



INDIAN QUEENS COMMUNITY PRIMARY SCHOOL

MINPINS ADMISSIONS

We welcome parents and carers to call in at the school either in person or by phone to inquire about a place at Minpins. The best way to determine whether this is the best setting for your child is to come and visit, by arrangement, and look at the facilities and environment, and meet the staff.

There are a number of points of entry into Minpins:

2-year olds – Minpins offers 2-year olds a free early education place according to the following criteria:

Eligibility criteria

You will need to be in receipt of one of the following:

- *Income Support*
- *Income-based Jobseeker's Allowance (JSA)*
- *Income-related Employment and Support Allowance (ESA)*
- *Support through part 6 of the Immigration and Asylum Act*
- *The guaranteed element of State Pension Credit*
- *Tax credits and have an annual income under £16,190 before tax*
- *The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)*
- *Universal Credit*

Children are also entitled to a place if:

- *they are looked after by a local council*
- *they have an Education, Health and Care plan (formerly a Statement of Special Educational Needs)*
- *they get Disability Living Allowance*
- *they have left care under a special guardianship order, child arrangements order or adoption order*

The funding starts the term following your child's second birthday:

- *A child born between 1 April and 31 August can access childcare from 1 September*
- *A child born between 1 September and 31 December can access childcare from 1 January*
- *A child born between 1 January and 31 March can access childcare from 1 April*

3 & 4-year olds – Minpins offers 3 & 4-year olds a free early education (entitled) place (equivalent to 15 hours over 38 weeks) according to age:

The funding starts the term following your child's third birthday:

- *A child born between 1 April and 31 August can access childcare from 1 September.*
- *A child born between 1 September and 31 December can access entitlement from 1 January*
- *Children born between 1 January and 31 March can access entitlement from 1 April*

Places will be allocated according to availability.

You may be eligible for 30 hours funding, for which there is separate information regarding eligibility. Minpins is able to offer a limited number of places to children eligible for 30 hours funding.

Additional Sessions.

Parents / carers may purchase additional sessions, over and above the 15 hours available, by arrangement with Minpins staff and subject to availability. Please contact the school to find out more about availability and costs.

Further Information regarding Admissions

- Where places are limited, consideration is given to the age of the child, in that the oldest children requiring places may need to take priority over younger children, to prepare for full time education at 5.
- We aim to ensure that, where the parent(s) / carers choose this setting, all children have the opportunity to spend time in Minpins prior to transfer to their Reception class because it provides the very best preparation for starting school full time, in terms of the transition arrangements and familiarisation of the school, its staff and environment.
- Where a parent has previously declined sessions in Minpins, subsequent requests for sessions do not take precedence over other parents seeking to book places for their child.
- Other factors which may determine when a child will be offered a place may include recommendations from other professionals, including advice from health visitors, social workers & other agencies already involved in supporting the family.
- Where a child has booked both sessions (9.00 – 12.00 and 12.15 – 3.15) there is no additional charge in between the sessions.

Procedures

- Parents / carers are welcome to visit Minpins at any time, by arrangement, prior to requesting a place.
- A parent may register their child for a place at Minpins at any time following the birth of their child.
- Information is gathered from the parent / carer and retained by the school / Minpins and the child's name placed on the waiting list.
- At some time prior to child's 3rd birthday (usually the term prior to the child's 3rd birthday) the school contacts the parents to confirm they still wish to take a place. Arrangements are then made between the parents / carers and staff to confirm the provision (sessions etc) required.
- Minpins staff will liaise with other settings where appropriate to ensure a smooth transition into Minpins.
- Transition into Minpins includes a home visit, and time spent by both parent / carer and child together visiting Minpins to become familiar with the environment and staff. The induction of the child into Minpins is arranged to suit the needs of the child and their parents / carers.
- Staff are always available, by arrangement, to discuss any issues or specific needs which your child may have.
- The school runs pre-school and after-school care from 8.00am in the morning and up to 5.30pm in the evening. Minpins children, subject to a check with the parents / carers, are welcome to make use of this provision. Staff ensure children are transferred safely from Earlybirds in the morning and to Twilight Club in the afternoon. (NB no Twilight Club on the last day of each term). For further information, bookings and charges, please contact the school.

Note: though Minpins is open on almost the same days as Indian Queens School, there are additional days at the start and end of the term when Minpins is closed. This is to release staff to carry out home visits and make arrangements for the transfer of children into Minpins and onto their new setting.