

Important information about funding available in Early Years Education

All local authorities have an Early Years Development and Childcare Plan, which must be updated annually. Under the plan, a part-time nursery education place is available for all eligible three and four year olds in maintained schools as well as schools, nurseries and pre-schools (playgroups) in the private and voluntary sectors. This entitlement for a free education place is defined as a maximum of five sessions per week for at least 2.5 hours per session.

Your child may be entitled to funding while attending an eligible setting beginning the term after s/he turns three or four.

While this prospectus outlines the maintained schools and those schools with attached nursery classes (marked with the symbol opposite), funded education places are also available within eligible childcare settings including:

- private day nurseries
- voluntary pre-schools/playgroups
- independent/private schools

Once accredited childminder networks are set up, there will be funding opportunities outside the nursery setting through these networks.

All three and four year old children are entitled to a free education place provided they are attending an "eligible" childcare provider. This is not means tested against parents' income. You may find that this funding helps to subsidise your childcare costs.

For more information on this scheme and a list of eligible childcare providers contact the Ealing Children's Information Service on 020 8825 5588 or children@ealing.gov.uk or www.childrenscentres.org.uk.

Admission to Nursery Schools and Nursery Classes

IMPORTANT: Please note that admission to a nursery class does not guarantee admission to the main school on the nursery class site.

Nursery schools and nursery classes take children aged between three and five years old. Parents can apply to any of the nursery schools or nursery classes.

Admissions criteria for Nursery Schools and Classes

Your child is eligible for a nursery place when he/she reaches his/her third birthday. However, resources are limited and it is not always possible to admit all the children whose parents wish to take advantage of nursery education. Generally, children attend nursery school or nursery class part-time, either in the morning or afternoon. Admission to nursery schools and nursery classes is based upon residence of parents being within the London Borough of Ealing, and within that, priority is given to children:

- a) whose intellectual, emotional, physical or social progress and development is delayed; or
- b) whose parents cannot give them the stimulation they need for their education; or
- c) for whom part-time nursery education might help in maintaining family stability; or
- d) whose health and welfare is seriously affected by environmental conditions or lack of opportunity for being with other children.

After application of the criteria set out above, places will be offered to children who have already reached nursery school age, are already on the waiting list and who live with their parents within the London Borough of Ealing. Any remaining places may be offered to children living outside the London Borough of Ealing in accordance with the above criteria.

Applications are considered on a borough-wide basis and

should be made directly to the preferred nursery school(s) or nursery class(es). Headteachers of nursery schools and nursery classes welcome visits by parents so that they can see the nursery and ask any questions they may have about nursery education and the subsequent move from nursery to primary school. The new children centres offer a number of full-time places, for very young children up to the age of five, although the majority of places are part-time, either mornings or afternoons.

For further information on extended hours places, contact either the individual school or the Children's Information Service on 020 8825 5588 or www.childrenscentres.org.uk

IMPORTANT: Please note provision of an incorrect home address or other false information is likely to lead to the withdrawal of an offer of a nursery place based on that information. If you change address after registering your child for a place in a nursery school or nursery class, you should advise the school in writing immediately. If a place has been offered and/or taken up, it may have to be withdrawn if you change address.

Documentary evidence

Please read the instructions on how to submit proof of your child's date of birth and permanent home address.

Proof of date of birth

You are required to provide a photocopy of your child's birth certificate, passport or immigration papers as proof of his or her date of birth.

Proof of address

You are required to provide one of the following as documentary evidence:

- your current year's Council Tax Bill.

If you do not pay council tax, then one of the following may be accepted:

- council rent book for the current year
- tenancy Agreement from a registered private letting agency

- letter from Social Services, National Asylum Support Service (NASS) or Housing Department confirming placement at your address
- If moving home, a solicitor's letter confirming the date that contracts were exchanged and the proposed date of completion

If none of the above are available then a letter explaining the circumstances. Without this documentation we will be unable to process your application.

Important: If there is any doubt as to the validity of the address given, internal council checks will be made and if the findings are inconclusive, the matter will be put in the hands of an investigator. Where community schools are regularly oversubscribed, internal checks may be made of all of the addresses prior to the offer of a place.

How to submit proof of children's date of birth, home address and professional evidence in support of your application

- **When applying using a paper common application form**

You must attach to your completed paper common application form proof of your child's date of birth and proof of home address. If you are submitting professional evidence (eg letter or report from your child's consultant or social worker) to support your application, please attach this to the application form and ensure that all documentation includes your child's name, date of birth and home address.

- **When applying online**

You must send us a printout of your application with proof of your child's date of birth and proof of home address. If you are submitting professional evidence, eg letter or report from your child's consultant or social worker) to support your application, please also attach this. It is important that, as well as including your child's name, date of birth and home address, you clearly write at the top of all the documents you send, the unique number given to you when making your application online.

Changing address

This policy applies to Ealing community schools. If you have changed address and have applied to foundation or voluntary aided schools, the Academy or out-borough schools you will need to contact the school or the LA concerned to find out what their policy is on change of address.

- If you **move address within the London Borough of Ealing** after the closing date of 8 December 2006 and are offered a place at a community school you will be entitled to retain that place if you wish. However, if you wish to change your preference after the closing date and apply for a different community school closer to your new home address you may do so, but your application will be administered as a late application. If you are not offered the community school of your preference, your new application will be re-prioritised on the waiting list using the measurement from your new permanent home address to the school.
- If you have recently **moved into the London Borough of Ealing** and completed and returned a common application form between 9 December and 15 January, your application will be considered as on time. If you have moved from one LA to another after submitting your common application form on time you may wish to let your original preferences stand or submit new preferences. In either case the application will be treated as on time. The last date for applications to be considered before the offer date is 15 January 2007 and therefore no changes can be considered after that date until after the offer date of 16 April 2007. You will be required to provide one item of documentary evidence as proof of your new permanent home address (see section on Documentary evidence).