

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 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
3. 15 hour free early education and childcare for 2 year olds must provide proof of eligibility
4. 30 hour free early education and childcare for 3 and 4 year olds must provide their eligibility code.

Registering a child for a community place

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
- ❖ GP's name, address and telephone number
- ❖ Health visitor's name, address and telephone number
- ❖ Emergency day-time contact numbers for the parent/s and two others, that the parent/s and child trust, who will collect in an emergency (mobiles and landline numbers to be provided where possible).
- ❖ Proof of address: Council Tax bill **must** be provided and either landline telephone bill or utilities bill

Evidence of income: first assessment

The following evidence is required from both parents. Income is assessed before deductions i.e. tax, NI etc. and based on 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 ie. letter from Child Support Agency (CSA) or, if not available, a written declaration stating sole carer and any income received from absent parent
- ❖ Proof of eligibility for free early education and childcare for two year olds
- ❖ 30 Hour eligibility code

**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 marketed 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)

Checklist of forms to be completed for a community place

- [Admission form](#)
- [Early Years Attendance and Punctuality Policy](#) (signed by parent/carers)
- [Community/Marketed Place Contract \(Green\)](#) signed by parent/carers and Head/Executive head
- [Parent Income Assessment \(Blue\)](#) must be signed by both parents, admin (who assessed the charge) and Head/Executive head
- [Application Form for Pupil Premium](#) (Not Applicable to CC's in Schools) for children the term after their third birthday
- [Early Years Census Form](#)
- Proof of eligibility for free early education for 2 year olds (if applicable)

Marketed places

- ❖ *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*

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:

- ❖ Parents'/carers' income must be assessed every six months
- ❖ Proof of address: Council Tax bill and either a landline telephone bill or a utilities bill must be provided every six months

New contracts must be completed:

- Change in days or hours (see New contracts)
- Moves home out of Islington
- Transfers from a marketed to a community place
- Increase in charges (annually, usually in April or September)

Arrears procedure

- Week 1: provide statement to the parent with reminder to pay
- Week 2: issue the first arrears letter if the parent has not responded to the statement
- Week 3: issue the second letter as soon as the deadline for the first letter expires
- The Head/Executive Head will negotiate an appropriate period for payment of the arrears, which is confirmed in writing and signed by both parties

In the case of LBI centres, if the payment plan is not adhered to, the Council will take legal action to pursue any outstanding arrears, following the withdrawal of the place. This needs to be passed to Early Years Finance or to the appropriate section/person with the required documentation for further follow up and legal action.

A child's file must contain

At entry

1. Admission form (completed and signed by parent)
2. 1st agreement/contract **Green** (signed by parent, Head/ Executive head)
3. Photocopies of evidence of income as set out above (from both parents)
4. **Blue** Income Assessment form completed by parent & admin, signed by both parents, admin and Head/Executive head
5. Child's birth certificate
6. Photocopy of immunisation page from Red Baby Book
7. Photocopies of Council Tax bill and utilities bill (proof of address)
8. Proof of free early education for two year olds (If applicable)

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** Contract form (signed by parent and Head/Executive head)
 - **Blue** Income Assessment form (signed by both parents, admin and Head/Executive head)
3. A new contract **MUST** be completed every time one of the following occurs:
 - Child's birthday (see New contracts above)
 - Change in days or hours (see New contracts)
 - Moves home out of Islington
 - Transfers from a marketed to a community place
 - Increase in charges (annual usually in April or September)



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Section 2:

Admissions Policy

Islington Early Years Admissions Policy September 2017

Introduction

The Council has a wide range of early education and childcare provision available for young children from the age of 6 months until children have to go to school. The way that 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 in council funded nurseries and nursery classes in schools.

All three and four 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. This universal entitlement can be taken in primary and nursery schools, children's centres, other early years settings and with childminders.

Some two years olds can also receive 570 hours of free early education per year and from September 2017, some three and four year olds are entitled to an additional 15 free hours, making a total of up to 30 hours per week. These entitlements can be taken in many of the same settings which offer the universal entitlement. However, some settings do not take 2 year olds and some do not offer the additional 15 free hours for 3 and 4 year olds. The universal and targeted entitlements are funded by central government and are referred to in this document as free early education.

This admissions policy applies when parents/carers express a preference to receive provision for their children in Islington community primary and nursery schools and Islington children's early years centres.

Three and Four Year Olds

All three and four year olds are entitled to a free part-time early education place from the term after their third birthday.

From September 2017 some three and four year olds may be entitled to a further 15 hours, making a total of 30 hours per week. The following criteria apply:

- Both parents are working (employed or self-employed including zero hours contracts) or the sole parent is working in a lone parent family; and
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at the national minimum wage (NMW) or national living wage (NLW); and each parent individually earns less than £100,000 per year.
- Both parents are employed but one or both parents are temporarily away from the workplace on parental, maternity or paternity leave;
- Both parents are employed but one or both parents are temporarily away from the workplace on adoption leave;
- Both parents are employed but one or both parents are temporarily away from the workplace on statutory sick pay;

- One parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring; or
- One parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits.

Any hours provided above the funded entitlement for three and four year olds in primary and nursery schools, and children's centres are subject to the council's charging scheme.

Under Threes

The Council provides part-time and full-time places for Islington-resident children under three in children's and early years centres, nursery schools and some primary schools. The part-time early education two year old places, for children who meet the eligibility criteria, are free. All other places and any additional hours for 2 year olds with the funded entitlement are subject to the council's charging scheme.

A two year old is eligible for a free part-time early education place from the term after their second birthday if they meet one of the following national criteria:

- the child is looked after by the local authority, is adopted or subject to special guardianship or a residence order
- they are no longer looked after by the local authority as a result of an adoption order, a special guardianship order or a child arrangements order which specifies with whom the child lives
- the family meets either of the following financial criteria:
 - they meet the criteria used to determine eligibility for Free School Meals;
 - their family receives Working Tax Credits and has an annual gross income of no more than £16,190 per year
- they have a current Education, Health and Care plan;
- they are entitled to Disability Living Allowance;

The Council also funds some places for 2 year olds with special educational needs and disabilities who meet local rather than national criteria above

To find out if you are eligible under national and/or local criteria, go to www.islington.gov.uk/free2

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

Admissions Criteria

Three and four year olds

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 places will be allocated to Islington residents as follows:

1. a full or part-time place to children 'looked after', adopted, subject to special guardianship or a residence order;
2. a full or part-time place to children 'at risk' (or the sibling of a child 'at risk') who are the subject of a child protection plan;
3. a full or part-time place to children deemed by the Council to be 'in need' and who meet criteria set out in the 'Early Years 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 as per quota agreed with individual schools and children's centres;
 - b) to eligible three and four year olds, a full time (30 hours) place as per quota agreed with individual schools and children's centres;
 - c) to other three and four year olds places can be offered according to the council's charging scheme;
 - d) 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) to children living nearest the school or children's centre;

If there are still vacancies, places can be allocated to non-Islington residents living nearest the school or centre. These will be decided by a straight line measurement for children of an appropriate age to fill the vacancy to ensure a balance of places across the age range.

* It does not apply when parents want to move from one type of place to another (ie. from marketed to community).

Children under three

Places are first allocated to Islington children 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' and who meet criteria set out in the 'Early Years Priority Statement' (attached);

Providers who offer free early education places for 2 year olds and/or places subject to the Council charging scheme allocate remaining places as set out in the criteria below.

Free early education places for 2 year olds:

- a) to Islington 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 school or centre
- c) to Islington children living nearest the school or centre decided by a straight line measurement
- d) to non-Islington residents

Places subject to the Council charging scheme

Places which are subject to the council's charging policy for working or studying parents are allocated in the following order:

- a) to children already on the roll of the school or centre*
- b) to children with a sibling registered in the same school or centre;
- c) to Islington children living nearest the school or centre decided by a straight line measurement;
- d) to Islington children of an appropriate age to fill the vacancy to ensure a balance of places across the age range

Marketed places scheme

About 150 places in nursery schools, children's and early years centres, including a very few primary schools, are allocated outside the above criteria, through a marketed places scheme. The scheme enables parents who are able to pay the full marketed 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 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 the maximum income in line with Islington charging schedules.

Special Educational Needs

All schools and centres must provide for children with special educational needs. However, there are 36 specialist places in total in ten children's centres. See the Islington SEND local offer for more information: www.islington.gov.uk/localoffer

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 is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or a 'close relative'. This is a private arrangement made between a parent and a carer for 28 days or more. Close relatives are defined as step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or marriage/affinity).

September 2017

Early Years Priority Referral (EYPR) Statement eligibility criteria

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

An early years multi-agency panel allocates places in priority order as per the list below, with 'A' being the highest.

These children are assessed by the relevant professionals as requiring additional services in order to reach or keep up a reasonable standard of health and/or development and who are:

children who are "Looked After", adopted, subject to a special guardianship order or residence order	<input type="checkbox"/>	(1)	A
children subject to Court Orders or Police Powers of Protection	<input type="checkbox"/>	(2)	A
children who are subject to a Child Protection Plan	<input type="checkbox"/>	(3)	A
children who are likely to become "Looked After"	<input type="checkbox"/>	(4)	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
children living with domestic violence	<input type="checkbox"/>	(6)	B
children whose parents (or primary carers) have a significant mental health illness	<input type="checkbox"/>	(7)	B
children of parents who are teenagers	<input type="checkbox"/>	(8)	C
children who have suffered abuse in the past	<input type="checkbox"/>	(9)	C
children who are privately fostered	<input type="checkbox"/>	(10)	C
children who are unaccompanied refugees or asylum seekers	<input type="checkbox"/>	(11)	C
children of parents who are or were previously looked after	<input type="checkbox"/>	(12)	C
children who are homeless and/or are temporarily housed in bed and breakfast or hostel accommodation	<input type="checkbox"/>	(13)	D
children whose parents [or primary carers] have a significant physical illness or physical or learning disability that impacts on the wellbeing of the child	<input type="checkbox"/>	(14)	D
children with a condition or difficulty within the following categories of special educational need. Please see Islington SEND local offer for more details			
cognitive and learning	<input type="checkbox"/>	(15)	E
social, emotional and behavioural	<input type="checkbox"/>	(16)	E
communication and interaction	<input type="checkbox"/>	(17)	E
sensory	<input type="checkbox"/>	(18)	E
physical	<input type="checkbox"/>	(19)	E
medical condition or syndrome	<input type="checkbox"/>	(20)	E
children who are siblings of disabled children	<input type="checkbox"/>	(21)	F



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Section 3:

Early Years Charging Policy

Islington Early Years Day-care Charging Policy

September 2017

Islington Council subsidises day-care in all its children's and early years 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.

This policy must be used by children's centres, early years centres, voluntary sector nurseries with council subsidised childcare places and council run schools when applying charges for nursery provision over and above the free early education offer.

Once proof of residence in Islington has been provided, day-care charges are calculated on the basis of the annual income of **both** parents/carers **before** deductions. Marketed places do not require income assessment.

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. Refer to the: [Early Years Policies and Procedures - Section:12 - Evidence of address.](#)

1. Funded early education for two, three and four year olds

- 1.1. Some 2 year olds children are entitled to 570 hours per year of funded early education from the term after their second birthday.
- 1.2. All 3 and 4 year olds 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.
- 1.3. From September 2017 some 3 and 4 year olds may be entitled to an extra free 15 hours per week term time only, a total of 30 hours free childcare per week.
- 1.4. For further information about free early education eligibility criteria and how to apply please see follow link: <https://www.islington.gov.uk/children-and-families/benefits-and-financial-support/free-early-learning>

2. Income assessments and day-care charges

- 2.1. Families taking up the free early education entitlement do not need to be income-assessed unless:
 - they wish to pay for additional hours
 - the child attends for lunch (where applicable)
- 2.2. In all other cases, families are income-assessed for day-care charges.
- 2.3. Following the income assessment, day-care charges are calculated according to the relevant charging band. Refer to the: [Early Years Policies and Procedures Section 5 - Charging Schedules](#)

- 2.4. There are no charges in the following circumstances:
- the Early Years Priority Referral (EYPR) panel agrees to waive the day-care charge due to exceptional family circumstances and in the best interests of the child
 - both parents (if applicable) of children placed by the EYPR panel **are in receipt of Income Support**
- 2.5. Parents that are studying 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
- 2.6. The charges assessment and parent contract forms must be completed and signed by parents/carers **before** the child starts.
- 2.7. Parents/carers are given a one week settling in period free of charge.
- 2.8. If the charging policy is amended or if day-care charges have been calculated incorrectly, notice of 4 weeks will be given to affected parents and new charges applied at the end of that notice period.
- 2.9. 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.

3. Charging weeks

- 3.1 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 charges are 39 weeks at term-time charge and 10 (or 11) weeks at holiday charge, totalling 49 (or 50) weeks. Over a number of years, an extra holiday charge week is incurred owing to the extra day/s accumulated through leap years and the fact that even non-leap years have 52 weeks plus 1 day. Costs (staffing etc.) are incurred for the additional charging week within that financial year - therefore the extra charge to parents/carers needs also to be made within the same financial year.
- 3.2 Charges are set for full weeks (TTO 39 weeks, AYR 10/11 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 charged as full weeks will balance out with part weeks not charged for.

4. Arrears Policy

- 4.1. 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.
- 4.2. The arrears policy must be followed by all Local Authority managed children's and centres. Other organisations are strongly advised to use the policy as a model.

- 4.3. In all cases of arrears, the Head/ Executive Head must be kept informed and consulted from week two in the following procedures.
- 4.4. The centre/school admin officer will:
- Week 1: provide statement to the parent with reminder to pay
 - Week 2: issue the first arrears letter if the parent has not responded to the statement
 - Week 3: issue the second letter as soon as the deadline for the first letter expires
 - The Head/Executive Head will negotiate an appropriate period for payment of the arrears, which is confirmed in writing and signed by both parties
- 4.5 If the payment plan is not adhered to, the Council will take legal action to pursue any outstanding arrears, following the withdrawal of the place. This needs to be passed to Early Years Finance or to the appropriate section/person with the required documentation for further follow up and legal action.
- 4.6 Writing off arrears should only be considered where all other administrative and legal options to collect the debt have been exhausted. Children's and early years centres should be aware that any amounts written off are repayable to the council as part of the claw back policy.

5. Non-Islington Residents

- 5.1 Non-Islington residents can only access out of borough/marketed places in Islington children's and early years centres.
- 5.2 These places are allocated first to those who live in Islington, second to those who work in Islington, and third to other applicants.
- 5.3 If an Islington resident in a community place moves out of borough they will become eligible for an out of borough/marketed place only and charges will be adjusted accordingly.

6 Discounts

- 6.1. A 25% discount is applied where a child has an identified disability as set out in the disabled children policy: refer to the: [Early Years Policies and Procedures Section 9: Disabled Children](#)
- 6.2. The following discounts apply to Islington residents who pay day-care charges for a place for a child under five attending the same or another centre, school or playgroup subsidised by Islington Council. Please note, most primary school nursery classes using this charging policy do not receive further subsidy from Islington Council and therefore these discounts are not applicable.

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%)
Triplets	40%	(1st child 0%, second child 30%, 3rd child 40%)
Quads	50%	(1st child 0%, second child 30%, 3rd child 40%, 4th child 50%)

7. Hours attended and amounts charged

- 7.1. The day-care charging schedules show the weekly charges for 8.00 – 6.00 provision and hourly rates for each band in each age group.
- 7.2. Different charging rates apply for Term Time Only (TTO) and All Year Round (AYR) provision.
- 7.3. Places in children's centres are offered in line with the agreed delivery models:
- Term Time Only (TTO) 9.30-3.30 (Core day 6 hours per day)
 - All Year Round (AYR) 8.00-6.00 (Extended Day 10 hours per day)
 - The pattern of days within TTO or AYR can be taken as follows:
 - 5 consecutive days
 - 2 consecutive days at the beginning or end of the week: Monday and Tuesday or Thursday and Friday
 - 3 consecutive days at the beginning or end of the week: Monday, Tuesday and Wednesday or Wednesday, Thursday and Friday
 - 2.5 consecutive days with Wednesday as half day
 - 5 mornings or afternoons
- 7.4. The aim is to ensure centres are sustainable and maximise the use of council resources through meeting occupancy and income targets whilst still offering flexibility to meet parent/carers' needs.
- 7.5. In exceptional circumstances, at the discretion of the Head/ Executive Head and in agreement with Early Years Finance or the relevant senior officer, an alternative delivery pattern may be agreed. This must be offered for one term only and reviewed on a termly basis

8. Other Charges

- 8.1. The cost of lunch for children under 3 is incorporated in the day-care charges (where applicable).
- 8.2. There is a separate charge for lunch (when attended) from the term after the child's 3rd birthday (where applicable) in provision not attached to primary schools.
- 8.3. No lunch charge is applied to EYPR children for whom charges have been waived or for children whose parents are in receipt of Income Support who receive their free early education entitlement only across 2.5 consecutive days per week. Parents must provide evidence of Income Support.
- 8.4. Parents/carers may be asked for a contribution towards the cost of trips.

9. Charging institutions and outside boroughs

- 9.1. Borough and corporate sponsors paying for childcare are charged at the maximum band or full cost.
- 9.2. Where a corporate sponsor has a capped childcare contribution all other parental income along with the sponsor's contribution must be assessed to determine the charging band applicable.
- 9.3. Please refer to section 2.5 before offering a place to students.

10. INSET Days and Bank Holidays

- 10.1. 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.



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Section 4:

Letter from Head of Early Years and Child care
Day-care & Meal Charges September 2017

Early Years & Childcare Service
4th Floor
222 Upper Street
London
N1 1XR

Tel: 020 7527 5884
E teshale.job@islington.gov.uk
W www.islington.gov.uk

3 August 2017

Dear Parents/carers

RE: Day-care Charges from September (Autumn Term) 2017

Following the recent consultation on changes to childcare charges for children under five, I am writing to inform you that as of Monday 4 September 2017 the Council will introduce new charges for new children registering and for existing children the term after their third birthday.

The charging bands have increased in number from seven bands to eleven. The new bands 6 and 7 cover the old band 6 and the new bands 8 to 11 cover the old band 7- marketed and out of borough places.

Existing children under three will remain on the current charges with a 2% increase.

Meal charges where applicable will remain at £2.00 per day when attended.

There are no changes to sibling discounts at this time.

The associated charges schedule can be read in full on the Islington website.

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.

Section 5:

Day-care Charges for children under five in Islington

The charging schedules are for all School Nursery Classes, Early Years and Children's Centres and Community Nurseries

There is a 2% increase for existing children and the introduction of the new charges for new children registering and for existing children the term after their third birthday

To be implemented Monday 4 September 2016

Day-care Charges from September 2017

For All Children's Centres and Community Nurseries

This is for new children from September 2017 and for those moving to nursery the term after their 3rd birthday

Existing children in under 3s will be charged at the below rate until the term after the child's 3rd birthday

Weekly charges for 8am - 6pm provision	Term Time and Holidays		Term Time		Holidays
	Under 2s	2 - 3s	3 & 4s entitled to 15 hrs free	3 & 4s entitled to 30 hrs free	3 and 4s
Band 1 (Up to £24,999)	£182.69	£178.90	£125.37	£71.65	£143.28
Band 2 (£25,000 - £30,999)	£193.32	£189.53	£132.67	£75.82	£151.63
Band 3 (£31,000 - £39,999)	£210.38	£206.26	£144.38	£82.50	£165.01
Band 4 (£40,000 - £49,999)	£233.13	£228.56	£159.99	£91.42	£182.85
Band 5 (£50,000 - £59,999)	£261.56	£256.43	£179.50	£102.57	£205.15
New Band 6 (£60,000 - £69,999)	£295.67	£289.87	£202.91	£115.95	£231.90
New Band 7 (£70,000 - £79,999)	£301.41	£295.50	£206.85	£118.20	£236.41
New Band 8 (£80,000 - £89,999)	£344.37	£313.06	£219.14	£125.23	£250.45
New Band 9 (£90,000 - £99,999)	£354.12	£321.92	£225.35	£128.77	£257.53
New Band 10 (£100,000 - £120,000)	£357.37	£324.87	£227.41	£129.95	£259.90
New Band 11 (above £120,000)	£363.87	£330.78	£231.55	£132.32	£264.62
Out of Borough/Marketed	£373.61	£339.64	£237.75	£135.86	£271.71

HOURLY RATES	Term Time and Holidays		Term Time		Holidays
	Under 2s	2 - 3s	3 & 4s entitled to 15 hrs free	3 & 4s entitled to 30 hrs free	3 and 4s
Band 1 (Up to £24,999)	£3.65	£3.58	£3.58	£3.58	£2.87
Band 2 (£25,000 - £30,999)	£3.87	£3.79	£3.79	£3.79	£3.03
Band 3 (£31,000 - £39,999)	£4.21	£4.13	£4.13	£4.13	£3.30
Band 4 (£40,000 - £49,999)	£4.66	£4.57	£4.57	£4.57	£3.66
Band 5 (£50,000 - £59,999)	£5.23	£5.13	£5.13	£5.13	£4.10
New Band 6 (£60,000 - £69,999)	£5.91	£5.80	£5.80	£5.80	£4.64
New Band 7 (£70,000 - £79,999)	£6.03	£5.91	£5.91	£5.91	£4.73
New Band 8 (£80,000 - £89,999)	£6.89	£6.26	£6.26	£6.26	£5.01
New Band 9 (£90,000 - £99,999)	£7.08	£6.44	£6.44	£6.44	£5.15
New Band 10 (£100,000 - £120,000)	£7.15	£6.50	£6.50	£6.50	£5.20
New Band 11 (above £120,000)	£7.28	£6.62	£6.62	£6.62	£5.29
Out of Borough/Marketed	£7.47	£6.79	£6.79	£6.79	£5.43

Day-care Charges from September 2017

2% Inflation with Current Bands

Existing children in under 3s will be charged at the below rate until the term after the child's 3rd birthday

Weekly charges for 8am - 6pm provision	Term Time and Holidays		Term Time		Holidays
	Under 2s	2 - 3s	3&4s entitled to 15 hrs free	3&4s entitled to 30 hrs free	3s or 4s
Band 1 (Up to £24,999)	£180.92	£177.16	£124.15	£70.95	£141.89
Band 2 (£25,000 - £30,999)	£191.44	£187.69	£131.39	£75.08	£150.15
Band 3 (£31,000 - £39,999)	£208.34	£204.26	£142.97	£81.70	£163.40
Band 4 (£40,000 - £49,999)	£230.87	£226.34	£158.44	£90.54	£181.07
Band 5 (£50,000 - £59,999)	£259.02	£253.94	£177.76	£101.57	£203.15
New Band 6 (£60,000 - £69,999)	£292.80	£287.06	£200.94	£114.82	£229.65
New Band 7 (£70,000 - £79,999)	£292.80	£287.06	£200.94	£114.82	£229.65
New Band 8 (£80,000 - £89,999)	£331.38	£301.25	£210.87	£120.50	£241.00
New Band 9 (£90,000 - £99,999)	£331.38	£301.25	£210.87	£120.50	£241.00
New Band 10 (£100,000 - £120,000)	£331.38	£301.25	£210.87	£120.50	£241.00
New Band 11 (above £120,000)	£331.38	£301.25	£210.87	£120.50	£241.00
Out of Borough/Marketed	£331.38	£301.25	£210.87	£120.50	£241.00

Note:

New band 6 and 7 covers old band 6

New Bands 8 to 11 and out of borough/marketed covers old band 7

HOURLY RATES	Term Time and Holidays		Term Time		Holidays
	Under 2s	2 - 3s	3&4s entitled to 15 hrs free	3&4s entitled to 30 hrs free	3s or 4s
Band 1 (Up to £24,999)	£3.62	£3.55	£3.55	£3.55	£2.84
Band 2 (£25,000 - £30,999)	£3.83	£3.75	£3.75	£3.75	£3.00
Band 3 (£31,000 - £39,999)	£4.17	£4.09	£4.09	£4.09	£3.27
Band 4 (£40,000 - £49,999)	£4.62	£4.53	£4.53	£4.53	£3.62
Band 5 (£50,000 - £59,999)	£5.18	£5.08	£5.08	£5.08	£4.06
New Band 6 (£60,000 - £69,999)	£5.86	£5.74	£5.74	£5.74	£4.59
New Band 7 (£70,000 - £79,999)	£5.86	£5.74	£5.74	£5.74	£4.59
New Band 8 (£80,000 - £89,999)	£6.63	£6.03	£6.03	£6.03	£4.82
New Band 9 (£90,000 - £99,999)	£6.63	£6.03	£6.03	£6.03	£4.82
New Band 10 (£100,000 - £120,000)	£6.63	£6.03	£6.03	£6.03	£4.82
New Band 11 (above £120,000)	£6.63	£6.03	£6.03	£6.03	£4.82
Out of Borough/Marketed	£6.63	£6.03	£6.03	£6.03	£4.82

Day-care Charges from September 2017

For All School Nursery Classes, Children's Centres and Community Nurseries

This is weekly charges for 15 hrs based on the new charging policy for 3 & 4 year olds

Weekly charges for 15 hrs per week	Term Time
Bands	3 & 4s charges for 15 hrs
Band 1 (Up to £24,999)	£53.73
Band 2 (£25,000 - £30,999)	£56.86
Band 3 (£31,000 - £39,999)	£61.88
Band 4 (£40,000 - £49,999)	£68.57
Band 5 (£50,000 - £59,999)	£76.93
New Band 6 (£60,000 - £69,999)	£86.96
New Band 7 (£70,000 - £79,999)	£88.65
New Band 8 (£80,000 - £89,999)	£93.92
New Band 9 (£90,000 - £99,999)	£96.58
New Band 10 (£100,000 - £120,000)	£97.46
New Band 11 (above £120,000)	£99.24
Out of Borough/Marketed	£101.89

HOURLY RATES	Term Time
Bands	3 & 4s charges for 15 hrs
Band 1 (Up to £24,999)	£3.58
Band 2 (£25,000 - £30,999)	£3.79
Band 3 (£31,000 - £39,999)	£4.13
Band 4 (£40,000 - £49,999)	£4.57
Band 5 (£50,000 - £59,999)	£5.13
New Band 6 (£60,000 - £69,999)	£5.80
New Band 7 (£70,000 - £79,999)	£5.91
New Band 8 (£80,000 - £89,999)	£6.26
New Band 9 (£90,000 - £99,999)	£6.44
New Band 10 (£100,000 - £120,000)	£6.50
New Band 11 (above £120,000)	£6.62
Out of Borough/Marketed	£6.79



ISLINGTON

Section 6:

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 or Refunded via ParentPay	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

Section 7:

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.

Child's Name	Date of Birth	Girl <input type="checkbox"/> Boy <input type="checkbox"/>
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Parent 1 Details
Name
Address
Postcode
Phone
Email
Place of work or study
Address
Phone
Days and hours at place of work or study
If you are a student, please give course dates

Parent 2 Details
Name
Address
Postcode
Phone
Email
Place of work or study
Address
Phone
Days and hours at place of work or study
If you are a student, please give course dates

Please Tick all boxes that apply

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

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

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

<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>
--

Child's Ethnic Origin (Please indicate on the back of this form)
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Parent's Signature	Date
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LBI CODE		DFES EXTENDED CODE	LBI CODE		DFES EXTENDED CODE
British White	(E1)	English (WENG)	Black Other	(E10)	Black European (BEUR)
		Scottish (WSCO)			Black North American (BNAM)
		Welsh (WWEL)			Black Other (BOTB)
		Other White British (WOWB)			Any Other Black Background (BOTH)
Other White	(E2)	Albanian (WALB)	Chinese	(E11)	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)	Mixed Ethnicity	(E12)	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)
Turkish (3)	(E3)	Turkish (WTUK)			Black & Chinese (MBCH)
		Turkish Cypriot (WTUC)			Black & any other background (MBOE)
		Turkish / Turkish Cypriot (WTUR)			Chinese & any other background (MCOE)
Kurdish	(E4)	Kurdish (OKRD)			Other mixed (MOTM)
Bangladeshi	(E5)	Bangladeshi (ABAN)	Other Ethnic Group	(E13)	Afghanistani (OAFG)
Other Asian	(E6)	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)			Morrocan (OMRC)
Black Caribbean	(E7)	Black Caribbean (BCRB)			Polynesian (OPOL)
Black African Somali	(E8)	Somali (BSOM)			Thai (OTHA)
Other Black African	(E9)	Angolan (BANN)			Vietnamese (OVIE)
		Congolese (BCON)			Yemini (OYEM)
		Ghanaian (BGHA)			Other Ethnic Group (OOG)
		Nigerian (BNGN)			Any Other Ethnic Group (OOTH)
		Sierra Leonian (BSLN)	Unknown	(E14)	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

What is a Marketed 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 2015. Further information is provided in the centre's safeguarding policy.

LBI 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 Children's Act 2004 and the Health and Social Care Act 2012 to work with partners to provide 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, including health colleagues where appropriate, responsible for administering services to children and young people. Personal data may also be shared with the Department of Communities and Local Government as part of the Troubled Families Scheme.

Islington also has a duty to protect public funds it administers, and to this end it may use the information you have provided for the prevention and detection of fraud.

For more information please contact the Council's Data security Manager on 020 7527 2000 or email contact@islington.gov.uk or visit the web page: www.islington.gov.uk/legal

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

Signature of Head of Centre _____ Date _____

Section 8:

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 **£120,000** (**Band 11**)



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 communication and interaction, cognition and learning, social, emotional and mental health, sensory and/or physical needs which:

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

Disability categories

The needs of the child are likely to fall into one of the following 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/medical illness
- Social and communication disorders including Autistic Spectrum Condition
- A significant developmental delay

Guidance

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

The Equality Act, 2010, defines:

- Substantial as neither minor nor trivial
- Normal activities as including everyday activities like eating, walking, washing and going shopping

Equality Act: http://www.legislation.gov.uk/ukpga/2010/15/pdfs/ukpga_20100015_en.pdf



Section 10:

Offer of Place

- 5 Appendix - 1 Marketed
- 6 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 marketed place starting <DATE>

<NAME OF CHILD> has a <TERM TIME (39 Weeks)* / ALL YEAR PLACE (49/50/1 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 (49/50/1 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 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 contracts and income 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 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 2nd and 3rd birthday)
- Inflation Increase (annual usually in April or September)



ISLINGTON

Section 12:

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 2015. Further information is provided in the centre's safeguarding policy.

LBI 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 Childrens' Act 2004 and the Health and Social Care Act 2012 to work with partners to provide 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, including health colleagues where appropriate, responsible for administering services to children and young people. Personal data may also be shared with the Department of Communities and Local Government as part of the Troubled Families Scheme.

Islington also has a duty to protect public funds it administers, and to this end it may use the information you have provided for the prevention and detection of fraud. For more information please contact the Council's Data security Manager on 020 7527 2000 or email contact@islington.gov.uk or visit the web page: www.islington.gov.uk/legal



ISLINGTON

Section 13:

Community/Marketed Contract (Green)



Band Entered onto System

Children's Centre Contract

This 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 Marketed Place Out of Borough Place

Child's name	Date of Birth
--------------	---------------

Admission Date _____ Date for which agreement/contract to apply _____

1) Attendance

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

Hours	From	To
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

2) Weeks: This place is provided for:

39 weeks per year (Term time only)

***49/50 weeks per year (All year)**

**Delete as appropriate*

3) Charges are payable:

- weekly or monthly in **advance**, (including times when your child is absent)
- for Inset Days (There are 5 Inset Days per year when the Centre is closed) - charges are applied within the week they occur
- for Bank Holidays (The Centre is closed for Bank Holidays) - charges are applied within the week they occur
- a Marketed place requires an advance payment of £100 which must remain in credit until the end of this contract

£100.00 Advance Marketed Place payment received

4) Cost:

Charges will be _____ per week during the term time (39 weeks) and _____ per week during school holidays (10/11 weeks)

There is a charge for lunch of _____ per day. This applies the term after the 3rd birthday. The lunch charge will apply from _____

The charges are reviewed annually and may be increased in accordance with Islington Early Years Day-care Charging Policy

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

5) Notice of withdrawal

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

6) 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 Marketed places.**

7) Charges and Increases

I am aware that the charges are reviewed annually and may be increased in accordance with the charging policy. 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.

8) 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.

Name _____ Date _____

Signature of person with Parental responsibility _____

Name _____ Date _____

Authorisation of Head of Centre (signature) _____

Please refer to the Charging Policy for any queries - available on request.

The centre has a duty to safeguard children and follow child protection procedures as set out in ‘Working Together to Safeguard Children’, March 2015. Further information is provided in the centre’s safeguarding policy.

LBI 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 Childrens’ Act 2004 and the Health and Social Care Act 2012 to work with partners to provide 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, including health colleagues where appropriate, responsible for administering services to children and young people. Personal data may also be shared with the Department of Communities and Local Government as part of the Troubled Families Scheme.

Islington also has a duty to protect public funds it administers, and to this end it may use the information you have provided for the prevention and detection of fraud.

For more information please contact the Council's Data security Manager on 020 7527 2000 or email contact@islington.gov.uk or visit the web page: www.islington.gov.uk/legal

Office Use

Assessment Type:

Admission (1st) 6 Month Review 2nd Birthday (Term after) 3rd Birthday (Term after)

4th Birthday (Term after)

Other (Please state).....

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



ISLINGTON

Section 14:

Income Assessment Form (Blue)

Income Assessment

TO BE COMPLETED IN FULL BY ALL APPLICANTS FOR COMMUNITY AND MARKETED PLACES subject to the Islington Day-care charges for children under five

- 1.0 Parents/carers/partners are responsible for completing income assessment forms.**
- 1.1 In order for the Council to determine the correct level of charges to be paid, 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 complete all applicable sections

2.1 I/we have a marketed 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 (10/11 weeks) of £ _____ per week

2.2

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 and proof of funding for childcare charges
- ◆ latest set of audited accounts (self-employed) 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.

2.3 If you are entitled to any of the below, please tick all that apply below. (Evidence must be provided)

Parent /Carer 1

- Income Support Tax Credits Jobseekers Allowance
- Incapacity Benefit/Employment Support Allowance Student Grant
- 15 hours Free Early Education and Childcare for 2 year olds
- 15 hours Free Early Education and Childcare for 3 and 4 year olds
- 30 hours Free Early Education and Childcare for 3 and 4 year olds
- Other Benefits/Income (Please specify) _____

2.4 **Parent/Carer 2 / Partner**

- Income Support Tax Credits Jobseekers Allowance
- Incapacity Benefit/Employment Support Allowance Student Grant
- 15 hours Free Early Education and Childcare for 2 year olds
- 15 hours Free Early Education and Childcare for 3 and 4 year olds
- 30 hours Free Early Education and Childcare for 3 and 4 year olds
- Other Benefits/Income (Please specify) _____

3.0 Declaration – This section must be completed **Please delete as appropriate*

- 3.1 *I/we have completed and signed this income assessment form in full, 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 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 of 4 weeks 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 understand that if the charging schedules are amended or if day-care charges have
been calculated incorrectly, the new charges will be applied at the end of the 4 week notice
period.
- 3.6 *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.
- 3.7 *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 allocation of the place at
the Centre void, and may render *me/us liable to legal proceedings.
- 3.9 *I/we understand that the place for my child is allocated according to Islington's Early
Years Admission Policy and that if *I/we cease to be an Islington resident, *I/we will only
be eligible for a marketed place.
- 3.10 I understand that it is my/our responsibility to inform HMRC if any childcare charges have
an impact on claimed benefits.

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

4.1 Parent/carer 1

Name _____ Date _____

Signature _____

4.2 Parent/carer 2 /Partner

Name _____ Date _____

Signature _____

The centre has a duty to safeguard children and follow child protection procedures as set out in 'Working Together to Safeguard Children', March 2015. Further information is provided in the centre's safeguarding policy.

LBI 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 Childrens' Act 2004 and the Health and Social Care Act 2012 to work with partners to provide 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, including health colleagues where appropriate, responsible for administering services to children and young people. Personal data may also be shared with the Department of Communities and Local Government as part of the Troubled Families Scheme.

Islington also has a duty to protect public funds it administers, and to this end it may use the information you have provided for the prevention and detection of fraud. For more information please contact the Council's Data security Manager on 020 7527 2000 or email contact@islington.gov.uk or visit the web page: www.islington.gov.uk/legal

Office Use

AMOUNT PAYABLE

Term time weekly charge £ _____

Holiday weekly charge £ _____

To be applied from _____

Review date: _____

Evidence completed, copied and scanned

Assessed by _____

DESIGNATION _____

Authorised by _____

DESIGNATION Head or Deputy Head of Centre

Date _____



ISLINGTON

Section 15:

Eligible Two Year Olds in
Community or Marketed Places
Guidance and Claim form



September 2017

Eligible 2 year olds in community or marketed childcare places

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

1. Introduction

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.

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 marketed 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.

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

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. Allocating subsidised places

- 1.1. 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. **2 year olds eligible under the welfare benefits criteria 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).
- 1.2. Some working parents/carers earning less than £16,190 could be eligible under the welfare benefits criteria (Working Tax Credits), if their child was admitted under the normal admissions procedures. This is the only time a community or marketed place would be allocated to a child known to be eligible for the 2YO funding.

2. High demand from parents of eligible 2 year olds

- 2.1. 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.

3. Eligible 2 year olds in subsidised and non-subsidised places

- 3.1. Occasionally there are cases where a child in a community or marketed 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:
- 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
 - child in a subsidised or non-subsidised place is found to be eligible because they meet the adoption or SEND criteria
 - child who has been attending the setting as an under 2 reaches eligible age and is found to be eligible
 - 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)
 - circumstances / family income changes and the child becomes eligible
 - child is placed by the EYPR panel in a community/non-subsidised place because no EYPR place is available, and is subsequently found to be eligible
- 3.2. 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 of 570 hours per year of early education, proportionate to the remainder of the year. This number of hours is equivalent to 15 hours per week, term time only and must be deducted from the child's childcare account. If children are in community or marketed 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

1. Community and marketed places

- 1.1. 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.

2. How funding will be calculated

- 2.1. 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

3. Early Years Priority Referral (EYPR) places

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

4. When to make a claim

- 4.1. Once you are aware that there will be a loss of income please note:
- 4.2. You can only claim for one term at a time, new claims can only be submitted **two weeks** before each headcount and the deadline will be **two weeks** after each headcount day. **All** claims are subject to the following:

- The child became eligible / eligibility became known after s/he started at the setting
- The child is in a community or marketed place and parent(s) have been paying until the point at which the child became eligible / the provider became aware the child was eligible
- 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

5. Conditions of funding

- 5.1. If the council agrees to compensate the centre for the loss of income, this funding is provided on the condition that:
- 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
 - 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
 - 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
 - the provider signs an agreement in respect of funded early education for 2 year olds, if requested by the council

6. How to make a claim

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

7. A successful claim

- 7.1. You will be notified of the outcome by email.

8. Who to contact

- 8.1. If you have any queries about the above information, please contact Teshale Joba, Principal Finance Officer, Teshale.Joba@islington.gov.uk / 020 7527 5884 or Sandra Coleman, Early Years Bursar, Sandra.coleman@islington.gov.uk /020 7527 4828

Claim Form

Eligible 2 year olds in subsidised and non-subsidised places

Please complete the information below and return to **Theresa Lartey, Early Years Finance, 2nd floor Laycock Centre, Laycock Street, Islington N1 1TH** 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 **or** the child was allocated a community place under normal admissions procedures and meets the 2YO eligibility criteria because parents receive Working Tax Credit and earn less than £16,190 per year
- You must ensure that parents receive their statutory entitlement of 570 hours per year (equivalent to 15 hours per week) of early education, proportionate to the remainder of the year.
- 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	
Start date at setting	

Eligibility details

Date eligibility letter seen by setting (<i>please note: funded hours must be given to eligible children as soon as proof of eligibility is seen</i>)	
Child is included in this term's headcount (this is a requirement for claiming funding)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Placement and claim details

Term this claim relates to: (<i>You can only claim for one term at a time; New claims can only be submitted two weeks before each headcount and the deadline will be two weeks after each headcount day</i>)	Spring <input type="checkbox"/> Summer <input type="checkbox"/> Autumn <input type="checkbox"/>
Type of place	Community <input type="checkbox"/> Marketed <input type="checkbox"/>
Hours the child attends and number of weeks this claim covers.	Hours _____ Weeks _____
Hourly rate charged to parents/carers	£ _____ per hour

Claimant details

Name of setting	
Your name (print)	
Signature and Date	

Declaration

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, this will invalidate the setting's claim.

You may be asked for additional information to support this claim.



ISLINGTON

Section 16:

Parent Declaration Form

Free Early Education and Childcare – 30 Hours

Parent Declaration Form

Free Early Education and Childcare

1. Child's details*

Child's Legal Family Name:			
Child's Legal Forename(s):			
Name by which the child is known (if different from above):			
Date of Birth:		Male /Female:	
Address:			
Post Code:			
Documentary proof of DoB Type (e.g. Birth Certificate, Passport):		Document recorded by (name of staff member):	
Date Document recorded (dd/mm/yyyy):		30 Hours Eligibility Code:	

2. Parent / Carer details*

Parent/Carer First Name		Parent/Carer Last Name	
Parent/Carer Date of Birth		Parent/Carer Insurance NASS Number	National Number/
Parent/Carer signature			

3. Setting and attendance details

- You need to agree and complete this Declaration Form with each setting your child attends for their early education entitlement of 15 or 30 hours per week in order to ensure that funding is paid fairly between them.
- Your child can attend a maximum of two sites in a single day and if your child attends more than 1 setting we will split the funding fairly between the settings.

My child is attending the following settings:

Setting Name (s)	Please enter total free entitlement hours attended per day					Total number of hours per week	Number of weeks per year (e.g. 38, 45,51)
	Mon	Tue	Wed	Thur	Fri		
A							
B							
C							
Total Daily Free Hours Attended							

4. Disability Access Fund Declaration

Three- and four-year old children who are in receipt of child Disability Living Allowance and are receiving the free entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child’s early years setting as a fixed annual rate of £615 per eligible child.

Is your child eligible and in receipt of Disability Living Allowance (DLA)?¹:

- Yes
- No

If your child is splitting their free entitlement across two or more providers please nominate the main setting where the local authority should pay the DAF:

¹ <https://www.gov.uk/disability-living-allowance-children/overview>

5. Parent/Carer/Guardian with legal responsibility declaration

Declaration I (Name)

Of (Address)

confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise (Name of Provider/s) to claim free entitlement funding as agreed above on behalf of my child.

In addition, I also agree that the information I have provided can be shared with the local authority and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.

Parent/Carer/Guardian with legal responsibility		Childcare Provider	
Signed		Signed	
Print name		Print name	
Date		Date	

6. Data privacy

(Provider name) and London Borough of Islington will handle the information you have provided in line with the provisions of the Data Protection Act 1998. Any personal information will be held in confidence with only the necessary people able to see or use it. Under the Data Protection Act 1998 you have the right to make a formal request in writing for access to personal data held about you or your child.

The London Borough of Islington has a duty under the Children's Act 2004 to work with partners to provide and improve services to children and young people in the area. Therefore, London Borough of Islington may 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. Personal data may also be shared with the Department of Communities and Local Government as part of the Troubled Families Scheme. London Borough of 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 information, please contact the Senior Information Manager on 020 7527 2000 or email contact@islington.gov.uk or visit the web page: www.islington.gov.uk/legal

Please note that information about whether a child is in receipt of Disability Living Allowance is sensitive personal data which should be handled appropriately. Providers are asked to pay particular note to advice from the ICO on holding personal data including sensitive personal data available at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/>



ISLINGTON

Section 17:

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 before the child starts

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

The place will be offered:	
Term time only (39 weeks)	
All year round (49/50 weeks)	

The person with parental responsibility must sign the completed form and verify that it is a true record.

I, **(parent's name)** have parental responsibility for the above named child

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 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.

*Signature of Person with Parental Responsibility		Date	
---	--	------	--

*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.

Parent 1 Details

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

Parent 2 Details

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

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

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

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

Name of Childcare Provider	Date(s) attended

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

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

Medical Information

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

Dietary needs

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

Immunisations

Has your child had the following immunisations?			
Age of Immunisation	Diseases Protected Against	Vaccine	Vaccine Given
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)
Sun protection	<i>I give permission for my child to have sun block administered if necessary during the summer months.</i>	Yes / No
Outings	<i>I give permission for my child to be taken on local outings.</i>	Yes / No
Emergency medical treatment	<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
*Signature of Person with Parental Responsibility:		Date:

Photos and Video			
<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"> • children's profile books • books the children make themselves • displays in the centre, including the 'live channel' screens in the centre if applicable • staff training and professional development within the centre <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><i>I give permission for my child to be photographed and videoed at</i></p> <p>..... (Setting name).</p> <p><i>I understand that these photographs and video may be used in the ways listed above.</i></p>			
*Signature of person with parental responsibility:		Date:	

The centre has a duty to safeguard children and follow child protection procedures as set out in 'Working Together to Safeguard Children', March 2015. Further information is provided in the centre's safeguarding policy.

LBI 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 Children's Act 2004 and the Health and Social Care Act 2012 to work with partners to provide 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, including health colleagues where appropriate, responsible for administering services to children and young people. Personal data may also be shared with the Department of Communities and Local Government as part of the Troubled Families Scheme.

Islington also has a duty to protect public funds it administers, and to this end it may use the information you have provided for the prevention and detection of fraud.

For more information please contact the Council's Data security Manager on 020 7527 2000 or email contact@islington.gov.uk or visit the web page: www.islington.gov.uk/legal



ISLINGTON

Section 18:

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 19:

Early Years Census Data Form

The Census takes place once each term autumn, spring and summer.

For further information contact: Tim Keating 0207 527 5692
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				
PLEASE NOTE: 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				
LBI CODE		DCSF EXTENDED CODE	LBI CODE	DCSF EXTENDED CODE
British White	(E1)	English (WENG)	Black Other	(E10) Black European (BEUR)
		Scottish (WSCO)		Black North American (BNAM)
		Welsh (WWEL)		Black Other (BOTB)
		Other White British (WOWB)		Any Other Black Background (BOTH)
Other White	(E2)	Albanian (WALB)	Chinese	(E11) 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)	Mixed Ethnicity	(E12) 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)
Turkish (3)	(E3)	Turkish (WTUK)		Black & Chinese (MBCH)
		Turkish Cypriot (WTUC)		Black & any other background (MBOE)
		Turkish / Turkish Cypriot (WTUR)		Chinese & any other background (MCOE)
Kurdish	(E4)	Kurdish (OKRD)		Other mixed (MOTM)
Bangladeshi	(E5)	Bangladeshi (ABAN)	Other Ethnic Group	(E13) Afghanistani (OAFG)
Other Asian	(E6)	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)
Black Caribbean	(E7)	Black Caribbean (BCRB)		Polynesian (OPOL)
Black African Somali	(E8)	Somali (BSOM)		Thai (OTHA)
Other Black African	(E9)	Angolan (BANN)		Vietnamese (OVIE)
		Congolese (BCON)		Yemini (OYEM)
		Ghanaian (BGHA)		Other Ethnic Group (OPEG)
		Nigerian (BNGN)		Any Other Ethnic Group (OOTH)
		Sierra Leonean (BSLN)	Unknown	(E14) Refused to Say (REFU)
		Sudanese (BSUD)		Information Not Obtained (NOBT)
		African: Unspecified (BAFR)		
		Other Black African (BAOF)		

Section 20:

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 Stevenson
0207 527 5763 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	
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 £18,190

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 21:

Arrears Procedure

- Appendix 1 – Reminder form – marketed place
- Appendix 2 – Reminder form - community place

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) 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) if you have not already been given your activation letter please ask at reception.

Section 22:

Arrears – 1st Letter

- Appendix 1- Marketed under Three 1st Arrears letter
- Appendix 2 - Marketed over Three 1st Arrears letter
- Appendix 3 - Community under Three 1st Arrears letter
- Appendix 4 - Community over Three 1st Arrears letter

APPENDIX

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

1

This matter is being dealt with by:

<NAME>

RE: 1st 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



APPENDIX 2

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

This matter is being dealt with by:
<NAME>

RE: 1st 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



APPENDIX 3

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

This matter is being dealt with by:
<NAME>

RE: 1st 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



APPENDIX 4

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

This matter is being dealt with by:
<NAME>

RE: 1st 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 23:

Arrears – 2nd Letter

- Appendix 1- Marketed under Three 2nd Arrears letter
- Appendix 2 - Marketed over Three 2nd Arrears letter
- Appendix 3 - Community under Three 2nd Arrears letter
- Appendix 4 - Community over Three 2nd Arrears letter



ISLINGTON

APPENDIX 1

.....Children's Centre

ADDRESS

<0207.....>.

This Matter is being dealt with by:

<NAME>

RE: 2nd 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



APPENDIX 2

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

This Matter is being dealt with by:
<NAME>

RE: 2nd 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



APPENDIX 3

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

This Matter is being dealt with by:
<NAME>

RE: 2nd 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>



APPENDIX 4

<Tele>.....

This Matter is being dealt with by:
<NAME>

RE: 2nd 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 24:

Discharged Arrears/Credits Policy

- Appendix 1 - Example of Spread-sheet
 - Appendix 2 - Discharged Arrears Notice
 - Appendix 3 - Final Notice – Discharged Arrears
- 



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
2nd Floor
7 Newington Barrow Way
N7 7EP

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

Appendix 2

.....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 3

.....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 25:

Play-scheme Policy and Charges for Early Years, and Children's Centre's and Nursery Schools

- 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, it must be re-done.

Times

8.00-6.00

9.30-3.30

ISLINGTON EARLY YEARS, ALL CHILDREN'S CENTRES AND NURSERY SCHOOLS SESSIONAL AND WEEKLY CHARGES

To be implemented September 2017

Play-scheme charges per week or 50 hour

Under 3s

6 hrs	9:30 - 3:30	102.28
10 hrs	8:00 – 6.00	151.93

3s & above

6 hrs	9:30 - 3:30	93.30
10 hrs	8:00 – 6.00	137.50

Concessionary rates

Under 3s

6 hrs	9:30 - 3:30	51.67
10 hrs	8:00 – 6.00	76.14

3s & above

6 hrs	9:30 - 3:30	47.00
10 hrs	8:00 – 6.00	69.33

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 – Play-scheme money will be entered onto the 'Play-scheme Tab' in the Day-care monitoring spread sheet. Play-scheme money collected can be used to buy in extra staff or equipment. LBI Only -This must be shown as separate income on the MSRB and can then be spent under expenditure code AA18 or EC00

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

Appendix 1

Children's Centre / Early Years Centre

Children's 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:

The centre has a duty to safeguard children and follow child protection procedures as set out in 'Working Together to Safeguard Children', March 2015. Further information is provided in the centre's safeguarding policy.

LBI 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 Children's Act 2004 and the Health and Social Care Act 2012 to work with partners to provide 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, including health colleagues where appropriate, responsible for administering services to children and young people. Personal data may also be shared with the Department of Communities and Local Government as part of the Troubled Families Scheme.

Islington also has a duty to protect public funds it administers, and to this end it may use the information you have provided for the prevention and detection of fraud. For more information please contact the Council's Data security Manager on 020 7527 2000 or email contact@islington.gov.uk or visit the web page: 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 child 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) 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: _____