A priority referral application can only be made by a professional through a multi- agency Common Assessment or through a statutory Children’s Social Care assessment.

Priority referral allocations will be made by the City’s multi-agency Early Intervention Panel, and places may be offered on a full or part time basis. Eligible children will be allocated places by the panel in the following order of priority:

	Criteria		Panel order
1	Children who are assessed as requiring additional services in order to reach or keep up a reasonable standard of health or development <u>and</u> who are:		
	Children who are “Looked After”	1	A
	Children subject to Court Orders or Police Powers of Protection	2	A
	Children who have a Child Protection Plan	3	A
	Children who are likely to become “Looked After”	4	B
	Children whose parents [or primary carers] are experiencing difficulty as a result of drug or alcohol related problems	5	B
	Children living with domestic violence	6	B
	Children of parents who are school age (who would be excluded from school without childcare)	7	C
	Children who have suffered abuse in the past	8	C
	Children who are privately fostered	9	C
	Children who are unaccompanied refugees or asylum seekers	10	C
	Children who are homeless	11	D
	Children who are currently housed in bed and breakfast or hostel accommodation (temporarily housed)	12	D
	Children whose parents [or primary carers] have a significant physical or mental illness or physical or learning disability	13	E
2	Children with a disability. That is a child with one of the following conditions which must be both permanent and substantial:		
		14	E

	A visual impairment		
	A <u>mild</u> to <u>moderate</u> speech and language delay		
	A communication impairment		
	A physical disability or chronic illness		
	A hearing impairment		
	A <u>mild</u> to <u>moderate</u> learning difficulty		
	Children with serious emotional or behavioural difficulties	15	F
	Children who are siblings of disabled children	16	G

5.2 Two Year Old Offer

In order to be eligible for up to 15hrs of free childcare, families must be resident in the City and meet at least one of the national criteria.

1	<p>National Criteria - parents/carers must prove they are in receipt of one or more of the following:</p> <ul style="list-style-type: none"> • Income support • Income based Jobseeker's Allowance • Child Tax Credit at a rate higher than the family element • Extra Working Tax Credit relating to disability, or • Pension Credit
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5.3 Community Places

Places will be allocated in the following order of priority:

For children aged three months – 3 years old

1	City families where the parents / carers are in full time or part time education, training or employment with a household income below £55,000.*
2	City families where the parents / carers are in full time education in an establishment with no crèche facilities available on site or where there is no other financial support available. Confirmation from the course tutor will be required.
3	To City children with a sibling registered in the children's centre.
4	City children living nearest the school or centre (this is measured by the shortest available walking route from the home to the school; accessibility by car or public transport will be disregarded).

*Families with the lowest household income will be allocated a place first. Evidence of household income will be through a financial assessment and supporting documentation.

For children aged 3 and 4

1	Children under 3 already in a community place at the children's centre
2	City families where the parents / carers are in full time or part time education, training or employment with a household income below £55,000.*
3	City children living nearest the school or centre (this is measured by the shortest available walking route from the home to the school; accessibility by car or public transport will be disregarded)

*Families with the lowest household income will be allocated a place first. Evidence of household income will be through a financial assessment and supporting documentation.

5.4 Community Key Worker Places at Cass Child and Family Centre (for children under 3)

For the purpose of this policy document Key Workers must have a permanent contract of employment and be working for at least 17.5 hours a week in one of the following essential services:

Police officers and community support officers

Clinical NHS staff

Social care workers

Teachers and support staff

Fire service

All applicants will be expected to fill out an income assessment form.

Key worker places will be offered in the following order of priority:

1.	<p>First priority is given to key workers working in the City of London based on the distance of their workplaces to the Centre.</p> <ul style="list-style-type: none"> o Priority for the 2-3 year old places will be given to children already occupying a 3 month to 2 year old place o Places will be offered in the first instance where it will enable a parent to return to work after maternity/paternity leave o A change in employment resulting in a move to another site will mean the automatic loss of the place.
2.	Second priority is given to siblings of children already attending the Centre
3.	Third priority is given to other City workers based on the distance of their workplace to the Centre.
4.	Fourth priority is given to any other families based on the distance of their residence to the centre

5.5 Marketed Community Places at Cass Child and Family Centre.

Marketed Community places may come available when community places have not all been filled by the above routes.

Marketed Community Places are allocated in the following order of priority:

1. To those who live in the City of London with higher incomes
2. To those who work in the City of London
3. To all other applicants.

Where applications outnumber places available, priority will be in accordance with date of application.

6. Charging Policy

CASS CHILD AND FAMILY CENTRE

From 1 May 2011 there will be three levels of charges for City parents related to 3 'bands' of family income and one higher band for non-City residents. For parents with 'priority referrals' who have no income or are in receipt of Job Seeker's Allowance or Income Support, there will be no charge.

The 3 bands are:

Band 1	Family Income	up to £31,000
Band 2	Family income	£31,000 to £55,000
Band 3	Family income	over £55,000
Non City residents		

The new charges:

Under 3's All year round							
Income Band	Band	Hours Per Day	Hourly rate	Daily rate	Weekly Rate		
up to £30,999	1	8am-6pm	10hrs @ £3.06	£ 30.60	£153.00		
		9am-6pm	9hrs @ £3.06	£ 27.54	£137.70		
		8am-3:30pm	7.5 @ £3.06	£ 22.95	£114.75		
		9am-3:30pm	6.5 @ £3.06	£ 19.89	£ 99.45		
£31,000 - £54,999	2	8am-6pm	10hrs @ £3.96	£39.60	£198.00		
		9am-6pm	9hrs @ £3.96	£35.64	£178.20		
		8am-3:30pm	7.5hrs @ £3.96	£29.70	£148.50		
		9am-3:30pm	6.5hrs @ £3.96	£25.74	£128.70		
over £55,000	3	8am-6pm	10hrs @ £4.69	£ 46.90	£234.50		
		9am-6pm	9hrs @ £4.69	£ 42.21	£211.05		
		8am-3:30pm	7.5hrs @ £4.69	£ 35.17	£175.85		
		9am-3:30pm	6.5hrs @ £4.69	£ 30.48	£152.40		
Non City residents		8am-6pm	10hrs @ £5.10	£ 51.00	£255.00		
		9am-6pm	9hrs @ £5.10	£ 45.90	£229.50		
		8am-3:30pm	7.5hrs @ £5.10	£ 38.25	£191.25		
		9am-3:30pm	6.5hrs @ £5.10	£ 33.15	£165.75		
3 year olds Term Time Only from the term after the 3rd birthday		9am to 3.30pm incl the 15hrs free entitlement	8 – 9am incl breakfast	3.30-4.30pm incl tea	4.30-5.45 pm	5.45-6pm	8am-6pm
Income Band	Band	weekly	daily	daily	daily	daily	weekly
up to £30,999	1	£48 .00	£4.00	£4.00	£4.00	£1.00	£113.00
£31,000 - £54,999	2	£64.00	£4.00	£4.00	£4.00	£1.00	£129.00
over £55,000 -	3	£80.00	£4.00	£4.00	£4.00	£1.00	£145.00
Non City residents		£88.00	£4.00	£4.00	£4.00	£1.00	£153.00

Holiday Rates

Parents using childcare places during the holiday will be asked to undertake an income assessment process which will assist the City in setting new charges for future holidays which will be fair and appropriate. Parents will be notified of the new rate for future holiday childcare in due course.

Reduced charges

- There will be a reduced charge of 25% for all children with disabilities (so parents will pay 75% of the standard charge)
- There will be reduced charges for all parents with more than one child at the Centre for individual siblings, as follows:
 - 25% reduction for the second child only
 - 35% reduction for the third child only
 - 45% reduction for the fourth child and each child thereafter

Where we have not received a completed financial assessment of income parents/carers will be charged the highest rate.

7. Charging Policy

GOLDEN LANE CHILDREN'S CENTRE

Banding

From 1 September 2011 there will be three levels of charges for City parents related to 3 'bands' of family income and one higher band for where we have not received a completed financial assessment of income.

The 3 bands are:

Band 1	Family Income	up to £31,000
Band 2	Family income	£31,000 to £55,000
Band 3	Family income	over £55,000

The new charges:

Under 3 years old				(8.00am – 6pm)	
Income Band	Band	Hours Per Day	Hourly rate	Term time weekly rate	Holiday weekly rate
up to £30,999	1	8am-6pm	£3.10	£153.00	£153.00
£31,000 - £54,999	2	8am-6pm	£4.00	£197.90	£197.90
over £55,000	3	8am-6pm	£4.70	£234.60	£234.60
No income assessment		8am-6pm	£5.10	£255.00	£255.00
Over 3s					
Income Band	Band	Hours Per Day	Hourly rate	Term time weekly rate	Holiday weekly rate
up to £30,999	1	8am-6pm	£2.90	£102.80	£153.00
£31,000 - £54,999	2	8am-6pm	£4.20	£145.70	£197.90
over £55,000	3	8am-6pm	£5.10	£179.90	£234.60
No income assessment		8am-6pm	£5.70	£199.00	£255.00

Term time weekly rate allow for the 15 hour free Nursery Education Fund entitlement

Reduced charges

- There will be a reduced charge of 25% for all children with disabilities (so parents will pay 75% of the standard charge)
- There will be reduced charges for all parents with more than one child at the Centre for individual siblings, as follows:
 - 25% reduction for the second child only
 - 35% reduction for the third child only
 - 45% reduction for the fourth child and each child thereafter

Where we have not received a completed financial assessment of income parents/carers will be charged the highest rate.

