

**This document contains:**

**The**

**Early Years**

**Policies and Procedures**

**for**

**Admissions,**

**Childcare Charges,**

**Arrears and Refunds**

**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 delete all previous versions and replace with this one.**

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# **Section 1:**

## **Quick Reference**

# Quick reference

For all early years and children's centres, nursery schools, primary schools (where applicable) and community nurseries for admission, first childcare charges income assessment and subsequent childcare charges income assessments.

1. Offer of place – Note: a starting date will not be given until all paperwork has been received, charges are assessed and the contract is agreed and signed by all parties.
2. Registering an admission - Note: all children must be assessed for charges including referrals i.e. Priority Early Learning, Priority Early Learning SEND places.
3. 15 hours for 2 year olds and 30 hours for 3 and 4 year olds free early education entitlements (FEEE) must provide their eligibility code and complete the [Parental Declaration for Free Early Education Entitlements \(FEEE\)](#).
4. Registering a child for community (including 15/30 FEEE for 2, 3 and 4 year olds) PEL and PEL SEND places
5. The following information must be obtained and all forms completed before the parents are offered a start date for their child. (*Original documents only*).
  - 5.1 Birth certificate of the child
  - 5.2 Red Baby Book
  - 5.3 GP's name, address and telephone number
  - 5.4 Health visitor's name, address and telephone number
  - 5.6 Emergency daytime 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).
  - 5.7 Proof of address: Council Tax bill **must** be provided and either landline telephone bill or utilities bill
6. Evidence of income: First assessment for Community Marketed, PEL and PEL SEND places. Parents taking up FEEE places only do **not** need to complete the Childcare Charges Income Assessment form.
7. In order for the Council to determine the correct level of charges to be paid, childcare charges are calculated on the basis of the earned and unearned annual incomes of both parents/carers before deductions. i.e. Tax, NI, CCV, Pension Credits etc. (Original documents only).
8. The following evidence and documents are required including from both parents in a two parent family and must be maintained in the child's file (Electronically or hard copy form)
  - 8.1 Universal Credit - who are NOT working

- 8.2 Weekly paid (four wage slips that are recent and consecutive)
- 8.3 Monthly paid (two wage slips that are recent and consecutive)
- 8.4 Self-employed – Self assessment on-line accounts (Full Version) or Audited Accounts (Full Version)
- 8.5 Evidence of employment and proof of working hours is required including from both parents in a two parent family for the following
  - 8.5.1 Parents not wishing to provide evidence of income
  - 8.5.2 Parents who are not required to provide evidence because their income falls into Band 11
  - 8.5.3 Parents who have accepted a Marketed place (Islington and Non-Islington residents)
- 8.6 Evidence of income is not required for the following
  - 8.6.1 Evidence of income is not required from those accessing an FEEE only
  - 8.6.2 However - proof of eligibility for (FEEE) for two, three and four year olds is required

## **9. Students**

- 9.1 Student's enrolment forms and proof of funding for childcare charges  
Please refer to [Section: 3 Charging Policy - 2.5, 2.5.1, 2.5.2, 2.6 Income assessments](#)
- 9.2 Evidence of income including from both parents in a two parent family
- 9.3 Evidence of single parent status – if any
- 9.4 Council Tax Bill - evidence of student status

## **10 Self-employed**

- 10.1 Latest set of audited accounts (self-employed)
- 10.2 Self-assessment on-line

*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*

## **11 Proof of single parent:**

- 11.1 legal agreement - if this is not available;
  - 11.1.1 a written declaration from the absent parent is required, stating what if any contribution made, which must include the child's name, child's address, date of birth, name of parent, address of parent date and signature

**or**

- 11.1.2 if the sole carer – A written declaration, to include any income received from absent parent. This must include the child's name, child's address, date of birth, name of parent, parent's address date and signature of parent
- 11.1.3 the Council Tax bill with single person allowance – this must be provided along with one of the above

## 12. Childcare Charges Income Assessment

- 12.1 Parents are responsible for completing the income assessment form and all requested evidence must be provided before the full assessment can be determined. As soon as the band is calculated, please check the following:
  - 12.2 All parts of the form been completed correctly and in full
  - 12.3 The information matches the evidence
  - 12.4 DOB of child matches the birth certificate
  - 12.5 Spellings of names are correct
  - 12.6 Addresses of both parents correspond with evidence
  - 12.7 The form has been signed and dated including by authorised signatories
  - 12.8 Fully complete office use section

## 13. Contract

- 13.1 Once the evidence has been assessed and the band has been determined the contract must be completed. The setting is responsible for completing the contract.
- 13.2 Ensure the form has been signed and dated including by authorised signatories
- 13.3 Fully complete office use section

## 14. No arrears policy

- 14.1 It is your responsibility to inform parents/carers that the council has a **NO ARREARS POLICY** and an explanation should be provided to parents about the arrears procedure (Please note: It is essential that marketed places hold a credit of £100.00)
- 14.2 **Arrears procedure** – Please refer to [Section: 3 Charging Policy 4. Arrears Policy 4.1 – 4.6](#)
- 14.3 **Week 1:** provide statement to the parent with reminder to pay
- 14.4 **Week 2:** issue the first arrears letter if the parent has not responded to the statement

- 14.5 **Week 3:** issue the second letter as soon as the deadline for the first letter expires
- 14.6 The Head of provision will negotiate an appropriate period for payment of the arrears, which is confirmed in writing and signed by both parties
- 14.7 In the case of LBI nurseries, 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 matter with all evidence must be forwarded to the Early Years Bursar for further follow up and legal action to be actioned
- 14.8 Non LBI settings must procure their own legal assistance to follow through outstanding arrears when all other actions have failed to recoup.

**15. Checklist of forms to be completed and maintained in the child's file (Electronically or hard copy form) for community, marketed, (Including 15/30 FEEE for 2, 3 and 4 year olds) PEL and PEL SEND places at registration**

- 15.1 [Admission form](#) completed and all areas signed by the parent
- 15.2 [Early Years Attendance and Punctuality Policy](#) (signed by parent/carer)
- 15.3 [Contract](#) (Green) signed by parent/carer and Head of provision
- 15.4 [Childcare Charges Income Assessment](#) (Blue) must be signed by both parents, admin (who assessed the charge) and Head of provision
- 15.5 Proof of working including
- 15.6 [Early Years Non-Government Funded - Census Data Form](#) – To be signed by parents and Head of provision

**Or - either or both depending on how long the child has been at the provision**

- 15.7 [Parental Declaration for FEEE](#) for 2, 3 and 4 year olds. Check this form – To be signed by parent and person of authorisation
  - 15.7.1 'Step 3: Your Child's Eligibility'
  - 15.7.2 Has the parent ticked yes to 'Is your child eligible for and in receipt of Disability Living Allowance (DLA)'?
  - 15.7.3 Or have they ticked yes 'Do you wish to apply for EYPP for your child'?
  - 15.7.4 If yes to any of these - See [Section: 14 - 1, 4 or 5](#) on the header page. (If they, have you will need to send the form to [feee@islington.gov.uk](mailto:feee@islington.gov.uk))
- 15.8 Admission form (completed and signed by parent)
- 15.9 Photocopies of evidence of income as set out above including both parents in a two parent family
- 15.10 Child's birth certificate
- 15.11 Photocopy of immunisation page from Red Baby Book



- 15.12 Photocopies of Council Tax (both sides) bill and utilities bill (proof of address)

## **16. Registering Marketed places**

- 16.1 As for community places (see above)
- 16.2 Evidence of income is NOT required,
- 16.3 Evidence of employment and working hours is required, including from both parents in a two parent family
- 16.4 £100.00 deposit is required.
- 16.5 The child's account must be kept in credit of £100.00 (the deposit) until the child leaves, or is offered a community place, the deposit will be deducted from the charge for the child's last week.

## **17. When to assess (re-assessments) – A new Contract and a Childcare Charge Income Assessment is required along with evidence as follows:**

- 17.1 Every six months
- 17.2 Financial Change

Proof of address: Council Tax bill and either a landline telephone bill or a utilities bill must be provided. In addition evidence of income (see section 8)

A new contract must be completed as follows:

- 17.3 Term after a child's birthday
- 17.3 Change in days or hours
- 17.3 The parents are no longer residents in Islington.
- 17.3 Increase in charges (annual usually August/September)

# Section 2:

## Admissions Policy

# Islington Early Years Admissions Policy

**August 2022**

## Introduction

This policy sits alongside the [charging policy](#) in outlining the terms and conditions of childcare places in Islington; please refer to both for full details.

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

Islington Council subsidises childcare for children aged 6 months and above, 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 who are both in employment or studying towards a qualification.

## Under Threes

The Council provides part-time and full-time places for Islington-resident children under three in children's and early year's centres, nursery schools and some primary schools. Some two year olds can receive 570 hours of Free Early Education per year (FEEE). All other places and any additional hours for 2 year olds with FEEE are subject to the council's charging scheme. Please note: not all settings offer the FEEE for two year olds.

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

- income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- child tax credits, and your household income is £16,190 a year or less before tax
- the guaranteed element of Pension Credit
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

2-year-olds can also get free childcare if they:

- are looked after by a local authority
- have a statement of special education needs (SEN) or an education, health and care (EHC) plan
- get Disability Living Allowance
- have left care under an adoption order, special guardianship order or a child arrangements order

To find out if you are eligible go to [www.islington.gov.uk/free2](http://www.islington.gov.uk/free2)

### **Three and Four Year Olds**

All three and four year olds are entitled to receive 570 hours of free early education per year from the term after their third birthday. 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 three and four year olds are entitled to an additional 15 free hours, making a total of up to 30 hours per week.

The eligibility criteria for the 30 hours Funded Early Education Entitlement are as follows:

- 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 FEEE for three and four year olds are subject to the council's charging policy and charging schedules.

## **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**

#### **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);

Any remaining places can be given where at least one of the below applies:

- a) Both parents are working/studying (employed or self-employed including zero hours contracts) or the sole parent is working/studying in a lone parent family.
  1. Places are allocated based on the days worked or studying – in-line with the delivery model
  2. For parents who take up a Band 11 or a Marketed place proof of employment and the number of days worked will be required. For students evidence of course details
- b) Eligible for FEEE for 2 year olds (if offered by the provider).

These places are allocated as set out in the criteria below.

- 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 attending 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

#### **Three and four year olds**

If there are not enough places available for the number of applications, 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 the criteria as set out in the Early Years Priority Learning Statement (Attached).
4. to other children in the following order:
  - a) to three and four year olds, a part-time (15 hours) FEEE place according to availability in individual schools and children's centres;
  - b) to eligible three and four year olds, a full time (30 hours) place according to availability in individual schools and children's centres;
  - c) If there are more applications than places available, places will be allocated in the following order:
    - i) to children already attending the school or centre\*;

- ii) for school nursery classes: to children with a sibling attending the primary school;
- iii) to Islington children living nearest the school or centre decided by a straight-line measurement
- d) 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.

\*This does not apply when parents want to move from one type of place to another (e.g. from marketed to community).

### **Places subject to the Council charging scheme**

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

- a) to children already attending the school or centre\*
- b) to children with a sibling attending 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**

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 where both parents are working or studying and 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 those who live and work out of borough.

### **Keyworkers**

Keyworkers, 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, keyworkers are defined as teachers, NHS clinical staff, police and community support officers, staff employed in schools and children's centres, and social care workers. Keyworkers 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 and Disabilities (SEND)**

All schools and centres must provide for children with SEND. In addition, there are 36 specialist places in total in children's centres. See the Islington SEND local offer for more information:

[www.islington.gov.uk/localoffer](http://www.islington.gov.uk/localoffer)

### **Parental Responsibility**

Parents/carers 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).

## Priority Early Learning –

### 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:

- ☐ A - Children who are "Looked After", adopted, subject to a special guardianship order or residence order
- ☐ A - Children subject to Court Orders or Police Powers of Protection
- ☐ A - Children who are subject to a Child Protection Plan
- ☐ B - Children who are likely to become 'Looked After'
- ☐ 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)
- ☐ B - Children living with domestic violence
- ☐ B - Children whose parents [or primary carers] have a significant mental health illness
- ☐ C - Children of parents who are teenagers
- ☐ C - Children who have suffered abuse in the past
- ☐ C - Children who are privately fostered
- ☐ C - Children who are unaccompanied refugees or asylum seekers
- ☐ C - Children of parents who are or were previously looked after
- ☐ D - Children who are homeless and/or are temporarily housed in bed and breakfast or hostel accommodation
- ☐ D - Children living in overcrowded housing
- ☐ 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
- ☐ D - Children whose parent/carers has caring responsibilities for someone else (e.g. disabled parent/partner)
- ☐ E - Cognitive and learning (SEND)
- ☐ E - Social, emotional and behavioural (SEND)
- ☐ E - Communication and interaction (SEND)
- ☐ E - Sensory (SEND)
- ☐ E - Physical (SEND)
- ☐ E - Medical condition or syndrome (SEND)
- ☐ F - Children who are siblings of disabled children

# Section 3:

## Early Years Childcare Charging Policy (Full Version)

The full version also available:

<https://www.islington.gov.uk/children-and-families/childcare-and-early-education/paying-for-childcare>



# Islington Early Years Childcare Charging Policy

**August 2022**

## **Introduction**

This policy sits alongside the [admission policy](#) in outlining the terms and conditions of childcare places in Islington; please refer to both for full details.

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

Islington Council subsidises childcare for children aged 6 months and above, 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 who are in employment or studying towards a qualification.

Once proof of residence in Islington has been provided, childcare charges are calculated based on the earned and unearned annual incomes made available to **both** parents/carers **before** deductions. The completion of an income assessment form, evidence of employment and/or studying are required for all places. Parents in who take up Band 11 and Marketed places must also provide these documents but do not have to provide evidence of income.

In order to identify which charging band to apply, childcare providers ask both parents, (or one parent if a single parent family) to show evidence of their income as part of the admissions process.

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

- 1.1 Some 2-year-old children can receive 570 hours per year Free Early Education Entitlement (FEEE) from the term after their second birthday. This equates to 15 hours per week, term time only.
- 1.2 All 3 and 4 year olds are entitled to 570 hours per year of Free Early Education Entitlement (FEEE) from the term after their third birthday. This equates to 15 hours per week, term time only.
- 1.3 3 and 4 year olds from working families may be entitled to an extra free 15 hours per week term time only, a total of 30 hours of free childcare per week.
- 1.4 For further information about free early education eligibility criteria and how to apply please see the free early education pages on the [Islington website](#)

## **2. Income charge assessments and childcare charges**

- 2.1 Families taking up the free early education entitlement do not need to be income-assessed unless they are paying for additional hours – however they must complete an income assessment form
- 2.2 In all other cases, families are income-assessed for childcare charges.
- 2.3 Following the income assessment, childcare charges are calculated according to the relevant charging band, and the relevant age of the child: Under 2s, 2-3 years, 3 and 4 years.
- 2.4 There are no charges in the following circumstances:
  - 2.4.1 both parents (if applicable) of children placed by the Priority Early Learning panel are in receipt of Universal Credit who are NOT working.

- 2.4.2 the Priority Early Learning panel agrees to waive the childcare charge due to exceptional family circumstances and in the best interests of the child. Evidence of this must be provided.
- 2.5 Parents that are studying must provide the following in order to be prioritised for a place under the admissions criteria:
  - 2.5.1 proof of acceptance onto a course leading to an accredited qualification
  - 2.5.2 evidence that the course provider will pay for the childcare
- 2.6 The income charge 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 (Monday – Friday consecutively for 2-, 3- and 5-days places) settling in period at no charge.
- 2.8 If the charging policy is amended or if childcare 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 A notice period of 4 weeks will be given for any change to childcare charges.
- 2.10 All reception age children who have a contract to attend extended day provision will be charged in accordance with the London Borough of Islington Charging Policy and schedules. This applies whether the reception class is part of the children's centre organisation or separately managed by the school.

If your household income reduces /increases at any time, (including, but not restricted to shared parental, maternity, paternity or adoption leave - if you are on leave) and you move into a different charging band, your charges will decrease/increase accordingly.

- In order for any decreased charges to be backdated, parents will need to provide evidence of a change in financial circumstances within one month of the changes.
- Any increase in household income resulting in a new income band, will lead to backdated fees being applied from the point at which household income increased

Please note: this does not apply to self-employed persons.

- 2.11 If the employment of one or both parent/s ends:
  - 2.11.1 Where children are receiving the extended 30 hour Free Early Education Entitlement, they will continue to be eligible for this until the grace period ends, after which the universal 15 hours entitlement will apply. The grace period is defined by the Early Education and Childcare statutory guidance 2018.
  - 2.11.2 If you do not qualify for the Free Early Education entitlement, a 6-week notice period will apply.
- 2.12 If you request a change from a full-day place to a core place (9.30am-3.30pm, 6 hours per day), or vice-versa, due to a change in circumstances, we cannot guarantee you can change back again.
- 2.13 Charges will decrease the term after the child's 2<sup>nd</sup> and 3<sup>rd</sup> birthdays, in line with the government funding. (See section 14)

### 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.

- 3.2 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.
- 3.3 Charges are set for full weeks (TTO 39 weeks, AYR 10/11 weeks) even though terms sometimes begin and/or end halfway through a week. By the end of the academic year, part weeks charged as full weeks will balance out with part weeks not charged for.

#### **4. Arrears Policy**

- 4.1 Childcare 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 early years' centres, children's centres, nursery schools, children's centres in schools and primary schools who receive the subsidy. 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 in the following procedures.
- 4.4 The centre/school admin officer will:
  - 4.4.1 Week 1: provide a statement to the parent with reminder to pay
  - 4.4.2 Week 2: issue the first arrears letter if the parent has not responded to the statement
  - 4.4.3 Week 3: issue the second letter as soon as the deadline for the first letter expires
  - 4.4.4 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 on 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. Settings should be aware that any amounts written off are repayable to the council as part of the clawback policy.
  - 4.6.1 LBI settings only - must submit all evidence to the Early Years Bursar
  - 4.6.2 All other settings need to apply to the London Borough of Islington Senior Management Team for consideration providing all evidence that every avenue has been exhausted
  - 4.6.3 If a write off has been agreed the Early Years Bursar who will make the adjustment on the daycare monitoring

## 5. Non-Islington Residents; Keyworkers; Marketed places

- 5.1 Non-Islington residents can only access out of borough/marked places in Islington children's and early years' centres.
- 5.2 However, Keyworkers (see Admissions Policy) can access marketed or community places where they are available. Keyworker places are allocated first to those who live in Islington, second to those who work in Islington, and third to keyworkers who live and work out of borough.
- 5.3 If an Islington resident in a community place moves out of borough, their childcare charges will be adjusted to the marketed rate.

## 6. Discounts

- 6.1 A 25% discount is applied where a child has an identified disability as set out in the disabled children policy (fuller details are shown on [Section: 5 Disabled Children – \(Definition\)](#)).
- 6.2 The following discounts apply to Islington residents who pay childcare charges for a place for a child under five attending the same or another setting, 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.

No. of children	% reduction	Reductions for second and subsequent children
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%)

No. of children	% reduction	Reductions for second and subsequent children of multiple births
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 childcare charging schedules show the weekly charges for 8am to 6pm and 15 hours charges for each band in each age group.
- 7.2 Different charging rates apply for Term Time Only (TTO) and All Year Round (AYR) provision.

## 8. Days and hours offered

- 8.1 We aim to ensure nursery provision is sustainable whilst still offering flexibility to meet parents/carers needs. We do this through setting occupancy and income targets in order to maximise the use of council resources. **Places are therefore only offered in line with the agreed delivery models as below:**
- 8.1.1 Term Time Only (TTO) 9.30am to 3.30pm (core day 6 hours per day) – Applies to children term after the third birthday only
  - 8.1.2 All Year Round (AYR) 8am to 6pm (extended day 10 hours per day) – applies to all children
  - 8.2 The pattern of days within TTO or AYR can be taken as follows:
    - 8.2.1 5 consecutive days
    - 8.2.2 3 consecutive days at the beginning or end of the week: Monday, Tuesday and Wednesday or Wednesday, Thursday and Friday
    - 8.2.3 2 consecutive days at the beginning or end of the week: Monday and Tuesday or Thursday and Friday
    - 8.2.4 2.5 consecutive days with Wednesday as half day
    - 8.2.5 5 mornings or afternoons
  - 8.3 Paid for childcare is only available for parents who are working or studying and will only be offered on the days that are required to enable parents to work or study, within the delivery models above at 8.1
  - 8.4 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.

## 9. Other Charges

- 9.1 The cost of lunch for children under 3 is incorporated in the childcare charges (where applicable).
- 9.2 From 1 April 2020, 3 and 4 year olds in Children's Centres and Early Years Centres accessing free early education are not charged for lunch during term time.  
There is a separate charge for lunch (when attended) during the holidays (10/11 weeks) for children accessing Free Early Education. This applies from the start of the term after the 3<sup>rd</sup> birthday.
- 9.3 No lunch charge is applied to children placed by the Priority Early Learning panel whose charges have been waived or for children whose parents in receipt of Universal Credits who are not working. Parents must provide evidence of this.  
This is applied to children who are two and a term that receive their FEEE only across 2.5 consecutive days per week or whose hours cross over the lunch period and they stay for lunch.
- 9.4 Dietary needs can be catered for on medical grounds only (allergies/intolerances etc.) for which proof is required.
- 9.5 Parents/carers may be asked for a contribution towards the cost of trips.
- 9.6 The cost of care products (nappies and wipes etc.) is not included in the childcare charges.

## 10. Temporary offer of place – beginning of academic year

- 10.1 If there are vacancies at the beginning of the academic year and children require a place until they start school this will be charged at holiday rate.

## **11. Charging institutions and outside boroughs**

- 11.1 Borough and corporate sponsors paying for childcare are charged at the maximum band or full cost.
- 11.2 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.

## **12. INSET Days and Bank Holidays**

- 12.1 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 childcare charges.

## **13. Charging Principles**

- 13.1 London Borough of Islington applies its charges in line with the Government Statutory Guidance for FEEE (Free Early Education Entitlements).
- 13.2 The relevant dates (in relation to the age criterion) are as follows:
  - 13.2.1 Children born in the period 1 January to 31 March: the start of term beginning on or following 1 April after the child's second birthday;
  - 13.2.2 Children born in the period 1 April to 31 August: the start of term beginning on or following 1 September after the child's second birthday;
  - 13.2.3 Children born in the period 1 September to 31 December: the start of term beginning on or following 1 January after the child's second birthday;
- 13.3 The above also applies to children at the start of the term after their third birthday.

## **14. Charging Schedules**

- 14.1 Charges are based on the earned and unearned annual incomes available to both parents before any deductions – such as Tax, National Insurance, Pension/Pension sacrifices, Childcare Voucher schemes, Annual Leave Sacrifice, Travel Ticket, Laptop, and Student Loan repayments, Gym Memberships etc. Please note: this is not an exhaustive list.
- 14.2 The charging schedules display 50 hours (8am-6pm) 5 days per week for children under 2yrs and children aged 2–3yrs with no FEEE. (49/50 weeks per year September to August; see section 3 for charging weeks' explanation).
- 14.3 For children aged 2-3yrs who have a FEEE of 15 hours the charges displayed are for 50 hours (8am-6pm) 5 days per week and take into account the 15 hour entitlement during term time (39 weeks September – August).
- 14.4 For children aged 3-4yrs who have a FEEE of 15 hours, the charges displayed are for 50 hours (8am-6pm) 5 days per week and take into account the 15 hour entitlement during term time (39 weeks September – August).
- 14.5 For children aged 3-4yrs and have a FEEE of 30 hrs, the charges displayed are for 50hrs (8am-6pm) 5 days per week and take into account the 30 hour entitlement during term time (39 weeks September – August).
- 14.6 During the holidays (10/11 weeks September - August) all children who are allocated an all year round place are charged for 50 hours (8am-6pm).

# Charging Schedules

**To be implemented from Monday 29 August 2022**

For all children under five in Islington funded nurseries, including early years and children's centres, nursery schools, primary schools (where applicable) and community nurseries.

The charge for lunch will be £2.20 per day when attending during the holidays for all children the term after their third birthday.



## Charging schedules from 29 August 2022

For all children under five in Islington funded nurseries including early years and children's centres, nursery schools, primary schools (where applicable) and community nurseries.

**The schedule below is for Weekly Charges for 5 days, 8am – 6pm** – Please note: All 8am to 6pm places are all year round 49/50 weeks per year.

**Charges for children with a Free Early Education Entitlement (FEEE) are shown on pages 9 and 10.**

Charges for children who attend less than 5 days 8.00 – 6.00 all year round must be calculated using the schedule below (see examples at the bottom of this page).

Bands	Under 2's (49/50 weeks)	2 to 3 Year Olds - No free entitlements (49/50 weeks)	2 to 3 Year Olds - Entitled to 15 hours (39 Weeks)	3 and 4 Year Olds – Entitled to 15 hours (39 Weeks)	3 and 4 Year Olds – Entitled to 30 hours (39 weeks)	3 and 4 Year Olds – Holiday charges (10/11 weeks)
Band 1 (Up to £24,999)	£207.70	£203.39	£142.37	£142.53	£81.45	£162.89
Band 2 (£25,000 - £30,999)	£219.78	£215.47	£150.83	£150.83	£86.20	£172.38
Band 3 (£31,000 - £39,999)	£239.17	£234.49	£164.14	£164.14	£93.80	£187.59
Band 4 (£40,000 - £49,999)	£265.04	£259.84	£181.89	£181.89	£103.94	£207.87
Band 5 (£50,000 - £59,999)	£297.36	£291.53	£204.07	£204.07	£116.61	£233.32
Band 6 (£60,000 - £69,999)	£336.14	£329.55	£230.68	£230.68	£131.82	£263.65
Band 7 (£70,000 - £79,999)	£349.32	£342.47	£239.73	£239.42	£136.99	£273.98
Band 8 (£80,000 - £89,999)	£410.77	£373.42	£261.40	£261.40	£149.37	£298.74
Band 9 (£90,000 - £99,999)	£434.35	£394.86	£276.40	£276.40	£157.95	£315.88
Band 10 (£100,000 - £120,000)	£442.36	£402.14	£281.50	£281.50	£160.86	£321.71
Band 11 (above £120,000)	£467.45	£424.95	£297.46	£297.46	£169.99	£339.96
Out of Borough/Marketed	£492.83	£448.02	£313.61	£313.61	£179.21	£358.41

**Examples of calculations of charges:** Please note Lunch is charged separately for 3 and 4 year olds during the holidays.

- Children Under 2 years old attending 3 days 8.00 - 6.00 - Band 4 £265.04/5 days x 3 days = £159.02 per week x 49/50 weeks per year.
- Children 2 – 3 years with an FEEE attending 2 days 8.00 - 6.00 Band 1 - £142.37/35 hours x 5 hours = £20.34 per week x 39 weeks per year and £203.39/5 days x 2 days = £81.36 x 10/11 weeks per year.

Children attending 9.30 – 3.30 can only attend Term Time (39 weeks per year). These places are available to the following only.

Children term after their third birthday with the Universal Entitlement of 15 hours and an FEEE of 15 hours or those that are two and a term with an FEEE of 15 hours.

- Children 2 - 3 years attending 5 days 9.30 - 3.30 Band 1 Term Time (39 weeks per year). Must have the FEEE of 15 hours and will be charged for the further 15 hours – (See page 9).
- Child 2 – 3 years attending 3 days 9.30 - 3.30 Band 1 Term Time (39 weeks per year), the charge is as follows: (See page 9). 15 hours – no charge, 3 hours to be charged £61.02/15 x 3 = £12.20 per week term time x 39 weeks.
- Children 3 and 4 years attending 5 days 9.30 - 3.30 Term Time (39 weeks per year), only entitled to the universal 15 hours will be charged for the further 15 hours - please see page 9.

Children 3 and 4 years attending 3 days 9.30 - 3.30 Band - Marketed Term Time (39 weeks per year), the charge is as follows: (See page 9) 15 hours – no charge, 3 hours to be charged £134.41/15 x 3 hours = £26.88 per week Term Time (39 weeks per year).



## Charging schedules from 29 August 2022

For all children under five in Islington funded nurseries including early years and children's centres, nursery schools, primary schools (where applicable) and community nurseries.

### Weekly Charges for Two year olds entitled to 15 hours per week FEEE, 39 weeks per year - 9.30am - 3.30pm Term Time Only.

Bands	2 year olds – Entitled to 15 hours FEEE per week (39 Weeks) 9.30 – 3.30 Term Time Only
Band 1 (Up to £24,999)	£61.02
Band 2 (£25,000 - £30,999)	£64.64
Band 3 (£31,000 - £39,999)	£70.35
Band 4 (£40,000 - £49,999)	£77.95
Band 5 (£50,000 - £59,999)	£87.46
Band 6 (£60,000 - £69,999)	£98.86
Band 7 (£70,000 - £79,999)	£102.74
Band 8 (£80,000 - £89,999)	£112.03
Band 9 (£90,000 - £99,999)	£118.46
Band 10 (£100,000 - £120,000)	£120.64
Band 11 (above £120,000)	£127.48
Out of Borough/Marketed	£134.41

### Weekly Charges for 3- and 4-year-olds entitled to 15 hours per week FEEE, 39 weeks per year - 9.30am - 3.30pm Term Time Only.

Bands	3 and 4 year olds – Entitled to 15 hours per week (39 Weeks) Term Time Only
Band 1 (Up to £24,999)	£61.02
Band 2 (£25,000 - £30,999)	£64.64
Band 3 (£31,000 - £39,999)	£70.35
Band 4 (£40,000 - £49,999)	£77.95
Band 5 (£50,000 - £59,999)	£87.46
Band 6 (£60,000 - £69,999)	£98.86
Band 7 (£70,000 - £79,999)	£102.74
Band 8 (£80,000 - £89,999)	£112.03
Band 9 (£90,000 - £99,999)	£118.46
Band 10 (£100,000 - £120,000)	£120.64
Band 11 (above £120,000)	£127.48
Out of Borough/Marketed	£134.41

## Playscheme charges per week from 29 August 2022

For all children in Islington funded nurseries. Including early years and children's centres, nursery schools, primary schools (where applicable) and community nurseries.

### Under 3s

10 hours per day      8am to 6pm      50 hours – 5 days per week      £167.75

### 3 and 4 year olds

10 hours per day      8am to 6pm      50 hours – 5 days per week      £151.81

### Concessionary Charges

#### Under 3s

10 hours per day      8am to 6pm      50 hours – 5 days per week      £84.06

In addition, lunch is charged separately.

Playscheme places are available to children who have left the setting and to siblings.

### Please note:

The council has a '**NO ARREARS**' Policy.

All arrears **MUST** be cleared before a playscheme place can be offered and all playscheme charges have to be paid in advance.

No refunds are given once a place has been accepted, this is due to staffing arrangements.

# Section 4:

Letters to parents:

From: Head of Early Years and Childcare Standards  
Childcare and Meal Charges:

- 1) Parents/carers of children receiving extended childcare in early years centres, children's centres, and community nurseries
- 2) Parents/carers of children under 5 receiving extended childcare in nursery schools and primary schools

**Please note:** Lunch charges are for children three and a term during the holidays only and are charge at **£2.20** per day when attending

**To be implemented Monday 29 August 2022**

(1)



**ISLINGTON**

Early Years & Childcare Service  
4th Floor  
222 Upper Street  
London  
N1 1XR  
Tel: 020 7527 5582  
E [tracy.smith@islington.gov.uk](mailto:tracy.smith@islington.gov.uk)  
W [www.islington.gov.uk](http://www.islington.gov.uk)

**Parents/carers of children receiving extended daycare in early years centres, children's centres, and community nurseries**

1 June 2022

Dear parents and carers,

**Daycare and meal charges for 22-23 academic year**

I am writing to inform you of the increase in daycare charges by 2% for 2022-23 as of Monday 29 August 2022.

For full details, please see Islington's [charging policy and associated charging schedule](#).

We appreciate that any increase in charges is generally unwelcome. However, the council continues to subsidise about 1,500 places for children under five in nurseries across the borough despite a 70% cut in its budget since 2010. It needs to ensure best use of its resources and advises all families to ensure they receive any additional benefits from central government such as tax free childcare and 30 hours for 3 and 4 year olds of working parents. If you need advice on what you might be entitled to, please contact the Family Information Service (020 7527 5959 or [fis@islington.gov.uk](mailto:fis@islington.gov.uk)).

**Meal charges**

Term-time and holiday meal charges are included in parents' fees for children under three. In April 2020, the council waived the cost of meals for children over three during term-time only to bring children's centres and council-run nurseries in line with primary school nursery classes. There is therefore no meal charge made for children attending term time weeks.

For children attending during holiday periods, meal charges remain at £2.20 per day (where applicable).

If you have any queries, please speak to a member of office staff at your nursery.

Yours sincerely,

A handwritten signature in black ink that reads "Tracy Smith".

Tracy Smith  
Head of Standards, Early Years and Childcare Service

(2)



ISLINGTON

Early Years & Childcare Service  
4th Floor  
222 Upper Street  
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N1 1XR  
Tel: 020 7527 5582  
E [tracy.smith@islington.gov.uk](mailto:tracy.smith@islington.gov.uk)  
W [www.islington.gov.uk](http://www.islington.gov.uk)

**Parents/carers of children under 5 receiving  
extended daycare in nursery schools and  
primary schools**

1 June 2022

Dear parents and carers,

**Daycare and meal charges for 22-23 academic year**

I am writing to inform you of the increase in daycare charges by 2% for 2022-23 as of Monday 30 August 2022.

For full details, please see Islington's [charging policy and associated charging schedule](#).

We appreciate that any increase in charges is generally unwelcome. However, the council continues to subsidise about 1,500 places for children under five in nurseries across the borough despite a 70% cut in its budget since 2010. It needs to ensure best use of its resources and advises all families to ensure they receive any additional benefits from central government such as tax free childcare and 30 hours for 3 and 4 year olds of working parents. If you need advice on what you might be entitled to, please contact the Family Information Service (020 7527 5959 or [fis@islington.gov.uk](mailto:fis@islington.gov.uk)).

**Meal charges**

Term-time and holiday meal charges are included in parents' fees for children under three.

There are no meal charges for children attending term time weeks from the term after the child's third birthday.

For children attending during holiday periods, there is a charge of £2.20 per day (where applicable). The charges have been applied since **Monday 25 October 2021**.

This is to bring school nursery classes in line with children's centres council-run and other funded nurseries.

If you have any queries, please speak to a member of office staff at your school.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tracy Smith'.

Tracy Smith  
Head of Standards, Early Years and Childcare Service

# **Section 5:**

## **Disabled children – (Definition)**

## 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

Children's SEND is generally thought of in the following four broad areas of need and support:

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

For a fuller explanation: See section: 5.32 page 85 and sections 6.28 - 6:35 pages 97-98 onwards: at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/398815/SEND Code of Practice January 2015.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf)

### 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](http://www.legislation.gov.uk/ukpga/2010/15/pdfs/ukpga_20100015_en.pdf)

# Section 6:

## Refunds of Childcare Charges Policy

- Appendix A: Development Session Criteria
- Appendix B: Tax-Free Childcare, Childcare Vouchers and Over Payments
- Appendix C: Refunding Tax-Free Childcare Payments Policy
- Appendix D: Tax-Free Childcare – Regulated Refund form (LBI use only)



## Appendix A:

### Refunds of Childcare Charges Policy

#### 1. No refunds are payable if the centre is closed for:

- 1.1 Training days
- 1.2 Bank holidays
- 1.3 Normal 3-week closure (the 3 weeks will be a nil charge)
- 1.4 Non - attendance of a child

#### 2. Refunds are payable if the centre is closed due to No Service i.e.:

- 2.1 Lack of utilities
- 2.2 Strike Actions
- 2.3 Polling
- 2.4 Development sessions – Refunds are **not** given for Government funded hours

From September 2017 Development Sessions (Two per term) have taken place in the **'Twilight Hours' 4.00pm – 6.00pm at the beginning or end of the week**

- 2.5 Refunds must be deducted from the amount due in the week of the closure and be clearly marked in the comment's column on the childcare monitoring.
- 2.6 Monitory refunds are due to all children that are charged for the hours that the development sessions take place and this will be deducted from the week's charges due.
- 2.7 Refunds are based on the band the charge has been assessed at and will be refunded at the same rate
- 2.8 Refunds are, only given for the paid contractual hours on the day that the centre is closed.

*E.g.: The centre is closed for the whole day due to polling - 3yr old (term after third) entitled to 30 hours' free childcare attending 5 days per week, (AYR 8.00-6.00)*

*Refund = 4 hours multiplied by the assessed hourly rate. (10 hours per day minus 6 hours' free entitlement = 4 chargeable hours to be refunded).*

#### **3. NO Monitory** refund will be given to children who take the free entitlement over 2/3 days.

- 3.1 8:00am – 6:00pm 2/3 days per week AYR with 20/30 hours' free entitlement
- 3.2 Monday or Friday Development session - 2 hours' closure
- 3.3 Parents/carers can recoup those 2 hours and any others owed
- 3.4 The hours will be combined and offered as extra time during the holidays

## Appendix B:

### Tax-Free Childcare, Childcare Vouchers and Over Payments

#### 1. Refunds of Tax-Free Childcare and Childcare Vouchers

- 1.1 Tax Free Childcare (TFC) and Childcare Voucher (CCV) payments are not taxed.
- 1.2 If there is an over payment on a child's account when they leave and all of the payments are equal to the TFC or CCV payments, this cannot be paid directly back to the parent.

#### 2. Tax-Free Childcare

- 2.1 Refunds can only be administered by the [Early Years Bursar](#) (London Borough of Islington only) Refer to Appendix C section 10

All other settings

- 2.2 Currently refunds can only be made via the account the TFC was paid into and only back to the parents TFC Gateway Account via HMRC. Refer to Appendix C: Sections: 1 to 9 and 10, 10.1 to 10.5, 10.9 and 10.10

#### 3. Childcare Vouchers

- 3.1 Require a request from the parent's employer to refund the amount back to them.

#### 4. Refunds for ParentPay

- 4.1 Refunds can only be administered by the [Early Years Bursar](#) (London Borough of Islington only)

#### 5. Overpayment:

- 5.1 If there has been an overpayment (when a child leaves)
- 5.2 If a child has left the centre and has a credit, then a refund must be administered as soon as possible.
- 5.3 Refunds should be clearly marked on the childcare spreadsheet using the comments column. The refund must be entered into the payment column as a minus (– £20.00).

*Illustration of childcare Monitoring*

Week 1		Week Ending:			
Name of Child	Comments	Amt Due	Amt Paid	Prev Bal	Bal Cfwd
Joe Bloggs	Devel Refund	=473.69-9.47*2			Under two Marketed place 8.00-6.00 5 days per week
Jane Doe	Over payment - Refund via ParentPay	0	-410	-410	Child has been discharged the Early Years Bursar has confirmed the refund
John Doe	Burst Pipe Centre Closed 2 x days Refund	=126.7/5*3			Three year old with 30 Hours entitlement 8.00-6.00 5 x days per week

## Appendix C:

### **Refunding Tax-Free Childcare payments - Policy**

#### **Background**

Tax-Free Childcare (TFC) was introduced on 21 April 2017. All eligible parents were able to access the scheme by the end of 2017.

#### **1. Parents can open an online account**

- 1.1 Parents are able to open an online account, which they can pay into to cover the cost of childcare with a registered provider. This will be done through the government website, GOV.UK.

#### **2. For every 80p a parent or someone else pays in, the government will top up an extra 20p**

- 2.1 This is equivalent of the tax most people pay - 20% - which gives the scheme its name, 'tax-free'. The government will top up the account with 20% of childcare costs up to a total of £10,000 - the equivalent of up to £2,000 support per child per year (or £4,000 for disabled children).

#### **3. The scheme is available for children under the age of 12**

- 3.1 It is also available for children with disabilities under the age of 17, as their childcare costs can stay high throughout their teenage years.

#### **4. To qualify, parents will have to be in work, and each earning at least £120 a week and not more than £100,000 each per year**

- 4.1 The scheme is designed to be flexible for parents if, for example, they want to get back to work after the birth of a child or work part-time.

#### **5. Any eligible working family can use the Tax-Free Childcare scheme - it doesn't rely on employers offering it**

- 5.1 Any working family can use Tax-Free Childcare, provided they meet the eligibility requirements. (See 4.)

#### **6. The scheme is available for parents who are self-employed**

- 6.1 Self-employed parents can get support with childcare costs in Tax-Free Childcare. To support newly self-employed parents, the government introduced a 'start-up' period. During this, self-employed parents won't have to earn the minimum income level.

The scheme will be available to parents on paid sick leave and paid and unpaid statutory maternity, paternity and adoption leave.

#### **7. Parents and others can pay money into their childcare account as and when they like**

- 7.1 This gives the flexibility to pay in more in some months, and less at other times. This means parents can build up a balance in their account to use at times when they need more childcare than usual, for example, over the summer holidays.
- 7.2 It's also not just the parents who can pay into the account - if grandparents, other family members or employers want to pay in, then they can.

## **8. The process will be as simple as possible for parents**

- 8.1 The process will be as easy as possible for parents. For example, parents re-confirm their circumstances every 3 months using a simple online process; and there is a simple log-in service where parents can view accounts for all of their children at once.

## **9. Parents can withdraw money from the account if they want to**

- 9.1 If parent's circumstances change or they no longer want to pay into the account, then they will be able to withdraw the money they have built up. If they do, the government will withdraw its corresponding contribution.

## **10. Refunding over payments of Tax-Free Childcare – Centre requirements**

- 10.1 Refunds of TFC can only be refunded back to the parents Tax Free Childcare Gateway Account, via HMRC and not directly back to the parent.
- 10.2 Refunds of TFC will only be given when a child has left the centre. Have you checked that they do not wish to return during the holidays for playscheme.
- Credit of TFC can be carried over to playscheme
- 10.3 You will need to speak, email or send a letter to the parent asking them to contact the Childcare Service Account Team (CSAT) - 0300 123 4097 to obtain the following:
- A unique reference number for the refund
  - The bank account and sort code number for HMRC
- 10.4 Once the parent has obtained the above, they need to request their refund via email to the centre.
- 10.5 The email from the parent must contain the following:
- Their unique reference number
  - The bank account number and sort code obtained from HMRC/CSAT
  - Their full name and address
  - Their child's full name
  - The amount they wish to be refunded
- 10.6 On receipt of the above, email the Early Years Bursar with the above content which must show the email from the parent, including the current financial and previous year's childcare statements.
- 10.7 Complete the Tax-Free Childcare – Regulated Refund form. (Appendix D: LBI Only) The form must be signed by the Administrator and Executive Head of Centre and be returned with the above email.
- 10.8 The refund will be taken from the centre's income account and show on the bank statement, when the payment has been made by the Early Years Bursar back to the parents TFC account.
- 10.9 Once the refund presents on the centre's bank statement, this must be adjusted on the childcare monitoring and a final statement sent to the parent.
- 10.10 Enter the child on the 'Discharged tab' on the childcare monitoring.

## Appendix D:

### **Tax-Free Childcare - Regulated Refund form**

To be completed and returned in 'PDF' format with the required documents as set out in the 'Refunding Tax Free Childcare payments – Policy'

Name of Centre	
Name of child	
Amount to be refunded	
HMRC Bank Account No:	
HMRC Sort Code:	
Unique Reference Number	
Date the parent requested the refund	
Name of requesting person	
Signature of above	
Name of Head of Provision	
Signature of Head of Provision	
Date signed by requesting person and Executive Head	

# Section 7:

Early Years Application Form (**White**)

## Early Years Application Form

Please complete all parts of the form. An offer of a community place will be subject to evidence of residence in Islington, employment and income details.

Evidence of course participation and funding will be required in the case of students.

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

### Parent 1 Details

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

### Parent 2 Details

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

Please Tick all boxes that apply

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

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

**Does your child have \*SEND** ☐ Yes ☐ No \*Special Educational Needs and/or Disabilities

**Are you applying for a Marketed place** ☐ Yes ☐ No

**Places are offered as follows:** (Please tick all boxes for your preferences)

**Under threes:** 8.00am – 6.00pm All Year Round ☐ (Unless you have a Free Entitlement)

**3 and 4 Year:** 9.30am to 3.30pm Term Time Only ☐ or 8.00am – 6.00pm All Year Round ☐

**What are your preferred days?**

Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐

**Please note:** We offer 2, 2.5, 3 or 5 days which must be consecutive beginning or end of week:

- **2 day places** - Mon and Tues or Thu and Fri
- **3 day places** - Mon, Tue and Weds or Weds, Thu and Fri.
- **2.5 day places** - Mon, Tue and Wed morning or Wed afternoon Thu and Fri (For free entitlements only)
- **2.5 day places** - Mon to Fri mornings or afternoons only (For free entitlements Only)

**Child's Ethnic Origin** (Please see the back of this form and indicate here)

**Parent's Signature**

**Date**

<b>LBI CODE</b>		<b>DFES EXTENDED CODE</b>	<b>LBI CODE</b>		<b>DFES EXTENDED CODE</b>
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)	Afghanistan (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 (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 Admissions 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 Universal, 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 in a two parent family. 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 nursery. If you are not contacted, 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. Once a child has a birthday and moves to a new room, a vacancy is created, and this place is then allocated from the list of applicants. The aim is to fill projected vacancies. It is not possible to give indications as to the availability of places in advance of allocation.

We would advise you to seek information about all the under-five's provision in your area, by contacting the Family Information Service, 020 7527 5959, [fis@islington.gov.uk](mailto:fis@islington.gov.uk) [www.islington.gov.uk/fis](http://www.islington.gov.uk/fis)

### What is a Marketed place?

A limited number of places are offered at the full non subsidised charge to both Islington and those that live out of borough Please ask the Early Years Provider for details.

The centre has a duty to safeguard children and follow child protection procedures as set out in 'Working Together to Safeguard Children', 2018. Further information is provided in the centre's safeguarding policy.

LB1 will handle the information you have provided in line with the provisions of the Data Protection Act 2018. Further information can be found here: <https://www.islington.gov.uk/about-the-council/information-governance/data-protection/privacy-notice/peoples-directorate-privacy-notice>

Under the Data Protection Act, you have the right to make a formal request verbally or in writing for access to personal data held about you or your child.

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 Protection Officer on 020 7527 2000 or email [contact@islington.gov.uk](mailto:contact@islington.gov.uk) or visit: [www.islington.gov.uk/legal](http://www.islington.gov.uk/legal)

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

Signature of Head of Provision \_\_\_\_\_ Date \_\_\_\_\_

# Section 8:

Keyworkers (Definition)

## Admission of Keyworker Children - Criteria

Keyworkers in the following category can apply for a community place. Priority is given to Islington residents; non-Islington resident keyworkers will only be offered a place where no Islington resident wishes to take it up.

For the purpose of the charging policy implementation, Keyworkers 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 **(Band 11)**

Sibling discounts apply to keyworkers who are not Islington residents that have been allocated a place through the Keyworker policy.

# Section 9:

## Offer of Place

- Appendix - 1 Marketed
- Appendix - 2 Community

## APPENDIX: 1

<Parent Name>

<Your <Address>

<Address>

<Telephone>

<Email>

<WEB>

*This Matter is being dealt with by:*

<Name>

<Date>

Dear <Parent/carer 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 (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 Daytime 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

Head of Provision

## APPENDIX: 2

Parent Name>

<Your <Address>

<Address>

<Telephone>

<Email>

<WEB>

*This Matter is being dealt with by:*

<Name>.

<Date>

Dear <Parent/carer 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 £120,000.00, 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).*

- Universal Credit who are NOT working
- 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 Daytime 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

Head of Provision

# Section 10:

## Evidence of Income Required:

- Before admission
- Every six months

## Evidence of Income

In order for the Council to determine the correct level of charges to be paid, childcare charges are calculated on the basis of the earned and unearned annual incomes of both parents/carers before deductions. i.e. Tax, NI, CCV, Pension Credits etc. (Original documents only).

### 1. The following evidence and documents are required including from both parents in a two parent family and must be maintained in the child's file (Electronically or hard copy form).

- 1.1 Universal Credit - who are NOT working
- 1.2 Weekly paid (four wage slips that are recent and consecutive)
- 1.3 Monthly paid (two wage slips that are recent and consecutive)
- 1.5 Self-employed – Self assessment on-line accounts (Full Version) or Audited Accounts (Full Version)
- 1.6 Evidence of employment and proof of working hours is required including from both parents in a two parent family for the following
  - 1.6.1 Parents not wishing to provide evidence of income
  - 1.6.2 Parents who are not required to provide evidence because their income falls into Band 11
  - 1.6.3 Parents who have accepted a Marketed place (Islington and Non-Islington residents)
- 1.7 Evidence of income is not required for the following
  - 1.7.2 Evidence of income is not required from those accessing an FEEE only
  - 1.7.3 However - proof of eligibility for (FEEE) for two, three and four year olds is required

### 2. Students

- 2.1 Student's enrolment forms and proof of funding for childcare charges  
Please refer to [Section: 3 Charging Policy 2.5 Income assessments](#)
- 2.2 Evidence of income including from both parents in a two parent family
- 2.3 Evidence of single parent status – if any
- 2.4 Council Tax Bill - evidence of student status

### 3. Self-employed

- 3.1 Latest set of audited accounts (self-employed)
- 3.2 Self-assessment on-line

*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*



#### **4. Proof of single parent:**

3.1 Legal agreement - if this is not available;

3.1.1 a written declaration from the absent parent is required, stating what if any contribution made, which must include the child's name, child's address, date of birth, name of parent, address of parent date and signature

**or**

3.1.2 if the sole carer – A written declaration, to include any income received from absent parent. This must include the child's name, child's address, date of birth, name of parent, parent's address date and signature of parent

3.1.3 the Council Tax bill with single person allowance – This must be provided along with one of the above

#### **5. When to assess (re-assessments) – A new Contract and a Childcare Charge Income Assessment is required: along with evidence as follows:**

5.1 Parents'/carers' childcare charges must be re-assessed every six months

5.1.1 Proof of address: Council Tax bill and either a landline telephone bill or a utilities bill must be provided at the same time

5.2 Otherwise, a new contract must be completed as follows:

5.2.1 Term after a child's birthday

5.2.2 Change in days or hours

5.2.3 Financial change

5.2.4 The parents are no longer residents in Islington.

5.2.5 Increase in charges (annual usually August/September)

# Section 11:

Evidence of Address

# Islington Childcare Charges

## Why we are asking for additional evidence

As childcare 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', 2018. 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 2018. Further information can be found here:

<https://www.islington.gov.uk/about-the-council/information-governance/data-protection/privacy-notice/peoples-directorate-privacy-notice>

Under the Data Protection Act, you have the right to make a formal request verbally or in writing for access to personal data held about you or your child.

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 Protection Officer on 020 7527 2000 or email [contact@islington.gov.uk](mailto:contact@islington.gov.uk) or visit: [www.islington.gov.uk/legal](http://www.islington.gov.uk/legal)

# Section 12:

## Contract – (Green)

For Community Marketed (Including 15/30 FEEE for 2, 3 and 4 year olds) PEL and PEL SEND places

The Contract must be issued to **ALL** parents/carers and covers the following:

- Hours
- Days
- Terms and Conditions
- Charges
  - Childcare
  - Lunch (Where applicable)
- Bank holidays and training days

### **When to issue:**

- On admission

Whenever there is a change to:

- Hours and/or days
- Parental/carers financial change – lower or higher
- Annual increase
- Every six months along with re-assessment of evidence of income and address

## Contract for early years and childcare places

This contract is between the persons with parental responsibility and early years provider to be signed **prior** to the child's admission and following a change of attendance (days and/or hours), personal finances or increase/decrease in charges.

Community ☐

Marketed ☐

Out of Borough ☐

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

**Admission Date** \_\_\_\_\_ **Date for which this contract applies** \_\_\_\_\_

### 1. Attendance:

\*I/we agree that the child named above will regularly attend \_\_\_\_\_ \*(name of provider) during the hours agreed as follows:

Days	Hours - from per day	Hours - to per day
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)** ☐ (Where provided)

### 3. Charges are payable:

- weekly or monthly in **advance**, (including times when your child is absent for any reason including sickness)
- for Inset Days (There are 5 Inset Days per year when the Centre is closed) - charges are applied within the week they occur or the nearest charging week
- for Bank Holidays (The Centre is closed for Bank Holidays) - charges are applied within the week they occur or the nearest charging week
- a Marketed place requires an advance payment of £100.00 which must remain in credit until the end of this contract

**£100.00 Deposit - Marketed Place payment received** ☐ (\*I/we agree to keep the deposit in credit at all times and understand that this will be deducted from the last week of attendance).

We operate a 'No Arrears Policy' and failure to make payment may mean the loss of your child's place.

### 4. Charges are:

\_\_\_\_\_ per week during the term time (39 weeks) and

\_\_\_\_\_ per week during school holidays (10/11 weeks)

*For all children, the weekly charge will be the same in the holiday periods as in term time, unless they have a free early education entitlement. Changes to charges are applied at the start of the term after the second and third birthdays, whenever there is an increase in charges, a household financial change, agreed change in hours/days attended or you move out of the borough.*

There is a charge for lunch of \_\_\_\_\_ per day during the holidays for children accessing free early education entitlements for 3 and 4 year olds, this applies the start of the term after the 3<sup>rd</sup> birthday (See Charging Policy for criteria) The lunch charge will apply from \_\_\_\_\_

## 5. Notice of withdrawal of place

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

## 6. Holders of Community Places

\*I/we agree to inform the early years provider of any change in financial circumstances.

If my/our household income reduces/increases at any time, (including, but not restricted to shared parental, maternity, paternity or adoption leave - if you are on leave) and you move into a different charging band, your charges will decrease/increase accordingly.

- In order for any decreased charges to be backdated, parents will need to provide evidence of a change in financial circumstances within one month of the changes.
- Any increase in household income resulting in a new income band, will lead to backdated fees being applied from the point at which household income increased.

Please note: This does not apply to self-employed people

## 7. Change of Personal Circumstances

If the employment of one or both parent/s ends:

- Where children are receiving the extended 30 hour Free Early Education Entitlement, they will continue to be eligible for this until the grace period ends, after which the universal 15 hours entitlement will apply. The grace period is defined by the Early Education and Childcare statutory guidance 2018.
- If you do not qualify for the free early education entitlement, a 6-week notice period will apply

## 8. Charges and Increases

London Borough of Islington childcare 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, a notice of four weeks will be given and the new charge applied at the end of that notice period.

## 9. Acceptance of Place

\*I/we accept the place at the above named early years provider for the above agreed hours and on the conditions offered. \*I/we understand that misuse of the place and/or non-payment of charges are likely to result in the loss of the place and in accordance with the Council's arrears policy, it is a requirement that all outstanding balances will be paid in full.

\*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 could result in legal proceedings.

Name of person with parental responsibility \_\_\_\_\_

Signature of above \_\_\_\_\_ Date \_\_\_\_\_

## Authorisation of Head of Provider

Name \_\_\_\_\_

Signature of above \_\_\_\_\_ Date \_\_\_\_\_

The early years provider has a duty to safeguard children and follow child protection procedures as set out in 'Working Together to Safeguard Children', 2018. Further information is provided in the safeguarding policy.

LBI will handle the information you have provided in line with the provisions of the Data Protection Act 2018. Further information can be found here: <https://www.islington.gov.uk/about-the-council/information-governance/data-protection/privacy-notice/peoples-directorate-privacy-notice>

Under the Data Protection Act you have the right to make a formal request verbally or in writing for access to personal data held about you or your child.

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 Protection Officer on 020 7527 2000 or email [contact@islington.gov.uk](mailto:contact@islington.gov.uk) or visit: [www.islington.gov.uk/legal](http://www.islington.gov.uk/legal)

## Office Use

### Assessment Type:

☐ Admission (1<sup>st</sup>) ☐ 6 Month Review ☐ 2<sup>nd</sup> Birthday (Term after) ☐ 3<sup>rd</sup> Birthday (Term after) ☐ 4<sup>th</sup> Birthday (Term after)

Other (Please state) \_\_\_\_\_

☐ Discount applied (State percentage and amount) \_\_\_\_\_

Entered onto System ☐ Childcare charging band (State band) \_\_\_\_\_

# Section 13:

## Childcare Charges Income Assessment - (Blue)

For Community Marketed (Including 15/30 FEEE for 2, 3 and 4 year olds) PEL and PEL SEND places

The Childcare Charges Income Assessment form must be issued to and completed by **ALL** parents/carers; this covers the following:

### Parental declaration of:

- Evidence of income
- Student financial support
- Evidence of Free Early Education Entitlement (FEEE)
- Further terms and conditions

### When to issue:

- On admission
- Parental/carers financial change – lower or higher
- Every six months along with evidence of income and address

## Childcare Charges Income Assessment

To be completed in full by all applicants for Community, Marketed, Priority Early Learning and Priority Early Learning SEND allocated places, subject to Islington childcare charges for children under five. Parents who take up FEEE places only do not need to complete this form.

- 1.0 Parents/carers/partners are responsible for completing Childcare Charges Income Assessment forms.
- 1.1 In order for the Council to determine the correct level of charges to be paid, charges are calculated on the basis of earned and unearned annual incomes of both parents/carers before deductions and any other financial support available to parents.
- 1.2 Regardless of whether the parents of a child 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.
- 1.4 Charges are applied at the start of the term after the child's 2<sup>nd</sup> and 3<sup>rd</sup> birthdays, as set out in the Charging Policy – Charging Principles, in line with government funding rules.

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

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



**2.0 Assessment of Income** – Please complete all sections and tick where applicable:

2.1 \*I/we agree to pay the maximum charge of £\_\_\_\_\_per week term time (39 weeks) and the holiday charge (10/11 weeks) of £\_\_\_\_\_per week, under the following criteria:

2.1.1 Marketed/Out of Borough place ☐

2.1.2 Band 11 where no proof of income is required ☐

2.1.3 Does not wish to provide proof of income ☐

2.2 \*I/we agree to provide proof of working – including for both parents, in a two parent family.

2.3 Parent/Carer 1:

Parent/Carer/Partner 2:

Gross Earnings/Income before deductions

Gross Earnings/Income before deductions

£	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
- if you are taking up the Free Early Education Entitlement only (15/30 hours) you do not need to provide evidence of income

2.4 \*I/we have provided evidence of income as outlined above and any other earned or unearned income including any other financial support available to \*me/us.

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

2.6 **Parent /Carer 1**

☐ Parents in receipt of Universal Credit who are **NOT** working

☐ Student financial support: Please specify \_\_\_\_\_

☐ 15 hours Free Early Education Entitlement for 2-year-olds

☐ 15 hours Free Early Education Entitlement for 3- and 4-year-olds

☐ 30 hours Free Early Education Entitlement for 3- and 4-year-olds

☐ Other Benefits/Income (Please specify) \_\_\_\_\_

2.7 **Parent/Carer 2 / Partner**

☐ Parents in receipt of Universal Credit who are **NOT** working

☐ Student financial support: Please specify \_\_\_\_\_

☐ 15 hours Free Early Education Entitlement for 2-year-olds

☐ 15 hours Free Early Education Entitlement for 3- and 4-year-olds

☐ 30 hours Free Early Education Entitlement 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 certify that to the best of \*my/our knowledge, the information declared for the purpose of a fair assessment of charges is correct, complete and includes earned and unearned annual incomes of both parents/carers before deductions and any other financial support available to both parents.
- 3.2 \*I/we understand any false, incomplete or misleading information provided or failure to disclose any required relevant information, or unexplained discrepancies identified by the Council will lead to:
- 3.2.1 Immediate withdrawal of the place
- 3.2.2 Legal action
- 3.3 \*I/we understand that it is my/our responsibility to inform HMRC if any childcare charges have an impact on claimed benefits.
- 3.4 The place for my child is allocated according to Islington's Early Years Admissions and Charging Policies which specify that community places are for Islington residents only and out of borough parents must pay a marketed rate. Anyone accessing a community place who moves out of borough will be charged at a marketed rate.
- 3.5 For Islington residents with marketed places, who chose to remain on the waiting list for a community place only:
- \*I/we understand that there is no guarantee that a community place will be offered in the future.
- 4.0 \*I/we have read, understood and completed this childcare charges income assessment form in full and understand that earned and unearned annual incomes, of both parents/carers before deductions and any other financial support, will be re-assessed every six months.

**4.1 Parent/carer 1**

Name\_\_\_\_\_

Signature of above\_\_\_\_\_Date\_\_\_\_\_

**4.2 Parent/carer 2 /Partner**

Name\_\_\_\_\_

Signature of above\_\_\_\_\_Date\_\_\_\_\_

The centre has a duty to safeguard children and follow child protection procedures as set out in 'Working Together to Safeguard Children', 2018. 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 2018. Further information can be found here: <https://www.islington.gov.uk/about-the-council/information-governance/data-protection/privacy-notice/peoples-directorate-privacy-notice>

Under the Data Protection Act you have the right to make a formal request verbally or in writing for access to personal data held about you or your child.

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 Protection Officer on 020 7527 2000 or email [contact@islington.gov.uk](mailto:contact@islington.gov.uk) or visit: [www.islington.gov.uk/legal](http://www.islington.gov.uk/legal)

**Office Use:**

**AMOUNT PAYABLE**

Term time weekly charge £ \_\_\_\_\_

Holiday weekly charge £ \_\_\_\_\_

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

Review date (*6 months from the date of this assessment*): \_\_\_\_\_

Evidence completed, copied scanned and saved to child's file ☐ (As specified in the 'Quick Reference').

**Assessed by (name)** \_\_\_\_\_

**Signature of above** \_\_\_\_\_ **Designation** \_\_\_\_\_

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

**Authorised by the Head of Provision (name)** \_\_\_\_\_

**Signature of the Head of Provision** \_\_\_\_\_

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

**CALCULATIONS:** (*Please use the space below to show your calculations*)

# Section 14:

## Parent Declaration for Free Early Education Entitlements (FEEE)

To be completed by all:

1. Parents of children 2 and a term who are entitled to 15 hours and have had confirmation of eligibility or have a 'Golden Ticket'
2. All parents of children 3 and a term or older
3. Parents who claim a further 15 hours and have an eligibility code (30 hours)
4. Early Years Pupil Premium (EYPP)
5. Parents of children who are in receipt of Disability Living Allowance for their child – Disability Access Fund (DAF)

**To claim 1, 4 or 5 of the above, the form along with the evidence must be sent to: [feee@islington.gov.uk](mailto:feee@islington.gov.uk)**

**Please note: This a government requirement all forms **MUST** be fully completed and kept in the child's file for audit purposes.**

# Parent Declaration for Free Early Education Entitlement

## 1. Your child's details

Your chosen provider will need to see your child's birth certificate or passport as proof of their date of birth.

Child's Legal Surname:		Child's Legal Forename(s):	
Name by which the child is known (if different from above):			
Date of Birth:		Gender:	
Address:		Post Code:	
Documentary proof of DOB Type (eg Birth Certificate, Passport):		Document recorded by (name of staff member):	
Date document recorded (dd/mm/yyyy):		30 hours eligibility code:	
Golden Ticket number:		2-year-old eligibility code:	

## 2. Your details (parents/carers)

Parent / Carer 1	Parent / Carer 2
Legal surname:	Legal surname:
Legal forename:	Legal forename:
Date of birth:	Date of birth:
National Insurance or NASS number (to check if your child can receive additional EYPP funding)	National Insurance or NASS number (to check if your child can receive additional EYPP funding):

### 3. Early Years Pupil Premium

Additional funding may be available through the Early Years Pupil Premium (EYPP)<sup>1</sup> which is an additional sum of money paid to early years providers for the provision of extra support for your child. EYPP is used to improve teaching and learning facilities and resources so as to impact positively on your child's progress and development.

Would you like us to check EYPP eligibility for your child?	YES/NO
---	--------

Some children are eligible for EYPP funding based on their current or previous looked after status. Please tell us if this is the case.

Is your child currently or been in the in the care of a local authority for at least 1 day?	YES/NO
Has your child left care through an Adoption Order; Special Guardianship Order or Child Arrangement Order?	YES/NO

### 4. Disability Access Fund

If your child is 3 or 4, is receiving Disability Living Allowance (DLA)<sup>2</sup> and is receiving the free entitlement, he or she is eligible for the Disability Access Fund (DAF). DAF is paid to your early years provider. The purpose of DAF is to support providers to make reasonable adjustments and build the capacity of their setting to support children with disabilities.

Does your child receive DLA?	YES/NO
------------------------------	--------

Please give a copy of your child's DLA eligibility letter to the provider, who will send a copy to Islington Council to claim the funding.

If your child is splitting their free entitlement across two or more providers, please tell us the main setting to pay the DAF to: \_\_\_\_\_

---

<sup>1</sup> <https://www.gov.uk/guidance/early-years-pupil-premium-guide-for-local-authorities>

<sup>2</sup> <https://www.gov.uk/disability-living-allowance-children/overview>

## 5. Provider and attendance details

- You need to agree and complete this Declaration Form with each provider 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 one provider we will split the funding fairly between the providers.

Provider		Please enter total free entitlement hours attended per day							Total number of hours per week	Number of weeks per year
		Mon	Tue	Wed	Thu	Fri	Sat	Sun		
<b>A</b>										
<b>B</b>										
<b>C</b>										
Total free hours attended										

## 6. Parent/Carer/Guardian with legal responsibility declaration

I (Name) \_\_\_\_\_

Parent 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 collecting your data for the purposes of checking your eligibility for the 2-year-old or 3 & 4-year-old universal and extended free entitlement, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), Islington Council is exercising the function of a government department. Islington Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Parent/Carer/Guardian with legal responsibility		Childcare Provider - Head of Provision	
Signed		Signed	
Print name		Print Name	
Date		Date	

## 7. **Data privacy** - the use of personal data by organisations, including the Department, for Education

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or Islington council. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/security/>

**This form is now complete**



# Section 15:

## Early Years Non-Government Funded - Census Data Form

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

This form is to be completed for the following children:

- All children Under Three in Non-Government Funded places

Parents of the following children **MUST** have proof of their eligibility and complete the [Parent Declaration for Free Early Education Entitlements – Section: 14](#)

- Children who are two and a term and are eligible for 15 hours Free Early Education Entitlement (FEEE)
- Children 3 and a term that are **NOT** entitled to more than the 15 hours FEEE
- Children three and a term that are entitled to a further 15 hours FEEE (30 hours total)

# Early Years Non-Government Funded Census Data Form

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

OFSTED EY/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: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 Gender: Male/Female (circle one)

Birth Certificate seen? Yes/No (circle one) Ethnicity: (please see overleaf and indicate here) \_\_\_\_\_

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

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

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

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

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

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

(Please ✓) 

Term-time only <input type="checkbox"/>	All year <input type="checkbox"/>
---	-----------------------------------

### If part-time please indicate days and hours attending

**M** From.....To..... **T** From.....To..... **W** From..... To..... **Th** From.....To..... **F** From.....To.....

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

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

Head of Provision Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>LB1 CODE</b>		<b>DFES EXTENDED CODE</b>	<b>LB1 CODE</b>		<b>DFES EXTENDED CODE</b>
<b>British White</b>	<b>(E1)</b>	English (WENG)	<b>Black Other</b>	<b>(E10)</b>	Black European (BEUR)
		Scottish (WSCO)			Black North American (BNAM)
		Welsh (WWEL)			Black Other (BOTB)
		Other White British (WOWB)			Any Other Black Background (BOTH)
<b>Other White</b>	<b>(E2)</b>	Albanian (WALB)	<b>Chinese</b>	<b>(E11)</b>	Chinese (CHNE)
		Bosnian-Herzegovinian (WBOS)			Hong Kong Chinese (CHKC)
		Croatian (WCRO)			Malaysian Chinese (CMAL)
		Greek (WGRK)			Singaporean Chinese (CSNG)
		Greek Cypriot (WGRC)			Taiwanese (CTWN)
		Greek / Greek Cypriot (WGRE)			Other Chinese (COCH)
		Gypsy / Roma (WROM)	<b>Mixed Ethnicity</b>	<b>(E12)</b>	White & Black Caribbean (MWBC)
		Irish (WIRI)			White & Black African (MWBA)
		Kosovan (WKOS)			White & Asian (MWAS)
		Italian (WITA)			Any Other Mixed Background (MOTH)
		Portuguese (WPOR)			White & Pakistani (MWAP)
		Serbian/Yugoslavian (WSER)			White & Indian (MWAI)
		Traveler of Irish heritage (WIRT)			White & any other Asian background (MWA0)
		White Eastern European (WEEU)			White & Chinese (MWCH)
		White European (WEUR)			White & any other background (MWOE)
		White Western European (WWEU)			Asian & Black (MABL)
		Other White (WOTW)			Asian & Chinese (MACH)
		Any Other White Background (WOTH)			Asian & any other background (MAOE)
<b>Turkish (3)</b>	<b>(E3)</b>	Turkish (WTUK)			Black & Chinese (MBCH)
		Turkish Cypriot (WTUC)			Black & any other background (MBOE)
		Turkish / Turkish Cypriot (WTUR)			Chinese & any other background (MCOE)
<b>Kurdish</b>	<b>(E4)</b>	Kurdish (OKRD)			Other mixed (MOTM)
<b>Bangladeshi</b>	<b>(E5)</b>	Bangladeshi (ABAN)	<b>Other Ethnic Group</b>	<b>(E13)</b>	Afghanistani (OAFG)
<b>Other Asian</b>	<b>(E6)</b>	African Asian (AAFR)			Arab Other (OARA)
		Indian (AIND)			Egyptian (OEGY)
		Kashmiri Other (AKAO)			Filipino (OFIL)
		Nepali (ANEP)			Iranian (OIRN)
		Pakistani: Unspecified (APKN)			Iraqi (OIRQ)
		Pakistani: Kashmiri (AKPA)			Japanese (OJPN)
		Pakistani: Mirpuri (AMPK)			Korean (OKOR)
		Pakistani: Other (AOPK)			Libyan (OLIB)
		Sinhalese (ASNL)			Latin/South/Central America (OLAM)
		Sri Lankan Tamil (ASLT)			Lebanese (OLEB)
		Other Asian (AOTA)			Malay (OMAL)
		Any Other Asian Background (AOTH)			Moroccan (OMRC)
<b>Black Caribbean</b>	<b>(E7)</b>	Black Caribbean (BCRB)			Polynesian (OPOL)
<b>Black African Somali</b>	<b>(E8)</b>	Somali (BSOM)			Thai (OTHA)
<b>Other Black African</b>	<b>(E9)</b>	Angolan (BANN)			Vietnamese (OVIE)
		Congolese (BCON)			Yemini (OYEM)
		Ghanaian (BGHA)			Other Ethnic Group (OOEG)
		Nigerian (BNGN)			Any Other Ethnic Group (OOTH)
		Sierra Leonian (BSLN)	<b>Unknown</b>	<b>(E14)</b>	Refused to Say (REFU)
		Sudanese (BSUD)			Information Not Obtained (NOBT)
		African: Unspecified (BAFR)			
		Other Black African (BAOF)			

The centre has a duty to safeguard children and follow child protection procedures as set out in 'Working Together to Safeguard Children', 2018. Further information is provided in the centre's safeguarding policy.

LB1 will handle the information you have provided in line with the provisions of the Data Protection Act 2018. Further information can be found here: <https://www.islington.gov.uk/about-the-council/information-governance/data-protection/privacy-notice/peoples-directorate-privacy-notice>

Under the Data Protection Act, you have the right to make a formal request verbally or in writing for access to personal data held about you or your child.

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 Protection Officer on 020 7527 2000 or email [contact@islington.gov.uk](mailto:contact@islington.gov.uk) or visit: [www.islington.gov.uk/legal](http://www.islington.gov.uk/legal)

# Section 16:

## Admission Form (Yellow)

To be completed before admission for **ALL** children for the following places

- Community
- Marketed
- Priority Early Learning (PEL)
- Priority Early Learning Special Educational Needs and Disabilities (PEL SEND)
- (Including 15/30 FEEE for 2, 3 and 4 year olds)

## 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

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

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

Hours	From	To
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

<b>Admission Date</b>	
<b>Key Person</b>	
<b>Home Visit</b>	Yes/No

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

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

\*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

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

## Parent 2 Details

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

## Emergency Contact

Contact1	
<b>Name</b>	
<b>Phone Number(s)</b>	
<b>Relationship to Child</b>	

Contact2	
<b>Name</b>	
<b>Phone Number(s)</b>	
<b>Relationship to Child</b>	

Contact3	
<b>Name</b>	
<b>Phone Number(s)</b>	
<b>Relationship to Child</b>	

Contact4	
<b>Name</b>	
<b>Phone Number(s)</b>	
<b>Relationship to Child</b>	

## Other carers (if applicable)

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

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

## About your Child

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

## Family Details

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

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

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

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

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

## Medical Information

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



## Dietary needs

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

## Immunisations

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

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

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

Reason(s)	Date(s)

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

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

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

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

<b>Photos and Video</b>			
<p>We take photographs and video of the children attending the centre. These are used during your child's time with us for:</p> <ul style="list-style-type: none"> <li>• children's profile books these are given to parents when their child leaves. Please note images of your child may appear in other children's profile books</li> <li>• books the children make themselves</li> <li>• displays in the centre, including the 'live channel' screens in the centre if applicable</li> <li>• staff training and professional development within Bright Start children's centres</li> </ul>			
<p><b><i>I give permission for my child to be photographed and videoed at</i></b></p> <p>..... (Setting name).</p> <p><b><i>I understand that these photographs and video may be used in the ways listed above.</i></b></p> <p>If you have any questions or concerns, please speak to a member of Executive/Head of the provision.</p>			
<b>*Signature of person with parental responsibility:</b>		<b>Date:</b>	

The centre has a duty to safeguard children and follow child protection procedures as set out in 'Working Together to Safeguard Children', 2018. 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 2018. Further information can be found here: <https://www.islington.gov.uk/about-the-council/information-governance/data-protection/privacy-notice/peoples-directorate-privacy-notice>  
Under the Data Protection Act, you have the right to make a formal request verbally or in writing for access to personal data held about you or your child.

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 Protection Officer on 020 7527 2000 or email [contact@islington.gov.uk](mailto:contact@islington.gov.uk) or visit: [www.islington.gov.uk/legal](http://www.islington.gov.uk/legal)

# Section 17:

## Early Years Attendance and Punctuality Policy

To be completed before admission for **ALL** children for the following places

- Community
- Marketed
- Priority Early Learning (PEL)
- Priority Early Learning Special Educational Needs and Disabilities (PEL SEND)
- (Including 15/30 FEEE for 2, 3 and 4 year olds)

## 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%. Children with below 85% attendance are regarded in school as persistent absentees. 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.

### **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 may indicate a safeguarding issue. If this is the case, settings would follow their safeguarding procedures.

## 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

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:

<b>Signature:</b> _____	<b>Date</b> : _____
<b>Print Name:</b> _____	

# Section 18:

## Arrears Policy

**Arrears Procedure** - Refer to the [Charging Policy Section: 4 Arrears Policy 4.0; 4.1 – 4.6](#)

First week of arrears:

Issue a statement with the reminder note

- Appendix 1 – Reminder note to accompany statement – marketed place
- Appendix 2 – Reminder note to accompany statement – community, PEL and PEL SEND places

**ALL ARREARS/CREDITS MUST BE CARRIED FORWARD FOR EACH INDIVIDUAL CHILD FROM THE PREVIOUS FINANCIAL YEAR TO THE NEW FINANCIAL YEAR**

## Appendix 1

<Date>

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 which will be 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).

See statement attached.

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



## Appendix 2

<Date>

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).

See statement attached.

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

# Section 19:

**Arrears Procedure** - Refer to the [Charging Policy](#)  
[Section: 3 Arrears Policy 4.0; 4.1 – 4.6](#)

## **Second week of arrears –**

Issue the first arrears letter:

- Appendix 1- Marketed under three first Arrears letter
- Appendix 2- Marketed over three first Arrears letter
- Appendix 3- Community, PEL and PEL SEND under three first Arrears letter
- Appendix 4 – Community, PEL and PEL SEND over three first Arrears letter
- Appendix 5 – Payment plans – Letter Template

**ALL ARREARS/CREDITS MUST BE CARRIED FORWARD  
FOR EACH INDIVIDUAL CHILD FROM THE PREVIOUS  
FINANCIAL YEAR TO THE NEW FINANCIAL YEAR**

## Appendix 1

<Parents Name>

Centre

<ADDRESS>

<ADDRESS>

<0207>

This matter is being dealt with by:

<NAME>

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

<DATE>

Dear

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

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

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

I would be grateful if you could either:

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

Yours sincerely

Head of Provision

## Appendix 2

<Parents Name>

Centre

<ADDRESS>

<ADDRESS>

<0207>

This matter is being dealt with by:

<NAME>

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

<DATE>

Dear

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

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

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

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

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 Provision

## Appendix 3

<Parents Name>

Centre

<ADDRESS>

<ADDRESS>

<0207>

This matter is being dealt with by:

<NAME>

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

<DATE>

Dear

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

The 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 Provision

## Appendix 4

<Parents Name>

Centre

<ADDRESS>

<ADDRESS>

<0207>

This matter is being dealt with by:

<NAME>

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

<DATE>

Dear

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

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

I would be grateful if you could either:

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

Yours sincerely

Head of Provision

## Appendix 5

**Parents Name>**

**Centre**

**<ADDRESS>**

**<ADDRESS>**

**<0207>**

This matter is being dealt with by:

**<NAME>**

### Agreement of Debt

**<DATE>**

Dear **Name**,

Thank you for taking the time to talk to me this morning to discuss the outstanding arrears on **Name** childcare charges account.

As you are aware the council operates a '**NO ARREARS POLICY**' and payments must be made in advance.

You explained that due to your financial situation at the moment you have been unable to make payments and currently cannot clear the outstanding childcare arrears of **£???** for **Name** (See Statement attached).

You have agreed to make a payment **Date** for **£???** for **Name's** childcare arrears then further payments of **£????** **every Monday** until **all** of the childcare arrears are cleared.

You will need to make the payments as set out above every Monday, including the times when **Name** is not at the centre, this includes during the holidays and when or if they are absent for any reason.

The current charges for **Name** are as below:

- **Name's** childcare charge per week is **£?????** x 39 weeks and **£?????** for 10 weeks
- Lunch is chargeable in the holidays at £2.00 per day when attended

**Name's** lunch is currently also in arrears of **£???** which must be cleared at once.

Once all arrears have been cleared you must then make regular payments every Monday in advance for both children's childcare.

Please complete and sign the bottom of this letter and return the whole letter to me by Monday **Date**

I **Name** agree to the payments as set out above.

Signature.....

Date.....

Yours sincerely

Head of Provision

# Section 20:

**Arrears Procedure** - Refer to the [Charging Policy](#)  
[Section: 4 Arrears Policy 4.0; 4.1 – 4.6](#)

## Third week of arrears –

Issue the second arrears letter:

- Appendix 1- Marketed under three 2<sup>nd</sup> arrears letter
- Appendix 2 - Marketed over three 2<sup>nd</sup> arrears letter
- Appendix 3 - Community under three 2<sup>nd</sup> arrears letter
- Appendix 4 - Community over three 2<sup>nd</sup> arrears letter
- Appendix 5 – Payment plans not adhered to – Letter Template

**All arrears/credits must be carried forward for each individual child from the previous financial year to the new financial year**



## Appendix 1

**Parents Name>**

**Centre**

**<Address>**

**<Address>**

**<0207>**

This matter is being dealt with by:

**<Name>**

**<Date>**

Dear

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

**<Date>**

Dear

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

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

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

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

I would like to invite you to a further meeting at the Centre to discuss arrangements for clearing these arrears by the deadline. Please feel free to contact me on 0207 **<.....>**

Yours sincerely

Head of Provision

## Appendix 2

**Parents Name>**

**Centre**

**<Address>**

**<Address>**

**<0207>**

This matter is being dealt with by:

**<Name>**

**<Date>**

Dear

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

**<Date>**

Dear

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

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

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

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

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

I would like to invite you to a further meeting at the Centre to discuss arrangements for clearing these arrears by the deadline. Please feel free to contact me on 0207<.....>

Yours sincerely

Head of Provision

## Appendix 3

<Parents Name>

Centre

<Address>

<Address>

<0207>

This matter is being dealt with by:

<Name>

<Date>

Dear

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

<Date>

Dear

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

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

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

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

I would like to invite you to a further meeting at the Centre to discuss arrangements for clearing these arrears by the deadline. Please feel free to contact me on 0207<.....>

Yours sincerely

Head of Provision

## Appendix 4

**Parents Name>**

**Centre**

**<Address>**

**<Address>**

**<0207>**

This matter is being dealt with by:

**<Name>**

**<Date>**

Dear

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

**<Date>**

Dear

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

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

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 Provision

## Appendix 5

**Parents Name>**

**Centre**

**<Address>**

**<Address>**

**<0207>**

This matter is being dealt with by:

**<Name>**

**<Date>**

Dear

### **Agreement of Debt - Reminder**

**<Date>**

Dear

Unfortunately, we do not appear to have received your agreed payment of £???? for Name's childcare charges and outstanding arrears.

As stated in your signed agreement of Date (Attached copy) you agreed to make payments of £???? every Monday until all outstanding arrears had been cleared.

I am afraid we have no alternative other than to withdraw Name of child's place as from Friday Date.

We will be referring the outstanding debt of £???? For the childcare charges and £???? for the lunch arrears to London Borough of Islington' Debt Collections Services.

Yours sincerely

Head of Provision

# Section 21:

## Discharged Arrears/Credits Policy

- Appendix 1 - Example of Spreadsheet
- Appendix 2 - Discharged Arrears Notice
- Appendix 3 - Discharged Arrears Agreement of Debt
- Appendix 4 - Agreement of Debt – Final Notice

**All arrears/credits must be carried forward for each individual child from the previous financial year to the new financial year**

## **Discharged Arrears/Credit Policy**

All parent/carers childcare charge 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.

Where discharged arrears are not recovered in the current financial year, they must be carried forward for each individual child from the old financial year to the new financial year.

### **Recording discharged arrears/credits - Appendix 1**

#### **Discharged Arrears Notice – Appendix 2**

If the parent/carer responds to this letter (Appendix 2) and they cannot pay the arrears in full, you will need to set up a meeting with them to work out a payment plan (Appendix 3). 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 by all parties (Further advice can be obtained from the [Early Years Bursar](#)).

#### **Agreement for payment of discharged arrears**

- If this agreement is not adhered to you must issue the Agreement of Debt – Final Notice (Appendix 4) as soon as the agreement is broken:

Evidence of all the correspondence must be kept should legal action be required. For LBI only please consult the [Early Years Bursar](#) who will advise.

**All arrears/credits must be carried forward for each individual child from the previous financial year to the new financial year**

	A	B	C	D	E	F	G	H	I	J	K	L	M
4													
5	Week 1		Week Ending: 03/04/2020				Full Year Placements						
6	Name of Child	Comments	Amt Due	Amt Paid	Plev Bal	Bal Cfwd	Arrears	Prepay	Discharge	D.Arrears			
7	Joe Bloggs		£0.00		£210.00	£210.00			Discharged	£210.00			
8						£0.00							
9						£0.00							
10						£0.00							
11						£0.00							
12						£0.00							
13						£0.00							
14						£0.00							
15						£0.00							
16						£0.00							
17						£0.00							
18						£0.00							
19						£0.00							
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22						£0.00							
23						£0.00							
24						£0.00							
25						£0.00							
26						£0.00							
27						£0.00							
28						£0.00							
29						£0.00							
30						£0.00							
31						£0.00							
32						£0.00							
33						£0.00							
34						£0.00							
35						£0.00							
36						£0.00							



## Discharge Tab

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

Note: The discharged arrears procedure must continue to be followed, it is advised to refund any credits due before the end of the financial year to avoid carry over. See: [Section 6: Refunds of Childcare charges](#)

*Example: of spreadsheet*

	A	B	C	D
7		<b>DISCHARGE TABLE</b>		
8		<b>Name Of Child</b>	<b>Date Of Discharge</b>	<b>Discharge Arrears To Date</b>
9		Joe Bloggs	27/03/2020	£210.00
10				£0.00
11				£0.00
12				£0.00
13				£0.00
14				£0.00
15				£0.00
16				£0.00
17				£0.00
18				£0.00
19				£0.00
20				£0.00
21				£0.00
22				£0.00
23				£0.00
24				£0.00
25				£0.00
26				£0.00
27				£0.00
28				£0.00
29				£0.00
30				£0.00
31				£0.00
32				£0.00
33				£0.00
34				£0.00
		FullYear	TTO	Marketed
				Playscheme
				<b>Discharge</b>

## Appendix 2

**Parents Name>**

**Centre**

**<Address>**

**<Address>**

**<0207>**

This matter is being dealt with by:

**<Name>**

**<Date>**

### **DISCHARGED ARREARS NOTICE**

Dear

According to our records, there remains an outstanding balance of **<£????>** 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 0207**<Tele>** 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 London Borough of Islington's Debt Collection's Service.

Yours sincerely

Head of Provision

## Appendix 3

**Parents Name>**

**Centre**

**<Address>**

**<Address>**

**<0207>**

This matter is being dealt with by:

**<Name>**

### **Discharged Arrears Agreement of Debt**

**<Date>**

Dear **Name**,

Thank you for taking the time to talk to me this morning to discuss the outstanding discharged arrears on **Name** childcare charges account.

As you are aware the council operates a '**NO ARREARS POLICY**'.

You explained that due to your financial situation at the moment you have been unable to make payments and currently cannot clear the outstanding childcare arrears of **£???** for **Name** (See Statement attached).

You have agreed to make a payment **Date** for **£???** for **Name** childcare then further payments of **£????** **every Monday** until **all** of the childcare arrears are cleared.

**Name's** lunch is currently also in arrears of **£???** which must be cleared at once.

If a payment is missed, we will have no alternative other than to refer the debt immediately to London Borough of Islington's Debt collections service.

Please complete and sign the bottom of this letter and return the whole letter to me by Monday **Date**

I **Name** agree to the payments as set out above.

Signature.....

Date.....

Yours sincerely

Head of Provision

## Appendix 4

**Parents Name>**

**Centre**

**<Address>**

**<Address>**

**<0207>**

This matter is being dealt with by:

**<Name>**

**<Date>**

Dear

### **Agreement of Debt – Final Notice**

**<Date>**

Dear

Unfortunately, we do not appear to have received your agreed payment of £???? for Name's discharged arrears.

As stated in your signed agreement of Date (Attached copy) you agreed to make payments of £???? every Monday until all of the discharged arrears had been cleared.

As stated in our letter dated Date (Copy attached) we will be forwarding your arrears to London Borough of Islington' Debt Collections Services Date, and you will hear from them in due course

Yours sincerely

Head of Provision

# Section 22:

## **Playscheme Policy for all children in Islington funded Nurseries, Schools, Nursery Schools, Early Years and Children's Centres**

- Appendix 1 - Emergency Contact forms
- Appendix 2 – Contract

## Playscheme Policy

### How many places do you have to offer?

Check how many staff you will have available during the holidays and is it viable.

### Who can apply?

- Siblings of children attending the setting and children who have left the setting
- Children on roll cannot take part in Playscheme, unless in an emergency at the Executive Head of Centre's discretion - charges must be applied at **holiday rate, not playscheme 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.

### Contract

A contract must be agreed and signed by the parent/carer (See appendix 1) clearly showing days, hours and costs.

### Emergency Contact

Emergency contact details must be obtained each time a child attends even if the child attended the previous playscheme, it must be re-done (See appendix 1).

### Hours and Days

Places are offered in line with the delivery model - 8.00-6.00 2, 3 or 5 consecutive days at the beginning or end of the week.

### 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

Playscheme money must be entered onto the 'Playscheme Tab' in the childcare monitoring spread sheet. Playscheme money collected can be used to buy in extra staff or equipment, this is not counted towards your income target.

**LB1 Only** -This must be shown as separate income on the MSRB and can then be spent under expenditure code AA18, AA20 or EC00

### Advertising Playscheme

Information must be available to all parents/cares in the form of a leaflet which should contain – costs, times and who can apply

**Playscheme charges per week from Monday 29 August 2022 – Refer: to Section 3 [Charging Policy](#) [Playscheme Charges \(2% increase\)](#); for all children in Islington funded nurseries. Including early years and children's centres, nursery schools, primary schools (where applicable) and community nurseries)**

**Appendix 2****Children's Emergency Contacts for Playscheme**

Name of Provision \_\_\_\_\_

Person/s with parental responsibility, must complete all parts of this form before your child attends the playscheme and bring it with you on the first day. **Failure to do so will result in your child being unable to attend.**

Name of Child:	Date of Birth:
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Parent/Carer 1:  Address:	Home Phone:  Work Phone:  Mobile Phone:  Email:
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Parent/Carer 2:  Address:	Home Phone:  Work Phone:  Mobile Phone:  Email:
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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.

Name:
Phone:

Name:
Phone:

Name:
Phone:

Name:
Phone:

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

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

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

**Photos and Video**

We take photographs and video of the children attending the centre. These are used during your child's time with us for:

- 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

If you are happy for us to photograph and video your child to be used for these purposes, please complete and sign below:

**I give permission for my child to be photographed and videoed at**

..... (Setting name).

**I understand that these photographs and videos may be used in the ways listed above.**

<b>Signature of person with parental responsibility:</b>		<b>Date:</b>	
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The centre has a duty to safeguard children and follow child protection procedures as set out in 'Working Together to Safeguard Children', 2018. 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 2018. Further information can be found here: <https://www.islington.gov.uk/about-the-council/information-governance/data-protection/privacy-notice/peoples-directorate-privacy-notice>

Under the Data Protection Act, you have the right to make a formal request verbally or in writing for access to personal data held about you or your child.

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 Protection Officer on 020 7527 2000 or email [contact@islington.gov.uk](mailto:contact@islington.gov.uk) or visit: [www.islington.gov.uk/legal](http://www.islington.gov.uk/legal)



## Appendix 2

# Holiday Playscheme Contract

<Date>

<Name of child> has been allocated a place for the holiday playscheme.

### The hours and days allocated are:

- Days and dates \_\_\_\_\_
- Hours \_\_\_\_\_

**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.

You must make payments in full, complete the emergency contact letter (Attached), and below. Then 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.

**Once a place is confirmed all charges are due whether your child attends due to the costs of arranging staffing. If you fail to make payment the outstanding arrears will be forwarded to London Borough of Islington's Debt Collections Service.**

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

**(Note: Payment of charges are only accepted via the payment system ParentPay ([www.parentpay.com](http://www.parentpay.com)) if you are not already set up on this system, please contact <Name> immediately <020 7527 0000>.**

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

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

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

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

Parent/carer Signature: \_\_\_\_\_

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

Head of Provision signature: \_\_\_\_\_

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