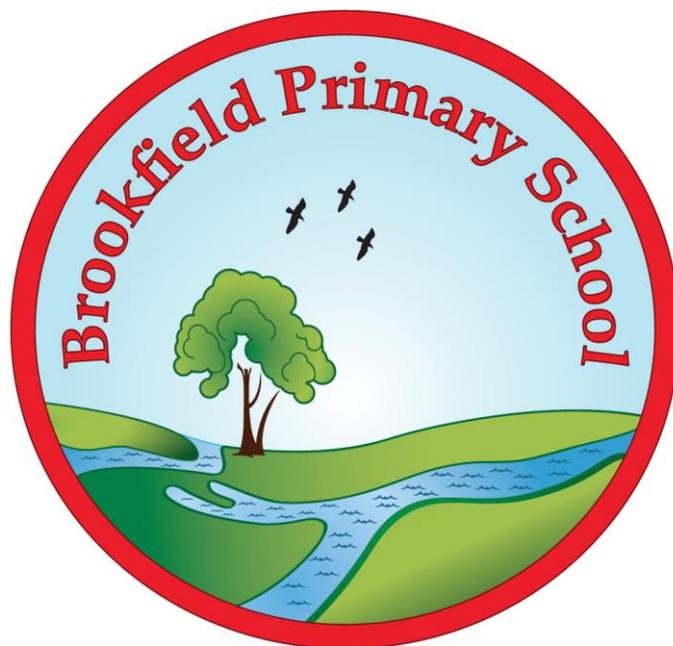


Brookfield Primary Academy



Starting Nursery 2020-2021



For children born between 1 September 2016 - 31 March 2018

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Introduction

Brookfield Primary Academy offers 26 morning places on a term time basis (38 weeks per year).

In addition, we offer 16 afternoon places to children who attend the morning Nursery session and who are eligible for the 30 hours entitlement for working parents of three and four year olds (extended entitlement).

Preference for the 16 afternoon places will be given to children who attend the morning session, who require 5 afternoon sessions and who are eligible for the 30 hour funding entitlement.

Afternoon places that have not been filled will become available to children who are eligible for 30 hour entitlement and who require a part-time place. Any remaining spaces will then become available to non-eligible parents who are willing to pay for an extended hours place.

This booklet explains how you can apply for a nursery place at Brookfield Primary Academy.

How do I apply for the 30 hour funding?

Eligibility can now be checked online using the HMRC checker at **Childcare Choices**. The HMRC checker will provide you with a code which can then be used to confirm your eligibility. When you receive your 11 digit code you will be required to inform Brookfield Primary Academy.

You will be advised by HMRC checker of the validation dates and a 'grace period'. You will be required to re-apply on a regular basis to ensure that you are still eligible for funding; in addition the Local Authority will complete audit checks to review the validity of eligibility codes at six points throughout the year. If you become no longer eligible a 'grace period' will apply.

This means that you can still receive the free entitlement funding during this time; after the grace period the space will be offered to the next child on the waiting list and you will need to seek alternative provision for your child.

The Childcare Choices website also provides information on the different ways parents can access support with childcare costs including the new Tax Free Childcare Scheme.

For further information about nursery provision in Sutton and the funding available, please contact the Family Information Service.

The Family Information Service

www.suttonfamilyinfo.org.uk Email: familyinfo@sutton.gov.uk

Tel: 020 8770 6000

Sutton online Family Information Director: www.sutton.gov.uk/fid

When can my child start Nursery?

Brookfield Nursery has three intakes for nursery each year, which will be in September, January and April; if there are places available. The **earliest** that a child can be considered to start nursery is in the term after their third birthday.

Children born between 1 September 2016 to 31 March 2018

If your child was born between these dates, you should apply for his or her nursery place before the deadline of 10 January 2020. Your child will be eligible to begin nursery in September 2020, January 2021 or April 2021 if there are places available.

Can my child start nursery earlier?

No, a child must be no younger than three years of age when they start nursery school. Alternative provision for younger children may be available in private nursery provision. For more information on private nursery provision please contact the Family Information Service.

The Family Information Service

Tel: 020 8770 6000

www.suttonfamilyinfo.org.uk

email: familyinfo@sutton.gov.uk

Can my child start nursery later?

It may be possible to start nursery later in the academic year, subject to the availability of places. However, you should note that our nursery will probably fill up in September, so it is likely that there will be no places available in the nursery. If you are offered a place and do not wish to take it up immediately, you will forfeit your place and be placed on a waiting list for a vacancy later in the year.

Are places full time or part time?

Currently, Brookfield offer 26 part-time nursery places, which are five mornings per week 8.45 to 11.45am. Parents can apply to use their 30 hours funding for afternoon nursery care.

How do I decide which nursery I prefer?

We recommend that you visit the school to view the Nursery. We hold school tours during the Autumn term for parents/carers only. Please contact the school to make an appointment .

What if there are more applicants than places available?

If the school nursery is over-subscribed, applications for admission in 2020/2021 will be ranked against the following factors:

- i) Children who have reached the age of 3 years before 1 September 2019
- ii) Children who have reached the age of 3 years before 1 January 2020
- iii) Children who have reached the age of 3 years before 1 April 2020

Please note that only category (i) places will be filled at the initial allocation stage. The school will fill any vacancies for category (ii) and (iii) places at a later date.

Within each of these bands, applications will be prioritised as below:

- 1) Looked After Children and previously Looked After Children (see page 6 for more details).
- 2) Children with an older brother or sister attending Brookfield Primary Academy at the time that the younger child starts nursery (see page 7 for more details).
- 3) On the basis of proximity to the school, measured in a straight line from the child's home address to the main entrance of the school building, with those living closer to the school receiving the higher priority.

Do I get priority for a reception place if my child attends the nursery?

Children attending our nursery have no priority for admission to reception. This is to ensure that parents who have decided not to send their child to nursery will not be disadvantaged when applying for a reception place. As such, it is not necessary for your child to attend our nursery class in order to gain a place in reception at the school. A child may attend a nursery class in one school but apply for a reception place at a different school. **You will need to make a separate application for a place in reception at the appropriate time, regardless of which nursery school (if any) your child attends.**

How do I apply for a nursery place?

The application form to apply for Brookfield Primary Academy Nursery during the 2020/2021 academic year is available to download from the school website.

The closing date for applications is 15 January 2020.

Before completing the form it is very important that you read through this booklet and that you understand how your application will be considered.

Completing the Application Form

If you wish to apply for a nursery place at Brookfield Primary Academy you must complete the application form available online and return it by **15 January 2020**.

It is important that the application form is fully and accurately completed and submitted with the appropriate evidence (see below). If there are mistakes or inaccuracies on the form it may delay your application.

Child's Address

The address on the front of the form should be the child's permanent place of residence. It should not be a business, relative or carer's/childminder's address, nor is it permitted for a family to use a temporarily rented address to attempt to secure a nursery place for their child. The address will normally be the parent's address. If the parents do not live together, it should be the parent with whom the child spends the majority of the time. This will normally be the parent who receives Child Benefit in respect of the child. An application can only be made from a single address. **You are required to provide your child's birth certificate and a current council tax bill. If you are a council tenant, you should provide a copy of your council tenancy agreement.**

If there is a formal equal share custody arrangement between the two parents, the address that will be used will be the address of the parent who is claiming Child Benefit for the child.

If you move address after completing the application form, you must write to inform us as soon as possible and provide evidence of your new address (please see page 8). The address to be used in the allocation process may vary depending on the date you moved.

Any offer of a place based on where the child lives is conditional on the child being resident at the address at the closing date for application, unless a subsequent move has been accepted for allocation purposes.

The school will investigate any applications:

- Where there are any doubts about the information provided
- Where information has been received to suggest a fraudulent application has been made
- Where records show a change of address within the previous 12 months

The school reserves the right to seek evidence from parents, council records, primary schools or any other sources deemed appropriate. The school may also make a home visit and refer cases to the London Borough of Sutton's Investigation Officers where benefits are in payment.

Any application which uses false information will be withdrawn and may be subject to legal proceedings. If an application is found to be fraudulent after places are offered, the place will normally be withdrawn.

Parent/Carer's Details

The person applying on behalf of the child should be the person with Parental Responsibility for the child. However, there may be occasions where this is not the case, and this should be indicated on the form.

Parental Responsibility is defined by the Children Act 1989 and amended by the Adoption and Children Act 2002. Parental Responsibility is automatically acquired at birth by the natural mother and natural father, if he was married to the mother at the time of birth or they were married subsequently. For children born since 1 January 2003, the child's natural father will have Parental Responsibility if he jointly registered as the child's natural father following the child's birth. Other people can obtain Parental Responsibility by seeking a Parental Responsibility legal agreement, obtained with the consent of all persons with Parental Responsibility or by a court order, or when a child is placed with them for legal adoption. Step-parents, grandparents and other close relatives do not have automatic Parental Responsibility, and can only acquire it through a legal agreement or court order. If you are a distant relative or not related at all to the child it is likely that you are a Private Foster Parent. In law this means you must tell your local Council you are caring for the child and also you must tell the child's parents (or the person with Parental Responsibility) about the application for a school place and obtain their permission. You can find more information of Parental Responsibility at www.direct.gov.uk/parents under Parents' and children's rights.

If you are unsure about your status, you should submit your application with a covering letter to explain your situation.

Looked After Children

Children who are Looked After by a Local Authority receive top priority for a school place. As such, if the child you are applying for is Looked After, it is important that you include this on the application form and provide supporting evidence from a social worker.

Siblings

A sibling is defined as brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday. If your child will have a sibling in our

main school it is important that you include the sibling's details on the form to ensure that, if applicable, sibling priority is given. You should not name any child who is not a sibling, nor any child who will not be in attendance when the younger child is due to start.

Returning Your Application Form

Forms can be posted or hand delivered to Brookfield Primary Academy, Ridge Road, Sutton, Surrey SM3 9LY.

Please note that if you wish to hand your form in to someone in person, you must bring your form to the school office between 9.00 a.m. and 4.00 p.m.

Supporting Evidence

You must include:

- Evidence of address – current council tax bill or if you are a council tenant a copy of your tenancy agreement
- Copy of your child's birth certificate (full copy)

Closing Date

The closing dates for application are shown on page 6 and on the application form.

Applications made after the closing date will be considered after those received on time, unless there are exceptional circumstances, supported by independent evidence.

Acknowledgement Of Applications

Applications will not be acknowledged unless accompanied by a stamped addressed envelope.

When will I know if my application is successful?

Letters giving the results of applications will be posted first class on 24 April 2020.

You will be told if we are able to offer a place for your child. Where an offer is made, you will be given two weeks to decide whether or not you want to accept the place.

If you are not offered a place you will be asked if you would like your child's name to be put on the waiting list for the remainder of the academic year. Vacancies arising after the initial allocation will be offered to children on the waiting list, based on the admission arrangements set out on pages 4.

There is no formal appeal system if you do not get offered a place in our nursery.

Can I defer my child's place at nursery?

No. If you are offered a place in our nursery but you do not wish your child to start until a later term, the place will be withdrawn and your child's name will be placed on the waiting list for the later term.

However, you should note that Brookfield Primary Academy's Nursery is usually full in the Autumn term, and as such, there is no guarantee that a place will become available later in the year.

What if I miss the closing date for applications?

If you miss the closing date your application will be treated as a late application. If vacancies remain at Brookfield Primary Academy's Nursery after all on-time applications have been considered you may be allocated a place.

Change of address

If you move at any time after submitting an application to us, you must advise us immediately and provide proof of your new address, so that we can update our records and ensure that correspondence is sent to the correct address. Proof of your new address should include either a copy of your tenancy agreement or a copy of a solicitor's letter confirming the sale/purchase (this must be after completion has taken place). Exchange of contracts or a future completion date will not be accepted.

The address to be used in the allocation of nursery places may vary depending on the date you moved, and as such, failure to tell us about a new address may result in an incorrect allocation of nursery places. If you fail to tell us about a house move, we may withdraw your application or any offer of a nursery place that has been made.

Can I apply for a nursery place in another Sutton school or a school outside Sutton?

Yes, you can apply for a nursery place in a London Borough of Sutton school using their application form. You can also apply for a nursery place in another borough but you will need to do this on a different form. You will need to contact the Local Authority where the nursery is situated for details of their admission arrangements and how to apply.

I do not live in Sutton, can I apply for a nursery place at Brookfield Primary Academy?

Yes. If you live outside of the borough you can still apply for a nursery place using the form available online. However, if we are oversubscribed places will be allocated based on the arrangements set out on page 4.

What if my child has Special Educational Needs?

If your child is not yet going to an early education setting, you can talk to your doctor or health visitor who will be able to give you advice about the next steps to take.

How will waiting lists be managed?

Your child will automatically be added to our waiting list in the following circumstances:

- If you are not offered a place at the initial allocation
- If you submit a late application, and we are oversubscribed with applications who applied on time
- If you are applying for a nursery place for a child who is already 3 years of age and we are already full

The waiting list will be ranked according to the school's admission criteria as set out on page 4. No priority can be given to children according to the date their application was received or when their name was added to the list.

As some families decline their offer of a nursery place, vacancies are created. These will be filled from the waiting lists. You should note that your child's position on a waiting list may go down as well as up. This is because other children might be added to the nursery's waiting list that have greater priority for a place against the admission criteria. This can happen when new families move into the area or when other families ask to go on the waiting list for a nursery after the initial allocation date.

To help you

1. Try to visit the nursery before completing your application form.
2. You should bear in mind that the nearer you live to the nursery the more likely it is that your application will be successful. However, there is no guarantee of being offered a place.
3. If you are not offered a place in our nursery you can apply for an alternative nursery. You can accept an alternative offer and leave your child's name on our waiting list.
4. Before returning your application please check that you have included the following information:
 - Child's name
 - Child's date of birth
 - Your postcode

- Current council tax bill or council tenancy agreement
- Details of siblings in Brookfield Primary Academy
- Please sign and date the form

5. If your circumstances change after you have submitted your form, you must notify us in writing to:

School Admissions
Brookfield Primary Academy
Ridge Road
Sutton
SM3 9LY

Email: bfadmissions@leoacademytrust.co.uk