



**Children and Young People
Overview and Scrutiny Committee**
6 October 2011

**Report from
Director of Children and Families**

For Information

Report Title: Update on Provision of Full Time Early Years Places

1.0 Summary

- 1.1 Executive agreed in February 2010 that full time Early Years places in maintained schools would only be offered to disadvantaged children.
- 1.2 In June 2011, the Schools Forum were consulted on proposals to change the February 2010 council policy and end funding full time early years places in maintained schools. The Schools Forum were not in agreement with the proposal and put forward a strong view that the policy to provide full-time places to disadvantaged children should be maintained.
- 1.3 This brief paper provides an update on the next steps to implement the council policy agreed in February 2010 following the above response to the consultation by the Schools Forum. Schools will be consulted on the proposals this autumn in readiness for the start of the 2012 admissions process, with implementation from September 2012.

2.0 Detail

- 2.1 Following the recommendation of the Schools Forum in June 2011, an Early Years Funding Sub Group was consulted in September 2011 on the draft proposals to allow schools to manage the admissions process for the allocation of full-time early years places. This group were broadly in agreement with the proposals but with a few recommendations which are being implemented before starting the consultation with schools later this autumn.

2.2 The proposed admissions process will allow schools to administer the process of managing full-time admissions themselves with minimal central involvement. In summary the process involves:

- Parents completing an application form and handing it to the school (suggested template for the application form will be provided)
- Schools applying eligibility criteria through the following steps
 - Step 1: The following must be met
 - The applicants post code must be within Brent
 - Applicants must meet one of the free school meals eligibility criteria
 - Step 2: If Step 1 creates an excess of eligible applicants over the supply of places, priority will go to applicants satisfying one of the following
 - Looked after children,
 - Newly arrived or asylum seekers
 - Professional advice supporting provision of a FT place
 - Children in circumstances where the Head teacher considers a full-time place should be provided.
 - Step 3: If Step 2 still produces an excess of demand over supply
 - Children with a sibling take priority
 - Step 4: If Step 3 still produces an excess of demand over supply
 - Nearest to school take priority

2.3 At induction, parents will be required to bring in the requisite documents as proof of eligibility.

2.4 There are no statutory rights of appeal available to parents who disagree with a school's decision not to offer either a full-time or part-time early years place. Parents would deal with the school directly and the school would then apply their own rules and procedures.

2.5 An indicative timetable is set out below. It aligns with the process for statutory school age admissions.

Activity	Outline Deadline
Consultation with schools on application /admissions process	End of September 2011
Issue of process guidance to schools	Mid to late October 2011
Template for applications forms provided to schools	End of October 2011
Parents deadline for submission of FT place application	18 January 2012
Schools complete processing applications	2 March 2012
Parents notified and offered a FT place	2 April 2012
Parents accept offer	17 April 2012
Verification process	End of summer term 2012

2.6 Whilst paragraph 2.2 outlines the admissions process where places are oversubscribed the proposed consultation process will set out what options schools would consider if they could not fill their full-time places. They include:

1. Offering mixed provision of full and part-time places
2. Maintaining full-time provision with parents paying for the unfunded half day
3. Switching to part-time provision only

To minimise disruption in light of these proposals governing bodies are encouraged to consider the financial and operational implications and decide what type of provision to offer parents from September 2012.

3.0 Background papers

- a) Report to Executive (February 2010).
Introduction of Early Years Single Funding Formula and Changes to the Allocation and Funding of Early Years Full Time Places in Maintained and Private, Voluntary and Independent (PVI) Sectors.
Forward Plan Ref: C&F09/10-15

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Appendix A

Proposal for Full Time Early Years Admissions Process for September 2012

1. Introduction and background

1.1 Following the Brent Executive's decision in February 2010 to only fund full time (FT) early years (EY) places for disadvantaged children this paper consults schools on draft proposals for the admissions process for the September 2012 intake.

1.2 Brent has 4 nursery schools and 48 primary schools with an early years/nursery class. Current provision is a mix of FT and part time (PT) places as set out in the table below based on the January 2011 PLASC.

School type	Part Time		Full Time	
	No of schools	Pupils	No of schools	Pupils
Nursery	2	24	4	227
Primary	25	1,376	24	892
Total	29	1,400	28	1,119

1.3 The above analysis includes two primary schools with mixed provision of 65 FT pupils and 36 PT pupils.

1.4 The council is only introducing the new admissions process to current FT schools. Current PT place schools will not be able to convert to FT and get access to the funding.

2. Proposed admissions process

2.1 The objective is to allow schools to administer the process themselves with minimal central involvement.

2.2 Parents requiring a FT place will be asked to complete the application form attached at Appendix B and hand it to the school. An electronic version will be available and parents would be able to apply on line. A deadline date for receipt of applications will be aligned with the process for statutory school age admissions. PT places applications will still be made on the current forms.

2.3 The proposed eligibility criteria are detailed below in Section 3, however, a balance has to be made between having verifiable criteria and not creating a complex administrative process in reviewing, approving and validating applications.

2.4 Most schools hold induction days for new EY pupils and this offers an opportunity for parents to provide evidence to validate the criteria ticked on

the application form. Guidance will be provided on how to verify documents produced by parents including examples of what is required.

Question 1	As a principle, would you want schools to manage the admissions process themselves with minimal central involvement?
Response	

3. Eligibility criteria

3.1 The proposed eligibility criteria are listed below. Alongside the criteria are listed the source documents to verify eligibility.

Section	Criteria	Verification document
A	1. The parent's post code must be within Brent: i.e. HA0,HA3,HA8,HA9,NW2,NW6,NW9 and NW10	1. Recent evidence with parents name and address using <ol style="list-style-type: none"> Utilities bill Bank statement Telecoms bill
B	One parent must be in receipt of one of the benefits listed below: <ol style="list-style-type: none"> Income Support Income based Job Seekers Allowance An income related employment and support allowance Support under part IV of the Immigration and Asylum Act 1999 Child Tax Credit (providing you are not entitled to working tax credit) and have an annual income that does not exceed £16,190 Guarantee element of State Pension Credit 	<ol style="list-style-type: none"> Letter from Department of Work and Pensions (DWP). Letter must be dated within the last [four] weeks and clearly shows that the benefit is still being paid to parent/carer. Letter from DWP. Letter must be dated within the last [four] weeks and clearly shows that the benefit is still being paid to parent/carer. ? ? (a) Most recent Tax Credit Award notice (Form TC602) issued to parent/carer by Her Majesty's Revenue and Customs (b) Most recent payslip Pension Credit M1000 Award notice to confirm Guaranteed Element of State Pension Credit issued by The Pension Service.
C	One of the following criteria must be met: <ol style="list-style-type: none"> Children who are looked after, or who have an allocated social worker who has provided written support of the need for a full-time place as part of the Child's Plan at that school. 	<ol style="list-style-type: none"> Letter from social worker Home Office letter Letter from professional Approval by governing body

	2. Newly arrived or asylum seeker 3. Evidence from an appropriate professional to demonstrate that home circumstances could significantly affect a child's well-being 4. Children in circumstances where the Headteacher considers a full-time place should be provided.	
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3.3 The allocations process will operate as follows:

- Step 1: Applicants must meet requirements in Sections A and B
- Step 2: Following Step 1, if there are still more eligible applicants than available places those applicants meeting Section C take preference
- Step 3: Following Step 2, if there are still more eligible applicants than available places the following criteria will be applied:
 - Sibling in the school
- Step 4: Following Step 3, if there are still more eligible applicants than available places the following criteria will be applied:
 - Distance from school

Schools who decide to offer both FT and PT places will need to introduce the new FT application form alongside their existing PT applications process.

Question 2	Would you be able to manage the administration of the proposed applications process
Response	

Question 3	What assistance, if any, would you require from the council
Response	

Question 4	Are there any other criteria you feel should feature in the eligibility process
Response	

4. Verification process

4.1 The verification process is a necessary part of ensuring the legitimacy and transparency of allocating FT places. The objective would be to ensure

schools can process applications and validate the criteria parents say they meet/match.

4.2 Most Schools hold induction days for new early years/nursery pupils. Parents would be asked to bring current copies of the relevant documents that offer evidence of their eligibility. A check would be made to ensure, for example, that DWP letters are current and a photocopy taken. Home visits would probably not be suitable as photocopying facilities would not be available.

Question 5	Would you be able to manage the administration of the proposed verification process
Response	

Question 6	What assistance, if any, would you require from the council
Response	

5. Appeals

5.1 There are no statutory rights of appeal available to parents who disagree with a school's decision not to offer either a FT or PT place. They can complain to the school who would have to deal with this under their own rules and procedures.

6. Indicative timetable for September 2012 FT EY admissions

6.1 The timetable below includes the consultation process with schools.

Activity	Outline Deadline
Consultation with schools on application /admissions process	End of September
Issue of process guidance to schools	Mid to late October
Template for applications forms provided to schools	End of October
Parents deadline for submission of FT place application	18 January 2012
Schools complete processing applications	2 March
Parents notified and offered a FT place	2 April
Parents accept offer	17 April
Verification process	End of summer term

Question 7	Is the above timetable realistic
Response	

6.2 Appendix A provides a template for an application form that schools can use to create their own document. It sets out the eligibility criteria and the child and parent's details.

Question 8	Does the template for the application form omit any key requirements schools need for their local administration of this process
Response	

7. Financial implications

7.1 There are two financial implications arising from the introduction of the new allocations process affecting:

- The 2012/13 EY school budget share; and
- The 2012/13 EYSFF budget adjustment in 2013/14.

7.2 At the time of developing the 2012/13 budget the actual number of FT places will not be known therefore the budget share for the Autumn 2012 and Spring 2013 terms will be based on the actual take up for Autumn 2011 and Spring 2012 terms.

7.3 Schools will complete their termly census as per normal for the 2012/13 financial year with any adjustment arising from the actual take up being made in their 2013/14 EY budget share.

7.4 If a school cannot fill all their FT places the options would be to:

4. Offer mixed provision of FT and PT with the expectation that two PT pupils could replace the former FT place to maintain budget equilibrium
 - a. Schools unable to attract additional PT pupils would see a clawback from their 2013/14 budget share
5. Charge parents unable to secure a FT place a fee for the rest of the unfunded school day to secure a FT place
6. Switch to PT provision only from September 2012 in light of the outcomes from the locally managed allocations process

7.5 To minimise disruption in light of these proposals governing bodies are encouraged to consider the above financial implications and decide what type of provision to offer parents from September 2012.

Question 9	Are the financial implications and options arising from the proposed allocations policy clearly articulated for governing bodies
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Response	
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8. Responses

Question 10	Are there any other practical and administrative issues arising from these proposals. For example, will schools have enough time to convert from FT to PT if the admissions process does not attract enough eligible pupils
Response	

8.1 Can you feed back your comments by [30 September] by completing the questionnaire boxes above and e mailing your response to john.voytel@brent.gov.uk or sending a paper version to John at:

Appendix A: Full Time Early Years Place Application Form Template



Full Time Early Years Place Application Form for September 2012

(Please fill in block capitals)

Guidance

Parents and guardians of children seeking a full time early years/nursery place from September 2012 need to complete this application form and return it to their preferred school.

Please complete all boxes in the following sections noting that if you are successful in gaining an offer for a full time place you will be asked to provide evidence. Appendix A lists the documents that provide acceptable evidence.

Section A: Residency in Brent

Are you currently living in Brent? (Tick Yes or No boxes)	Yes		No	
Please provide your full address in Section 4				

Section B: Income Support

Please indicate which of the following you currently receive

Criterion	Enter 'Yes' if currently in receipt of one of these benefits
Income Support	
Income based Job Seekers Allowance	
An income related employment and support allowance	
Support under part IV of the Immigration and Asylum Act 1999	

Guarantee element of State Pension Credit	
Child Tax Credit (providing you are not entitled to working tax credit) and have an annual income that does not exceed £16,190	
Income-based Jobseekers Allowance	

Section C: Child and Family Characteristics

Please indicate which of the following applies to you

Criterion	Please enter 'Yes' to indicate which criteria applies to you
Children who are looked after, or who have an allocated social worker who has provided written support of the need for a full-time place as part of the Child's Plan at that school.	
Newly arrived or asylum seeker	
Evidence from an appropriate professional to demonstrate that home circumstances could significantly affect a child's well-being	
Children in circumstances where the Headteacher considers a full-time place should be provided.	

Section D: Child's details

First Name

Surname

Date of Birth
Day Month Year

Gender

Male
Female

Address

Postcode

Section E: Child's ethnicity

Please tick the relevant box

White
British
Irish

Any other white background

Black

African

Caribbean

Any other black background

Mixed

White/Black

White/Asian

Any other mixed background

Asian

Bangladeshi

Indian

Pakistani

Any other Asian background

Other backgrounds

Chinese

Other

Prefer not to say

Section F: Parent/Carer's details

First Name

Surname

Relationship to child

Address *If different from child's

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Postcode

Contact Phone Number

Parent/Carer Declaration:

I declare that the above details are true and I understand that any false or incorrect information could lead to the loss of a full time place.

Parent/Carer Name –Please Print Below

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Signature.....

.....

Date.....

.....

Appendix A: Acceptable Verification Documents

Section	Criteria	Verification document
A	2. The parent's post code must be within Brent: i.e. HA0,HA3,HA8,HA9,NW2,NW6,NW9 and NW10	2. Recent evidence with parents name and address using a. Utilities bill b. Bank statement c. Telecoms bill
B	One parent must be in receipt of one of the benefits listed below: 7. Income Support 8. Income based Job Seekers Allowance 9. An income related employment and support allowance 10. Support under part IV of the Immigration and Asylum Act 1999 11. Child Tax Credit (providing you are not entitled to working tax credit) and have an annual income that does not exceed £16,190 12. Guarantee element of State Pension Credit	7. Letter from Department of Work and Pensions (DWP). Letter must be dated within the last [four] weeks and clearly shows that the benefit is still being paid to parent/carers. 8. Letter from DWP. Letter must be dated within the last [four] weeks and clearly shows that the benefit is still being paid to parent/carers. 9. ? 10. ? 11. (a) Most recent Tax Credit Award notice (Form TC602) issued to parent/carers by Her Majesty's Revenue and Customs (b) Most recent payslip 12. Pension Credit M1000 Award notice to confirm Guaranteed Element of State Pension Credit issued by The Pension Service.
C	One of the following criteria must be met: 5. Children who are looked after, or who have an allocated social worker who has provided written support of the need for a full-time place as part of the Child's Plan at that school. 6. Newly arrived or asylum seeker 7. Evidence from an appropriate professional to demonstrate that home circumstances could significantly affect a child's well-being	5. Letter from social worker 6. Home Office letter 7. Letter from professional 8. Approval by governing body

	8. Children in circumstances where the Headteacher considers a full-time place should be provided.	
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For Office Use Only

Section	Completed	Verified
A		
B		
C		