All parent/carer policies and procedures should be available to share with them so that they can make an informed decision about their childcare arrangements.

It is good practice to ensure these documents are available in a typed format and include a version date/number and review date.

An Admissions Policy must be submitted with other documentation to offer Early Education as part of the Local Authority Funding Agreement. A provider may choose to combine policies for Early Education to reduce the admin burden, and therefore we expect the requirements to be stated in at least one policy which is written for and shared with families.

The Local Authority Funding Agreement requires providers to make information about their Early Education offer and admissions criteria available to parents/carers at the point the child first accesses provision at their setting.

An Admissions Policy as a minimum should include information concerning –

* Childcare Provision
* Early Education Offer
  + Number of Places
  + Hours when offer is available
  + Whether any restriction has been applied
* Waiting Lists
* Fees (Deposit, Registration Fee and Retainer)
* Allocation of a Place (Criteria Used)
* Registration Process
  + Documentation to register interest
  + Documentation to confirm place
  + Home visits (if applicable)
  + Settling in Sessions (if applicable)
  + Documentation required to confirm eligibility to Early Education
    - Verify date of birth
    - Evidence to validate national criteria has been met
    - Process to claim funding
* Contractual Arrangements
* Inclusion

The provider should also make information about their offer, fees and admissions criteria available to parents/carers at the point the child first accesses provision at their setting.

**Local Authority Funding Agreement**

When opting to offer Early Education to families in Norfolk, it will be necessary to have a Local Authority Funding Agreement in place. Additional documentation is also required as part of this agreement which includes an Admissions Policy.

To meet the terms of the agreement the following must be included in your policy.

|  |  |  |
| --- | --- | --- |
| **Agreement Requirement** | | **Suggested Wording**  (please insert detail where the text is highlighted red) |
| **[2.14]** | The provider should check original copies of documentation to confirm a child has reached the relevant age on initial registration for all free entitlements. The provider can retain paper or digital copies of documentation to enable the local authority to carry out audits and fraud investigations. Where a provider retains a copy of documentation this must be stored securely and deleted when there is no longer a good reason to keep the data. | As part of the registration process, parents/carers will be required to provide documentation to evidence their child’s date of birth. This is to confirm they have reached the eligible age for the funded entitlement. A copy will not be retained but may be requested again later by the Local Authority for audit or fraud investigation purposes. |
| **[2.15]** | The provider should offer disadvantaged 2-year-old places on the understanding that the child remains eligible until they become eligible for the universal entitlement for 3- and 4- year-olds. | Families accepting a 2-year-old funded place will be able to claim the entitlement until their child(ren) is/are eligible for either the 3- and 4-year-old funding universal entitlement or working parent entitlement. |
| **[2.25]** | Provision must be offered within the national parameters on flexibility as set out in Section A2 of Early Education and Childcare [Statutory guidance for Local Authorities](https://www.gov.uk/government/publications/early-education-and-childcare--2). | Early Education is offered within the national parameters –   * no session to be longer than 10 hours * no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register) * not before 6.00am or after 8.00pm * a maximum of two sites in a single day |
| **[2.26]** | The provider should work with the local authority and share information about the times and periods at which they are able to offer free entitlements to support the local authority to secure sufficient stretched and flexible places to meet parental demand in the local authority. | Early Education is offered to families x weeks of the year.  Funded hours can be claimed –   * Mon – max hours = x [enter times] * Tues – max hours = x [enter times] * Wed – max hours = x [enter times] * Thur – max hours = x [enter times] * Fri – max hours = x [enter times]   There are x fully funded places for families, these sessions are available –   * Mon – max hours = x [enter times] * Tues – max hours = x [enter times] * Wed – max hours = x [enter times] * Thur – max hours = x [enter times] * Fri – max hours = x [enter times]   These places are limited and will be offered to families who are unable to pay the consumable charge and are -   * receiving some form of government help * insert your criteria   If you are unable to pay our charges, please speak with x to discuss the alternative options available.  Funding cannot be claimed during our lunch period. |
| **[2.27]** | The provider should also make information about their offer and admissions criteria available to parents at the point the child first accesses provision at their setting. | The Admission and Charging Policies are issued to all families as part of the registration process.  They are also available x. |
| **[2.30]** | The provider should work in partnership with parents, carers and other providers to improve provision and outcomes for children in their setting. An [interactive toolkit](http://www.familyandchildcaretrust.org/dfes-30-hour-mixed-model-partnership-toolkit) has been developed to help providers set up or join a partnership, maximise the benefits of working together and tackle the challenges joint working can bring. | We will work in partnership with parents, carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in their setting. Where required we will seek parent / carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.  Our setting has made a Flourish Pledge, which means we are working together with the local authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk. |
| **[2.31]** | The provider should discuss and work closely with parents to agree how a child’s overall care will work in practice when their free entitlement is split across different providers, such as at a maintained setting and childminder, to ensure a smooth transition for the child. | To ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child’s overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting. |
| **[2.35]** | The provider should be clear and transparent about the SEND support on offer at their setting and make information available about their offer to support parents to choose the right setting for their child with SEND. | [We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements should include a clear approach to identifying and responding to SEND.  This means we will -   * follow the requirements of the Early Years Foundation Stage Statutory Framework to provide an inclusive environment for all children and their families, together with the requirements to comply with the Equalities Act and the Special Educational Needs and Disability Code of Practice * monitor and review children’s progress and development in partnership with families. Where a child appears to be behind expected levels of development or where a child’s progress gives cause for concern a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do & Review * provide information to families on how their child’s development is being supported and in agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary * utilise the SEN inclusion fund and Disability Access Fund to deliver effective support * publish our contribution to the ‘SEN Local Offer’ in Norfolk. This is available on the Norfolk Community Directory and x to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN |
| **[2.37]** | The provider should ensure that they have identified the disadvantaged children in their setting as part of the process for checking EYPP eligibility. They will also use EYPP and any locally available funding streams or support to improve outcomes for this group. | We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. This will be in partnership with families and consent will be sought prior to submitting a claim/application. |
| **[2.51]** | The provider should publish their admissions criteria and ensure parents understand which hours/sessions can be taken as free provision. Not all providers will be able to offer fully flexible places, but providers should work with parents to ensure that as far as possible the pattern of hours are convenient for parents’ working hours. | We will work with parents to ensure that as far as possible the hours/sessions that can be taken as funded provision are convenient for parents’ working hours. |