



Admissions Policy

Admissions Policy (Including EYFS)

Policy Review Date: February 2021

Reviewed By: A Evans & SLT

Next Review: February 2022 (or following incident, legislation or interim guidance)

Updates and Amendments to Policy

Date	Section Heading	Update Details	Page N°
Mar 2018		Reviewed	
Mar 2019		Reviewed	
Sep 2020	Section 2 Points of Entry to Avalon School 2.2 Pre-School & 2.3 Reception	Early Years 30 hours funding scheme – highlighted	5
	Section 3 Admission Process	Updated taster days due to COVID-19 restrictions – highlighted	6
	Appendix D	Early Years 30 Hours Funding Parent Information and Guidance	14
	Appendix E	Wirral Borough Council Universal 15 Hours Parental Agreement Form	22

CONTENTS

Section	Title	Page N°
1	Policy Statement	4
2	Points of Entry to Avalon School	4
2.1	Nursery	4
2.2	Pre-School	4
2.3	Reception	4
2.4	Year 1 – Year 6	5
3	Admission Process	6
4	Special Educational Needs	6
5	Disabled Children	6
6	Admissions Register	6
7	Terms and Conditions	7
8	Complaints	7
9	Reviewer and Governing Body Sign-Off	7
APPENDIX A	Registration Form	8
APPENDIX B	Taster Day Contact Details Form	12
APPENDIX C	Taster Day Medical & Dietary Details Form	13
APPENDIX D	Early Years 30 Hours Funding Parent Information and Guidance	14
APPENDIX E	Wirral Borough Council Universal Funding Parental Agreement Form	22

Section 1

Policy Statement

Avalon School is a co-educational, non-denominational, non-selective independent school for children from the age of 2 to 11 years.

Avalon School welcomes children of all faiths, cultures, races and family backgrounds. We are happy to admit a child with a disability as long as both parents/carers and school conclude that we can provide appropriately for the child's specific needs. The school seeks to ensure that disabled prospective pupils are not treated less favourably or unfairly in the admissions process and will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admission.

Avalon School welcomes applications for admission from all sections of society and is non-discriminatory in line with the Equality Act (2010) and Equal Opportunities Policy. This applies to all pupils (including within the EYFS setting), and includes inappropriate discrimination on the grounds of: gender; age; religion or belief; physical ability or disability (including HIV status); learning ability; other special educational needs or academic or sporting ability; race (including colour, nationality, ethnicity, family, cultural or linguistic background). These factors are taken into account in the care of our pupils so that care is sensitive to different needs.

Section 2

Points of Entry to Avalon School

At Avalon School our usual entry points are into the Nursery following the child's second birthday, or Pre-School, following a child's third birthday, or into the Reception class following a child's fourth birthday. Places at Avalon School occasionally come up in other years groups and we offer prospective pupils the opportunity to attend a taster day. We hold a number of Open Mornings for prospective pupils and their parents/carers to visit the school. We also warmly welcome visits to the school throughout the rest of the year.

2.1 Nursery (Age 2+)

Children wishing to join the Nursery should have had their second birthday.

If places are available children are invited to settling-in sessions prior to them attending Nursery. Places are allocated on a first come first served basis.

Children may attend Nursery for either morning, afternoon, school day or full day sessions between one and five days per week. Children must attend a minimum of 2 sessions each week. All sessions are to be agreed with the school before the child joins the Nursery. Parents/Carers may increase the number of days or sessions their child attends Nursery, providing there is space available.

We expect children to make the transition from Nursery to Pre-School following their third birthday, once out of nappies (unless there is incontinence due to disability).

Nursery Sessions:

Monday to Friday

Full Day:	8am to 6pm
School Day:	8am to 3.30pm
Morning:	8am to 1pm
Afternoon:	1pm to 6pm

2.2 Pre-School (Age 3+)

Children wishing to join the Pre-School should have had their third birthday and should be out of nappies (unless there is incontinence due to disability).

If places are available children are invited to settling-in sessions prior to them attending Pre-School. Places are allocated on a first come first served basis.

Children may attend Pre-School for either morning, afternoon, school day or full day sessions between one and five days per week. Children must attend a minimum of 2 sessions each week. All sessions are to be agreed with the school before the child joins the Pre-School. Parents/Carers may increase the number of days or sessions their child attends Pre-School, providing there is space available.

Parents/Carers will be given the option, to secure a place in the Reception Class for the autumn term following the child's fourth birthday.

Pre-School Sessions:

Monday to Friday

Full Day:	8am to 6pm
School Day:	8am to 3.30pm
Morning:	8am to 1pm
Afternoon:	1pm to 6pm

All 3 and 4 year old children are entitled to the Early Years Universal 15 Hours Funding. Avalon School claims the Universal 15 Hours Funding on behalf of parents from Wirral Borough Council. Parents are required to complete Wirral Borough Council Parental Agreement Form in order for Avalon School to claim the Universal 15 Hours funding and termly declarations confirming that funding can continue to be claimed by Avalon School. Avalon School also offers the Extended 15 Funded Hours in addition to the Universal 15 Hours if parents are eligible to claim this additional funding. Parents who are eligible to claim the Extended 15 Hours Funding must apply for eligibility codes from the website www.childcarechoices.gov.uk. See Appendix D for further information on 30 Hours Funded places.

2.3 Reception Class (Age 4+)

Children wishing to join the Reception Class should have had their fourth birthday by 31st August in the year in which they are seeking entry. Parents/Carers of children in the Pre-School are given the option to secure entry, for their child, to the Reception Class. Parents/Carers and children are invited to attend transition sessions during the summer term prior to them commencing Reception Class in the autumn term

Children who are not part of the Pre-School are invited, along with their parents, to attend transition sessions during the summer term prior to them commencing Reception Class in the autumn term

If a child wishes to join Reception Class during the course of the school year and a place is available, then they would be invited to attend a taster day. References and school reports would be requested from the child's current school by Avalon School.

All 4 year old children are entitled to the Early Years Universal 15 Hours Funding. Avalon School claims the Universal 15 Hours Funding on behalf of parents from Wirral Borough Council. Parents are required to complete Wirral Borough Council Parental Agreement Form in order for Avalon School to claim the Universal 15 Hours funding and termly declarations confirming that funding can continue to be claimed by Avalon School. .

2.4 Year 1 to Year 6 (Age 5+)

Children wishing to join Avalon School in Year 1 to 6, if places are available, would be invited to attend a taster day with the appropriate year group. References and school reports would be requested from the child's current school by Avalon School.

Section 3

Admission Process

To begin the admission process Parents/Carers must complete a Registration Form, signed and return it to the school office with the non-refundable Registration Fee (£100 per child). A copy of the Terms and Conditions form part of the Registration Form.

Taster day(s) or settling-in sessions will be arranged and agreed. Due to the COVID-19 pandemic taster days for prospective pupils will only take place if parent can confirm prior to visit that pupil does not have COVID 19 symptoms and has not come into contact with persons who have tested positive for COVID19. Pupil and parents will be informed of school's protective measures (outlined in Parent Handbook) and expected to follow all school policies and procedures including any related to COVID-19.

References, school reports and assessment data will be requested from the child's current school.

Should a place be available and both the parents/carers and the school believe that a place at Avalon School would benefit the child, a place will be offered in writing. If the class is full the child will be placed on a waiting list.

Section 4

Special Educational Needs

Any children who have special educational needs will not be discriminated in any way and as such will be treated in the same way as any other child visiting or attending Avalon School. Avalon School has a designated SENCO Leader and team, it also employs a teacher specialising in dyslexia, dyscalculia or dyspraxia. Refer to SEND Policy.

Section 5

Disabled Children

Avalon School welcomes applications from parents/carers of disabled children. The school has an accessibility plan which is reviewed regularly. The plan outlines the progress and plans of how Avalon School is making the school accessible. Avalon School do all it can to remove barriers to entry.

Avalon School is a non-selective inclusive school and welcome all children who can make the most of the opportunities that we offer, giving the opportunity to flourish in a caring environment. Avalon School treats every child as an individual and welcome child with physical disabilities provided that they can cope with the school site. Refer to Accessibility Plan and Policy.

Parents/Carers of children with a physical disability are advised to discuss their child's requirements with the Headteacher prior to visiting Avalon School to ensure that adequate provision is in place. Parents/Carers should inform the school of any medical needs or other special requirements.

Each pupil with a disability requires special consideration and treatment. If appropriate, adjustments will need to be put in place. Avalon School will discuss thoroughly with parents/Carers and their medical advisers the adjustments that can reasonably be made for their child once a place has been offered and before their child becomes a pupil at Avalon School.

Avalon School recognises that some disabled pupils may also require specialist support from the SEN Team which will discuss issues with parents/carers before their child enters the school. Refer to SEND Policy.

Section 6

Admissions Register

On accepting a place at Avalon School an entry will be made in the Admissions Register.

The Admissions Register is held in an electronic format; stored on a computer and back-up regularly.

The person responsible for the administration of the Admission Register is the School Business Manager.

The following information is recorded on the Admissions Register:

- Child's Full Name
- Gender
- Parents/Carers Names
- Primary Address (where the child normally resides)
- Secondary Address
- Contact Telephone Numbers
- Child's Date of Birth
- Date of Admission to Avalon School
- Previous School
- Date of Leaving Avalon School
- New School

All information is held in accordance with the Data Protection Act 1998 and the schools Data Protection Policy.

Section 7

Terms and Conditions

A copy of the standard Terms & Conditions can be found on page 4 of the Avalon School Registration Form. Refer to Appendix A.

Section 8

Complaints

Avalon School hope that you and your child do not have any complaints about the admission process, however should you have reason to complain please refer to the Complaints Policy.

Section 9

Reviewer and Governing Body Sign-Off

This policy will be given to all staff members who must read.

J Callaway, Headteacher

C Kidd, Chair of Governors

APPENDIX A

Avalon School Registration Form

A/C N°



Registration Form

1 Details of Child

Please complete in capitals

Surname: _____ Date of Birth: _____
Forename(s): _____ Nationality: _____
Preferred Name: _____ Gender: (M / F) _____

Date of Entry to Avalon School: _____

Entry into: Nursery ☐ Year 1 ☐ Year 4 ☐
 Pre-School ☐ Year 2 ☐ Year 5 ☐
 Reception ☐ Year 3 ☐ Year 6 ☐ *Please tick* ✓

2 Education To Date

Present School/Nursery: _____

Address: _____

Post Code: _____ Date Entered: _____

Telephone N°: _____ Date Leaving: _____

Previous School/Nursery: _____

Date Entered: _____

Date Left: _____

3 Parents' Details

Legal guardians – please complete as appropriate

Father/Carer Title: _____ Full Name: _____

Address: _____

Post Code: _____ Occupation: _____

Email: _____

Tel: Home: _____

Mobile: _____

Work: _____

Mother/Carer Title: _____ Full Name: _____

Address: _____

Post Code: _____ Occupation: _____

Email: _____

Tel: Home: _____

Mobile: _____

Work: _____

Where parents have different address please indicate where the child lives

Mother: ☐

Father: ☐

Please tick ✓

Are parents jointly responsible for the child's education?
If **NO** please supply details separately in confidence.

Yes: ☐

No: ☐

Please tick ✓

4 Special Educational Needs and Disabilities

Please state any special educational needs, medical needs or disability for which your child will need reasonable adjustment.

5 Learning Support

Has your child ever had a specialist assessment (eg. Educational Psychologist Assessment) or any additional support at their present school/nursery?

Yes:

☐

No:

☐

If YES please specify and give details separately.

Please tick ✓

6 English as an Additional Language

Is English the first language used at home?

Yes:

☐

No:

☐

If NO please specify first language.

Please tick ✓

7 Child's Medical Information

Doctor's Name:

Address:

Post Code:

Tel:

Medical Condition:

Allergies:

Medication:

Dietary Requirements:

Other Information:

Are your child's immunisation injections up to date?

Yes:

☐

No:

☐

Please tick ✓

Can plasters be used on your child?

Yes:

☐

No:

☐

Please tick ✓

I hereby authorise any members of staff of the school to act as *loco parentis* to give consent to such medical treatment as is considered necessary for my child by a qualified medical practitioner.

Yes:

☐

No:

☐

Please tick ✓

8 Photograph Permission

It would greatly help us if you could give your permission for the use of DVD/photographs and website being taken of your child for use either in school or in relevant publications regarding the school, for events that may happen during your child's time at Avalon School e.g. Christmas Concerts, School Visits etc. Any parent is free to withhold permission, and we will then ensure that your child is not included on any photos/DVD published. Equally, a parent can change their initial decision at any time, but this must be in writing.

I hereby give permission for images of my child's to be used by the school

Yes:

☐

No:

☐

Please tick ✓

9 Local Area Visits

I hereby give my permission for my child to take part in local area visits such as walking to church or surrounding area.

Yes:

No:

Please tick ✓

10 School Fees

If school fees are to be paid by a person(s) other than the above named parents/carers (Section 3), please full name(s) and address(es):

Title: _____ Full Name: _____

Address: _____

Post Code: _____

11 Looked After Child

If the above named child (Section 1) is a looked after child (ie under the care of the council / court), please give details of the child's legal contact and those with parental responsibility:

Title: _____ Full Name: _____

Address: _____

Post Code: _____

12 Registration Fee

I / We request that the above named child (Section 1) be registered as a pupil of Avalon School and are paying a **non-refundable registration fee of £100.00** by

☐
☐

Cheque (payable to **Avalon School Educational Trust**) and enclosed with this form.

Internet Banking (this can be made within the UK or abroad by using bank details below.)

✓ (please tick payment method).

Bank: **Lloyds** A/C Name: **Avalon School Educational Trust**

A/C N°: **03074431** Sort Code: **30-15-52** IBAN: **GB38LOYD30155203074431** BIC: **LOYDGB21240**

Please use your child's surname as a reference.

13 Terms And Conditions

'Parental responsibility' means all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property. The mother of a child always has PR and the father of the child would have PR if he is/has been married to the mother, has entered into a PR agreement with the mother, has a court order giving him PR or his name is on the birth certificate if the child is born after December 2004. There may also be cases where a child is subject to a Residence Order or a Special Guardianship Order and in those circumstances the person in whose favour the order has been made would have PR. If a child is subject to a Care Order then the Local authority would have PR. 'A Contact Order' means an order requiring the person with whom a child lives, or is to live, to allow the child to visit or stay with the person named in the order, or for that person and the child otherwise to have contact with each other. There may be some people who do not have PR e.g. grandparents but who have a court saying that they should have contact with the child. There could also be persons for example fathers who have PR and also a contact order.

1. All pupils must attend regularly and punctually, unless prevented by illness or other unavoidable circumstances (Education Act, 1944).
2. If a pupil is absent through contagious illness or contact with infection, the Headteacher must be informed at once.
3. All fees are payable on the first day of term (including any incidental expenses incurred in the previous term), unless arrangements have been made for payment by Direct Debit. If fees are not paid by the due date, an additional amount of interest of 2% per month will be levied on accounts.
4. If, having registered, a pupil withdraws before the start of the term, the first term's fees are chargeable unless a term's notice is given.
5. The Headteacher reserves the right to require the removal of a pupil if in the opinion of the Headteacher, satisfactory standards of work or conduct are not maintained or if in the opinion of the Headteacher the pupil's presence in the school is undesirable, or if the fees are not paid on the first day of term (see 3 above). In the cases of removal due to unsatisfactory work or behaviour, fees for any remaining part of a term are not refundable.

6. A full term's WRITTEN NOTICE is required on or before the first day of a term at the end of which a pupil is to be removed; otherwise a full term's fees must be paid in lieu of notice. Such notice will be acknowledged in writing and parents or carers are advised that only such acknowledgement constitutes acceptance.
7. A successful school must initiate and respond to change. The offer of a place and its acceptance are given on the basis that, in the interests of the school as a whole, reasonable changes may be made from time to time and to these standard terms and conditions, to the size and location for the school, to its premises and facilities, to the structure and composition and classes and the way the school is run, to the rules and disciplinary framework, to the length of the school terms and the school day and to any other aspect of the school. Fee levels will be reviewed each year and there will be reasonable increases from time to time. Parents will be given adequate notice of any significant proposals or changes likely to affect the school community as a whole.

(*Points 8 – 12 additional criteria for Nursery Children Only)

8. *For parents with a child in Pre-School, a letter in Autumn Term will be given asking whether they would like to secure a place for their child in Avalon Reception class the following September.
9. *A minimum of two sessions (a session is either a morning or an afternoon), must be booked for two year olds, and three sessions for three year olds.
10. *If you decide to decrease sessions, a terms notice must be given in relation to fees – i.e. you may decrease your sessions at any time, but no refund will be given for the current term.
11. *Any requests to increase sessions will be considered and given on the first available opportunity. Priority will be given to those children who will be attending Avalon School. These sessions will be charged for at the end of each term on a separate invoice.
12. *Please note that once a starting date has been agreed, if you later choose to postpone or delay your original starting date by more than half a term, this may result in your sessions having to be released and the same sessions cannot be guaranteed until confirmed with your new starting date.
13. All children have the school lunch provided. The only exceptions are on specific medical advice.
14. We believe that these terms and conditions reflect the customs and practice of independent schools and schools for many generations. The rules about change and about notice and fees in lieu of notice and the other rules are provided in good faith. They promote stability, forward planning, proper resourcing and development of the school. They help also to protect parents from increases in fees and liabilities caused by the defaults of others. Any waiver is effective only if given in writing by the Headteacher. The fees list as varied from time to time is part of these terms and conditions. Nothing in these terms and conditions affects the statutory rights of pupils or the persons responsible for fees.
15. By signing this agreement parents are agreeing for their child to take part in performances and activities that may be photographed or videoed for school use only.
16. The signature of Parents or Carers below constitutes acceptance of the terms and conditions stated.

14 Parent(s)/Carers(s) Signature

By signing this form I / We agree for you to apply to my child's current school for a report and reference (for entry into Year 1 to Year 6 only).

By signing this form I / We agreed to the terms and conditions set out above and in accordance with Avalon School's Admissions Policy.

Signed: _____ Signed: _____
 Father/Carer Mother/Carer

Print Name: _____ Print Name: _____

Date: _____ Date: _____

<i>For Avalon School Use Only</i>			
Registration Fee Received	<input type="checkbox"/>	Invoice Issued	<input type="checkbox"/>
Confirmation Letter Sent	<input type="checkbox"/>	Admission Completed	<input type="checkbox"/>
Start Date Agreed	<input type="checkbox"/>	Copies to Accounts & Nursery	<input type="checkbox"/>

APPENDIX B

Taster Day Contact Details Forms



Taster Day Contacts Form

1 Details of Child

Please complete in capitals

Surname: _____ Date of Birth: _____
Forename(s): _____ Nationality: _____
Preferred Name: _____ Gender: (M / F) _____

Taster Day:	Nursery	<input type="checkbox"/>	Year 1	<input type="checkbox"/>	Year 4	<input type="checkbox"/>
	Pre-School	<input type="checkbox"/>	Year 2	<input type="checkbox"/>	Year 5	<input type="checkbox"/>
	Reception	<input type="checkbox"/>	Year 3	<input type="checkbox"/>	Year 6	<input type="checkbox"/>

Please tick ✓

2 Parents' Contact Details

Legal guardians – please complete as appropriate

Father/Carer Title: _____ **Full Name:** _____
Address: _____
Post Code: _____
Email: _____
Tel: Home: _____
Mobile: _____
Work: _____

Mother/Carer Title: _____ **Full Name:** _____
Address: _____
Post Code: _____
Email: _____
Tel: Home: _____
Mobile: _____
Work: _____

3 Other Emergency Contact Details

Legal guardians – please complete as appropriate

Contact 1 Title: _____ **Full Name:** _____
Tel: Home: _____
Mobile: _____
Work: _____

Contact 2 Title: _____ **Full Name:** _____
Tel: Home: _____
Mobile: _____
Work: _____

4 Parent(s)/Carers(s) Signature

Signed: _____ Dated: _____
Parent/Carer

APPENDIX C

Taster Day Medical & Dietary Details Form



Taster Day Medical & Dietary Form

1 Details of Child

Please complete in capitals

Surname: _____ Date of Birth: _____
Forename(s): _____ Nationality: _____
Preferred Name: _____ Gender: (M / F) _____

Taster Day: Nursery ☐ Year 1 ☐ Year 4 ☐
 Pre-School ☐ Year 2 ☐ Year 5 ☐
 Reception ☐ Year 3 ☐ Year 6 ☐ Please tick ✓

2 Child's Medical Information

Doctor's Name: _____
Address: _____
Post Code: _____ Tel: _____
Medical Condition: _____
Allergies: _____
Medication: _____
Dietary Requirements: _____
Other Information: _____

Are your child's immunisation injections up to date?

Yes: ☐
No: ☐

Please tick ✓

Can plasters be used on your child?

Yes: ☐
No: ☐

Please tick ✓

I hereby authorise any members of staff of the school to act as *loco parentis* to give consent to such medical treatment as is considered necessary for my child by a qualified medical practitioner.

Yes: ☐
No: ☐

Please tick ✓

3 Parent(s)/Carers(s) Signature

Signed: _____ Dated: _____
Parent/Carer



Avalon School

Early Years Funding

**Information and Guidance
For Parents**



Created: June 2020

Are you a working parent?
Is your child 3 or 4 years old?
You could be eligible for 30 hours free childcare.

What is 30 hours free childcare?

All 3 and 4 year olds are entitled to receive 15 hours per week of Free Early Years Childcare from the term after they turn 3, during term time (ie 36 weeks at Avalon School across the academic year). This is known as universal funding.

If your child attends for the 15 hours free entitlement only, you will not be charged any fees. However, Avalon School will apply a charge for lunches or snacks and any additional activities such as trips etc.

If your child attends more than the 15 hours per week you will be charged for the additional hours attended.

Children from working families may be entitled to an additional 15 hours per week, this is known as extended funding (also referred to as 30 hours).

You can split your entitlement between a maximum of two providers. You can claim 15 hours over at least two days per week for a maximum of 10 hours in one day.

Claiming your child's place

In order to access the 30 hours free childcare you child must be:

- over 3 years old
- Under compulsory school age (ie less than 5 years old)

Parents must be working, the broad criteria are:

- Both parents must be working or the sole parent in a lone parent family must be working
- Each parent must earn on average a weekly minimum equivalent of 16 hours at National Living Wage
- Each parent must earn less than £100,00 per year

If you wish to claim for the Universal 15 hours Avalon School will apply on your behalf, you simply need to complete a short form provided by Avalon School and is attached in Appendix A of this leaflet.

If you wish to apply for the Extended 15 hours funding you need to apply online on the Government website Childcare Choices - <https://www.childcarechoices.gov.uk/>

If you are splitting your funding between Avalon School and another provider you will need to complete a separate form with each provider.

When you can claim

Children become eligible from the term after their 3rd birthday.

If your child's birthdays falls between	They become eligible from
1 st January to 31 st March	1 st April following child's birthday (summer term)
1 st April to 31 st August	1 st September following child's birthday (autumn Term)
1 st September to 31 st December	1 st January following child's birthday (spring term)

The entitlement will last until the term your child is of compulsory school age (ie 5 years old).

More information on how the funding works can be found in the Government publication "Early Education and Childcare – Operational Guidance - <https://www.gov.uk/government/publications/30-hours-free-childcare-la-and-early-years-provider-guide>

Extended funding (30 Hours)

Extended funding is an extra 15 hours per week (for 36 weeks per academic year at Avalon School) of free Early Years Childcare offered to the children of working parents or families entering work who meet a government set criteria.

The additional extended 15 hours will be available to families where:

- both parents are working or the sole parent is working in a lone parent family
- each parent has a weekly minimum income equivalent to 16 hours at national minimum wage or living wage
- neither parent has an income of more than £100,000 per year

Your child can start to receive their funded childcare the term after they turn 3 years old and have received a valid 30 hours code, whichever is later.

Term start dates are

- 1st September (autumn term)
- 1st January (spring term)
- 1st April (summer term)

Applications for an extended funding code can be made 12 weeks before the child's 3rd birthday.

All applications are processed and managed by HMRC, you will need to re-confirm your details every 3 months to be able to continue to access your 30 hours of childcare. HMRC will advise you of the date you need to reconfirm by. **As a parent it is your responsibility to reconfirm your eligibility.**

Any issues with 30 hour applications should be directed to Childcare Choices 0300 123 4097 or visit the Childcare Choices website for more information <https://www.childcarechoices.gov.uk/>

Before Avalon School can offer your child 30 funded hours parents will need to provide:

- Eligibility code
- National Insurance Number
- Child's date of birth
- Child's birth certificate or passport
- Completed Parent Declaration Form so that Avalon School can validate your code – see Appendix B.

Change of circumstances

You will be reminded by HMRC to reconfirm eligibility every 3 months. As a parent this is your responsibility. If eligibility is not reconfirmed or you are no longer eligible, your entitlement will continue for a short period of time (known as the grace period).

The grace period is defined by when you fall out of eligibility:

Date parent receives ineligible decision on reconfirmation	Wirral Borough Council audit date	Grace period end date
1 st January to 10 th February	11 th February	31 st March
11 th February to 31 st March	1 st April	31 st August
1 st April to 26 th May	27 th May	31 st August
27 th May to 31 st August	1 September	31 st December
1 st September to 21 st October	22 nd October	31 st December
22 nd October to 31 st December	1 January	31 st March

Should you fall out eligibility for 30 hours funding you will still receive the universal 15 hours. However any sessions provided over and above the 15 universal hours will be charged for in the usual way.

Privacy notice

- information will be processed in accordance with the Data Protection Act 2018
- eligibility will be checked by with appropriate government departments (HMRC, DWP and Home Office)
- any entitlement or change in entitlement status will be shared by the local authority with the school or setting the child attends

Find out more

For further information about the increase in funding entitlement visit Wirral Borough Council's website. <https://www.wirral.gov.uk/early-years-and-childcare/free-childcare-three-and-four-year-olds/extension-early-years-funding-30>

For more information email Wirral's Early Childhood services at fis@wirral.gov.uk.

Tax-Free Childcare

To find out about the new Tax-Free Childcare scheme visit the HMRC website. <https://www.gov.uk/government/news/tax-free-childcare-10-things-parents-should-know>

Childcare Choices

If you are having difficulty with the Childcare Choices website (<https://www.childcarechoices.gov.uk/>) you can call the helpline on 0300 123 4097.

APPENDIX A



Early Years Funding Entitlement for 2, 3 and 4 year olds

EYFE1b - Parental Agreement for Early Years Funding Entitlements



This agreement is for the Early Years Provider to collect information from a parent/carer of a funded child to enable a claim for their Early Years Funding Entitlement. This Parental Agreement **MUST** be made available to the Local Authority for audit purposes. This information must be kept in a secure location and retained for 7 years.

SECTION 1: Child's Details

To be completed by all families claiming Early Years Funding Entitlement for 2, 3 and 4 year olds

LEGAL SURNAME		ADDRESS 1	
LEGAL FORENAME(s)		ADDRESS 2	
KNOWN AS (if different from above)		ADDRESS 3	
Date of Birth		ADDRESS 4	
GENDER	FEMALE <input type="checkbox"/> MALE <input type="checkbox"/>	POSTCODE	
FUNDING (please tick)	2 YEAR OLD <input type="checkbox"/> 3 & 4 YEAR OLD UNIVERSAL <input type="checkbox"/> 3 & 4 YEAR OLD EXTENDED <input type="checkbox"/>		

WHITE	WBRI	White British	ASIAN or ASIAN BRITISH	AIND	Indian
	WIRI	White Irish		APKN	Pakistani
	WIRT	White Traveller of Irish Heritage		ABAN	Bangladeshi
	WROM	White Gypsy/Roma		AOTH	Any other Asian
	WOTH	Any other white background		MWBC	White and Black Caribbean
BLACK	BCRB	Caribbean	MIXED	MWBA	White and black African
	BAFR	African		MWAS	White and Asian
	BOTH	Any other black background		MOTH	Any other mixed background
OTHER	CHNE	Chinese	REFUSED	REFU	Refused to share information
	OOTH	Any other ethnic background			

Documentary evidence to be completed by Early Years Provider

Documentary proof of DOB Type (e.g. Birth certificate, Passport):		Document recorded by (name of staff member):	
Date document recorded (DD/MM/YYYY)		SIGNATURE	
Special Educational Needs and Disability (SEND) INFORMATION			
Is your child receiving support for SEND?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Does your child have an Education Health and Care Plan (EHCP)?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Is your child in receipt of Disability Living Allowance (DLA)?		YES <input type="checkbox"/> NO <input type="checkbox"/>	

SECTION 2: Parental Information

To be completed by parent or carer with legal responsibility for child in section 1

LEGAL SURNAME		NI NUMBER	
LEGAL FORENAME		NASS NUMBER (if applicable)	
Date of Birth		30 HOUR CODE (if applicable)	
SIGNATURE		2 YEAR FUNDING REF (if applicable)	
RELATIONSHIP TO CHILD			

SECTION 3: Funded Hours

This section is to be completed for all newly eligible 2, 3 and 4 year olds who wish to claim the Early Years Funding Entitlement, and any 3 & 4 year old children currently claiming universal hours who wish to access the extended hours entitlement.

- Universal 15 hours will continue regardless of entitlement to extended hours.
- You need to complete this claim form for each provider your child attends to ensure that funding is paid between them for a maximum of 15 hours per week.
- Your child can attend a maximum of two sites in a single day. Funding can be split between multiple providers.
- In the case of 2 year old funding please complete the universal entitlement box

	Hours being claimed for PER WEEK (Total)	If stretched, over how many weeks?
Universal Funding (15 hours max)		
Extended Funding (15 hours max)		

If your child attends any other Early Years provision please state below

SETTING NAME			PHONE NUMBER		
		Hours being claimed for PER WEEK (Total)	If stretched, over how many weeks?		
Universal Funding (15 hours max)					
Extended Funding (15 hours max)					

SECTION 4: Declaration

I confirm that:

- I am the parent/carer/guardian with legal responsibility for, and reside within the same household as the child claiming the Early Years Funding Entitlement named within this claim form.
- All information provided in this document is accurate and true.

I understand:

- The criteria for my child to be eligible for the Early Years Funding Entitlement claimed for on this form
- And agree to the conditions set out in this document

I authorise:

- Name of provider _____ to claim 2 Year Funding or 3 and 4 year old Universal and/or Extended Entitlement funding, as agreed above, on behalf of my child and to discuss funded hours with my child's other provider.

In addition, I understand that

- The information I have provided will be shared with the local authority, Department for Education and other partner services e.g. health or council services, 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) on behalf of my child.
- Any entitlement or change in entitlement status will be shared by the local authority with the providers that the child attends.
- The information provided will be used for rechecking, monitoring and evaluation purposes, and will be stored and processed in accordance with the Data Protection Act 2018 and Wirral Council's Privacy Notice, a copy of which can be found at <https://www.wirral.gov.uk/about-council/freedom-information-and-data-protection/privacy-notice>.
- This information will be used as an application for free school meals and as registration for pupil premium when my child starts in reception class.

Parent or Carer with legal responsibility		Childcare Provider	
NAME		NAME	
ADDRESS		EY NUMBER	
		AUTHORISED SIGNATURE	
SIGNATURE		SIGNATURE	
DATE		DATE	

Guidance

Early Years Entitlement 2018-2019

Universal Early Years Funding Entitlement for 2, 3 & 4 year olds can be used over three claim periods. For each period there are a maximum number of universal funded hours available.

Extended Early Years Funding Entitlement for 3 & 4 year olds needs to be reconfirmed every 3 months from the date of the original application through www.childcarechoices.gov.uk, or by contacting telephone 0300 123 4097. Reconfirmation can be completed by parents/carers only. This funding can then be used over three claim periods. For each period there are a maximum number of extended funded hours available.

Claim period	Summer 2019	Autumn 2019	Spring 2020
Max. hours for 2 year olds claiming funding	195 hours	210 hours	165 hours
Max. hours for 3 & 4 year olds Universal Early Years Funding Entitlement	195 hours	210 hours	165 hours
Max. hours for 3 & 4 year olds Extended Early Years Funding Entitlement	195 hours	210 hours	165 hours

1. Hours may be claimed by a maximum of 2 sites per day (physical sites), including Local Authority Class or school.
2. Funding can be claimed between 6am and 8pm, with a maximum of 10 hours in one day.
3. This agreement covers your child's 2 Year Old Funding, Universal Early Years Funding Entitlement for 3 & 4 year olds, Extended Early Years Funding Entitlement for 3 & 4 year olds and EYPP.
4. Additional time and services provided by the Early Years Provider is a separate agreement with them.
5. Deposits may be requested but will be returned within a reasonable time scale by whichever method you and your provider agree.
6. Your entitlement is in hours only. Hours above your entitlement will be charged as per your agreement with the Early Years Provider.
7. Your Early Years Provider may offer your entitlement as a stretched offer.
8. Funding can only be moved from one setting to another before the start of the funding term. Moving your child during term is only possible after receiving confirmation from the Early Years Business Support Team, Tel: 0151 666 3980. Your Early Years Provider may require a period of notice prior to your child leaving.
9. It is your responsibility to complete this form with accurate information and proof of age, preferably a birth certificate, promptly to allow the provider to receive funding for your child.

APPENDIX B



Early Years 30 Hour Funding Eligibility Form

To be completed by the child's parent/carer. Please use BLOCK CAPITALS.

Parent/Carer's Name:	
Address:	
Postcode:	
Telephone Number:	
Email Address:	
National Insurance Number:	

Child's Full Legal Name:	
Child's Date of Birth:	

Eligibility code:	
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I understand that the information I have provided will be shared with Wirral Borough Council. This information will be used to check with appropriate government departments (HMRC, DWP and Home Office) as allowed by law to confirm eligibility for 30 hours funded childcare. I accept that Avalon School will use this information when applying for funding from Wirral Borough Council for the child named above. I confirm that all information provided is true and accurate.

Signed by parent/carer:	
Name:	
Date:	

Information provided will be kept by Avalon School for seven years for auditing purposes.

APPENDIX E
Wirral Borough Council Universal 15 Hours Parental Agreement Form



Early Years Funding Entitlement for 2, 3 and 4 year olds

EYFE1b - Parental Agreement for Early Years Funding Entitlements

This agreement is for the Early Years Provider to collect information from a parent/carer of a funded child to enable a claim for their Early Years Funding Entitlement. This Parental Agreement **MUST** be made available to the Local Authority for audit purposes. This information must be kept in a secure location and retained for 7 years.

SECTION 1: Child's Details

To be completed by all families claiming Early Years Funding Entitlement for 2, 3 and 4 year olds

LEGAL SURNAME		ADDRESS 1	
LEGAL FORENAME(S)		ADDRESS 2	
KNOWN AS (if different from above)		ADDRESS 3	
Date of Birth		ADDRESS 4	
GENDER	FEMALE <input type="checkbox"/> MALE <input type="checkbox"/>	POSTCODE	
FUNDING (please tick)	2 YEAR OLD <input type="checkbox"/> 3 & 4 YEAR OLD UNIVERSAL <input type="checkbox"/> 3 & 4 YEAR OLD EXTENDED <input type="checkbox"/>		

WHITE	WBRI	White British	ASIAN or ASIAN BRITISH	AIND	Indian
	WIRI	White Irish		APKN	Pakistani
	WIRT	White Traveller of Irish Heritage		ABAN	Bangladeshi
	WROM	White Gypsy/Roma		AOTH	Any other Asian
	WOTH	Any other white background		MWBC	White and Black Caribbean
BLACK	BCRB	Caribbean	MIXED	MWBA	White and black African
	BAFR	African		MWAS	White and Asian
	BOTH	Any other black background		MOTH	Any other mixed background
OTHER	CHNE	Chinese	REFUSED	REFU	Refused to share information
	OOth	Any other ethnic background			

Documentary evidence to be completed by Early Years Provider			
Documentary proof of DOB Type (e.g. Birth certificate, Passport):		Document recorded by (name of staff member):	
Date document recorded (DD/MM/YYYY)		SIGNATURE	
Special Educational Needs and Disability (SEND) INFORMATION			
Is your child receiving support for SEND?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Does your child have an Education Health and Care Plan (EHCP)?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Is your child in receipt of Disability Living Allowance (DLA)?		YES <input type="checkbox"/> NO <input type="checkbox"/>	

SECTION 2: Parental Information

To be completed by parent or carer with legal responsibility for child in section 1

TITLE (Mr/Mrs/Miss/Dr etc)		NI NUMBER	
LEGAL SURNAME		NASS NUMBER (if applicable)	
LEGAL FORENAME(S)		30 HOUR CODE (if applicable)	
DATE OF BIRTH		2 YEAR FUNDING REF (AF or TYOF if applicable)	
RELATIONSHIP TO CHILD		SIGNATURE	

SECTION 3: Funded Hours

This section is to be completed for all newly eligible 2, 3 and 4 year old's who wish to claim the Early Years Funding Entitlement, and any 3 & 4 year old children currently claiming universal hours who wish to access the extended hours entitlement.

- Universal 15 hours will continue regardless of entitlement to extended hours.
- You need to complete this claim form for each provider your child attends to ensure that funding is paid between them for a maximum of 15 hours per week.
- Your child can attend a maximum of two sites in a single day. Funding can be split between multiple providers.
- In the case of 2 year old funding please complete the universal entitlement box

	Hours being claimed for PER WEEK (Total)	If stretched, over how many weeks?
Universal Funding (15 hours max)		
Extended Funding (15 hours max)		

If your child attends any other Early Years provision please state below

SETTING NAME		PHONE NUMBER	
	Hours being claimed for PER WEEK (Total)		If stretched, over how many weeks?
Universal Funding (15 hours max)			
Extended Funding (15 hours max)			

SECTION 4: Declaration

I confirm that:

- I am the parent/carer/guardian with legal responsibility for the child claiming the Early Years Funding Entitlement named within this claim form.
- All information provided in this document is accurate and true.

I understand:

- The criteria for my child to be eligible for the Early Years Funding Entitlement claimed for on this form
- And agree to the conditions set out in this document

I authorise:

- _____ (Name of provider) to claim 2 Year Funding, or 3 and 4 year old Universal and/or Extended Entitlement funding, as agreed above, on behalf of my child and to discuss funded hours with my child's other provider.

In addition, I understand that

- The information I have provided will be shared with the local authority, Department for Education and other partner services e.g. health or council services, 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) on behalf of my child.
- Any entitlement or change in entitlement status will be shared by the local authority with the providers that the child attends.
- The information provided will be used for rechecking, monitoring and evaluation purposes, and will be stored and processed in accordance with the Data Protection Act 2018 and Wirral Council's Privacy Notice, a copy of which can be found at <https://www.wirral.gov.uk/about-council/freedom-information-and-data-protection/privacy-notice>.
- This information may be used as an application for free school meals and as a registration for pupil premium when my child starts in reception class.

Parent or Carer with legal responsibility		Childcare Provider	
NAME		NAME	
ADDRESS		EY NUMBER	
		AUTHORISED SIGNATURE	
SIGNATURE		SIGNATURE	
DATE		DATE	

Guidance

Early Years Entitlement 2021-2022

Extended Early Years Funding Entitlement for 3 & 4 year olds needs to be reconfirmed every 3 months from the date of the original application through www.childcarechoices.gov.uk, or by telephone 0300 123 4097. Reconfirmation can be completed by parents/carers only.

Funding is split into 3 terms, for each term there are a maximum number of funded hours available.

Claim period	Summer 2021	Autumn 2021	Spring 2022
Max. hours for 2 year olds claiming funding	195 hours	210 hours	165 hours
Max. hours for 3 & 4 year olds Universal Early Years Funding Entitlement	195 hours	210 hours	165 hours
Max. hours for 3 & 4 year olds Extended Early Years Funding Entitlement	195 hours	210 hours	165 hours

1. Hours may be claimed by a maximum of 2 sites per day (physical sites), including Local Authority Classes or Schools.
2. Funding can be claimed between 6am and 8pm, with a maximum of 10 hours in one day.
3. For 2 Year Old funding a maximum of 15 hours can be claimed in a single week.
4. For 3 and 4 Year Old funding a maximum of 15 hours Universal funding and 15 hours Extended funding can be claimed in a single week (maximum of 30 hours in total).
5. This agreement covers your child's 2 Year Old Funding, Universal Early Years Funding Entitlement for 3 & 4 year olds, Extended Early Years Funding Entitlement for 3 & 4 year olds and Early Years Pupil Premium.
6. Persistent absence will be reported by your Early Years Provider to Wirral Council.
7. Additional time and services provided by the Early Years Provider is a separate agreement with them.
8. Deposits may be requested but will be returned within a reasonable time scale by whichever method you and your provider agree.
9. Your entitlement is in hours only. Hours above your entitlement will be charged as per your agreement with the Early Years Provider.
10. Your Early Years Provider may offer your entitlement as a stretched offer.
11. **Funding can only be moved from one setting to another before the start of the funding term. Moving your child during term is only possible after receiving confirmation from the Early Years Business Support Team, (Tel: 0151 666 3980). Your Early Years Provider may require a period of notice prior to your child leaving.**
12. It is your responsibility to complete this form with accurate information and proof of age, preferably a birth certificate, promptly to allow the provider to receive funding for your child.