

Rights to request wraparound/holiday childcare

Sample procedure for schools to use/adapt – 14 September 2016

A. Background

The Government wants to help parents to work, or work for longer, by making more quality childcare available during the week and school holidays. So from September 2016, parents of children at school from Reception up to the end of Key Stage 3 will have a 'right to request' that the school provides wraparound and holiday childcare. Childcare providers will also have a 'right to request' that they provide the childcare.

The Government issued [Guidance](#)¹ in May 2016 to schools on how they should respond to parents and childcare providers' 'rights to request'. (This followed consultation by the Government in winter 2015/16 on the guidance. Islington's response, one of 150 nationally, was formulated by three head teachers and the local authority.) **This document should be used alongside that guidance.**

Schools will take the lead in managing the 'rights to request' process and decisions about what action to take. They must do this openly and reasonably.

Wraparound and holiday childcare can either be on the school site or at a nearby school or provider; run directly by the school or by an alternative provider. If a school decides to go ahead with the provision of wraparound and holiday childcare, this could be provided:

- in-house
- blended (eg commissioning an external provider to run just some of the provision or working in partnership with other local schools), or
- externally – ie provision run by another organisation or a consortia of providers including childminders.

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B. The parental 'right to request'

B.i. Publicising the parents' right to request

From September 2016, each school will let parents know of their rights via the school's website. The information will include:

- a summary of the process
- rights to request forms with a full explanation of the process.

B.ii. Rights to request form – see Appendix A

Rights to request forms will be available via the school's website – although parents without access to a printer can also request that the school office prints off the form for them.

B.iii. Outline process

B.iii.a. Timescales for applying

Requests are to be made in writing on the rights to request form **between 1st October and 20th October each year** for holiday provision to start in the following summer holidays or for wrap-around to start in the following academic year.

B.iii.b. Threshold of responses

There will need to be requests for at least 30 children submitted by 30th October each year for requests to be formally considered. For summer holiday provision, parents should confirm they need at least four weeks. This is to ensure that there is enough demand for childcare for the provision to be viable.

B.iii.c. Information to be provided by parents on the request form:

- Type of childcare requested
- Number and age of children needing the provision
- Days and hours the childcare is most needed
- To tick a box to confirm they want the childcare for their personal use and to enable them to work or study.

B.iii.d. What happens next:

- The school will log all parents' requests
- If the threshold for requests is not reached, the school will put a notice on the school website to let parents know, explaining that the process will stop there for that year, but that there will be another opportunity to make a request the following school year, with the timeframe for that opportunity set out. The school will also inform each parent who has submitted a request by letter.

- If the threshold is reached by 30th October, the school will consult parents of all eligible children to test the demand and type of childcare provision requested. This consultation will take place by mid-November.
- The school will also consult the governing body and it will discuss the requests with the local authority which has a duty to secure sufficient childcare to support working parents, as far as is reasonably practicable.
- A panel (of governors) will meet in November to consider the requests in the light of the consultation with parents.
- The panel making the decision will use the following criteria to make its decision:
 - The level of demand from parents to support them to work or study
 - The availability of suitable space, for example in the light of existing plans to use space for academic or sports clubs or the need for ongoing building or maintenance work
 - The availability of current provision on the school site or similar provision in the local area that parents could use instead, and to consider the impact that a successful new external provider could have on other local childcare providers
 - There is sufficient leadership capacity at the school to manage the process of setting up or commissioning childcare – this may not be the case if the school is in special measures or has serious weaknesses.
- The decision of the panel/governors will be confirmed on the school website by December 2016. And the school will inform those who made a request by letter.
- If the school agrees to offer the childcare or to commission it, it will keep parents updated via the website on its progress and will provide confirmation of when the provision will open and how parents can access the childcare. It will also invite expressions of interest from external organisations to supply the childcare if it is not going to run it in-house – see Section C.ii.
- If the school does not agree to offer the childcare, it will signpost parents to the local Family Information Service which has up-to-date information about the availability of childcare.
- There will be no right to appeal the decision of the panel/governors. However, if parents consider that the application process has not been followed correctly or fairly, it can make a complaint to the school via its Complaints Procedure – the school office can advise the parent on how to go about this.

C. The providers' 'right to request'

C.i. Publicising the providers' right

There will be information on schools' websites to explain the process, including an Expression of Interest Form (Appendix B) and Application Form (Appendix C).

Parents will be able to submit requests between September and October each year for wraparound/holiday childcare to be offered at a school (see Section B). The school will publish its decision about whether or not to agree to these requests on its website in December of each year. If they are agreeing to provide the childcare, they will invite expressions of interest on the website from childcare providers to supply it.

Providers have the right to request that they provide wraparound/holiday childcare. However, the school will not agree to a provider's request if it appears there is insufficient demand or parental requests have not been agreed for other reasons as set out in Section B above.

C.ii. Expressions of interest

If the school has indicated in December 2016 that it is agreeing to parental requests to offer wraparound/holiday childcare, providers are to submit their expressions of interest on the form (Appendix B) to the relevant school/s **between 9 January and 10 February 2017** (and thereafter January to end of first week of February). This will be to run holiday childcare from summer holidays 2017 and/or wraparound childcare from September 2017.

They will be required to submit the following information on the form:

- Type of childcare to be provided and for what age ranges of children
- A broad outline of the proposed provision, including dates, times and the activities they would offer
- The space they would need to deliver the provision – indoor and outdoor
- Evidence of recent successful delivery of childcare.

C.iii. Decision of the school to invite applications

A panel (of governors) will meet in February to consider providers' requests (expressions of interest).

If they decide not to pursue the expression of interest from a provider, they will let them know by March, giving the reasons for their decision.

If the panel decide they wish to pursue the expression of interest, they will contact the provider by 1 March asking them to submit an application form (Appendix C) to offer the childcare. With that invitation, the school will provide a specification of the service to be applied for, including its expectations and accountability arrangements, how the provision would be quality assured and monitored, issues around access to buildings and outdoor space and legal responsibilities.

Applications will need to be submitted by 27 March 2017.

The panel (of governors) will meet in April 2017 and will make a decision about whether or not to proceed. In order for providers to have time to register their provision with Ofsted, the aim is for decisions to be reached by the end of April 2017.

C.iv. Decision of the school to agree applications

If the school (a panel [of governors]) does consider applications, it will use the following criteria to make a decision about whether or not to grant a contract to an external provider:

- Track record of providing similar childcare, including Ofsted judgements, feedback from parents and children and references from host schools.
- Expected **expenditure**, including:
 - planned staffing, with enough staff with suitable experience / qualifications for the planned numbers of places – to include a sample risk assessment for sufficient staff for outings if relevant
 - food/snacks
 - play equipment/toys/craft materials
 - admin and IT
 - premises-related costs
 - insurance and Ofsted fees

and to show projected **income** from parental charges and other sources.

- An outline of what activities they will offer, how these will be inclusive, age-appropriate and engaging
- How their policies will complement those of the school, including:
 - Safeguarding, including safer recruitment, on-line safety and data protection
 - Positive behaviour management
 - Health and safety
 - Healthy eating
 - Complaints
- How they will consult children and parents on what they will offer, including for children with special educational needs and disabilities (SEND)
- The space they will need to deliver the provision – indoor and outdoor
- What action they will take to promote tax credits, Tax-free Childcare and other support for the costs of childcare to parents.
- A commitment by the provider to report on its performance to the school, including Ofsted outcomes, staff recruitment and professional development, take up by children and feedback from children and parents on the childcare offered
- The governance / management structure and financial control systems of their organisation.

C.v. Outcome of panel

The school will contact all applicants with the outcome of the panel. If an application to run the childcare is successful, the school will contact the provider to arrange the contract and to discuss working arrangements.

The school may ask the provider to attend a meeting or interview to explore their application – this is likely to be at short notice so providers should be prepared to be available in the last week of April.

There will be no right to appeal the decision of the panel/governors. However, if a provider considers that the application process has not been followed correctly or fairly, it can make a complaint to the school via its Complaints Procedure – the school office can advise the provider on how to go about this.

Parents' Form to Request Wrap-around and/or Holiday Childcare

Parents of children aged from Reception up to the end of Key Stage 3 (Year 9) have the right to request that the school that their child attends considers establishing wraparound and/or holiday childcare, in order to help them to work or to work for longer.

Please complete and return this form **to the School Office by 30th October 2016**

Name of parent:		
Date of request:		
Contact details:	Telephone:	
	Email:	

Childcare requested:											
A. Wrap-around (breakfast and after school childcare) – please tick all that apply											
	Age	Breakfast club.					After school clubs				
		Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri
Child 1											
Child 2											
Child 3											
Child 4											
Child 5											
B. Holiday childcare											
	Age	Holiday provision - Hours needed					Which holidays?				
		Mon	Tues	Wed	Thur	Fri	Summer 2017 - indicate number of weeks needed	Oct half term 2017 – tick if required	Feb half term 2018 – tick if required	Easter 2018 – tick if required	May half term 2018 – tick if required
Child 1											
Child 2											
Child 3											
Child 4											
Child 5											

Please continue on a separate sheet if you have more than five children in the eligible age range requiring childcare or if you have further comments.

Please tick this box to confirm that you need this childcare for your personal use and in order to be able to work or study:

The school will confirm on its website whether enough requests have been submitted for it to consider them in December 2016, It will then aim to have childcare in place by the summer holidays 2017 (if holiday requested) and/or autumn term 2017 (if wraparound requested).

Right to Request – Provider’s Expression of Interest Form to Provide Wraparound and/or Holiday Childcare

Providers of childcare have the right to request to schools that they provide wraparound and/or holiday childcare to children aged from Reception up to the end of Key Stage 3 (Year 9). The school will indicate on its website in December 2016 whether there is likely sufficient demand for such childcare – if there isn’t, the school will not pursue expressions of interest from providers.

If the school decides to offer this childcare, the intention is that this would be from summer holidays 2017 and/or from autumn term 2017 (wraparound).

Please complete and return this form **to the School Office by 10 February 2017**

Name of provider:		
Address of provider:		
Name of contact:		
Job title/position of contact:		
Contact details:	Telephone:	
	Email:	
Date of request:		
Childcare you are interested in offering:		
Wrap-around (breakfast and after school childcare) Days of the week to be open Hours of operation Age ranges of children using the childcare	YES/NO	
Holiday childcare Weeks of operation Days of the week to be open Hours of operation Age ranges of children using the childcare	YES/NO	
Level of need:		
How many places are you proposing to deliver? Wrap-around (breakfast and after school childcare)? Holiday childcare?		

<p>On what basis do you estimate the number of places?</p>	
<p>Broad outline of type of activities you would offer:</p>	
<p>Description of the space (indoor and outdoor) you would need to deliver this childcare, including approximate dimensions:</p>	
<p>Evidence of recent successful delivery of childcare (eg Ofsted reports, outcome of survey of children and/or their parents, local monitoring)</p>	

What happens next

- The school will be in contact if it has any queries about your expression of interest.
- A panel (of governors) will meet in February to consider providers' requests (expressions of interest).
- If they decide not to pursue your expression of interest, they will let you know in March, giving the reasons.
- If they decide they wish to pursue your expression of interest, they will contact you by 1 March asking you to submit an application form (Appendix C) to offer the childcare. With that invitation, the school will provide a specification setting out expectations and accountability arrangements, including how the provision will be quality assured and monitored, access to buildings and outdoor space, and legal responsibilities.
- The application will need to be submitted by 27 March 2017.

Right to Request – Provider’s **Application Form** to Provide Wraparound and/or Holiday Childcare

Please complete and return this form to the School Office by **27 March 2017**

Section A – Contact details	
A.1. Name of provider:	
A.2. Address of provider:	
A.3. Name of contact:	
A.4. Job title/position of contact:	
A.5. Telephone:	
A.6. Email:	

Section B – Outline of childcare you are applying to offer	
B.1. Childcare you are applying to offer: <u>Wraparound</u> (breakfast and after school childcare) Days of the week to be open: Hours of operation: Age ranges of children to use the childcare: <u>Holiday childcare</u> Weeks of operation Days of the week to be open Hours of operation Age ranges of children using the childcare	YES/NO YES/NO
B.2. How many places are you proposing to deliver? Wrap-around (breakfast and after school childcare): Holiday childcare:	

Section C - Projected Annual Expenditure	
C.1. Wraparound childcare (if relevant)	
Staffing:	Staffing Total:
a. Manager	
b. Deputy	
c. Other staff working at the childcare – please list	
Please comment on qualifications and experience of staff you would be providing or would aim to recruit:	
d. Other staff (eg admin)	
Other costs:	Other costs Total:
e. Publicity/marketing	
f. Administration costs	
g. Equipment (not capital)	
h. Food (snacks)	
i. Insurance	
j. Ofsted fees	
k. Other (please specify):	
Total:	

C.2. Holiday childcare (if relevant)	
Staffing:	Staffing Total:
a. Manager	
b. Deputy	
c. Other staff working at the childcare – please detail f	
Please comment on qualifications and experience of staff you would be providing or would aim to recruit:	
d. Other staff (eg admin)	
Other costs:	Other costs Total:
e. Publicity/marketing	
f. Administration costs	
g. Equipment (not capital)	
h. Food (snacks)	
i. Insurance	
j. Ofsted fees	
k. Other (please specify):	
Total:	

Section D - Projected Annual Income	
D.1. Wraparound childcare (if relevant)	
D.1.a. Charges proposed (to include any discounts)	
D.1.b. Projected income from charges in year one	
D.1.c. Projected income from charges in year two	
D.2. Holiday childcare (if relevant)	
D.2.a. Charges proposed (to include any discounts)	
D.2.b. Projected income from charges in year one	
D.2.c. Projected income from charges in year two	

Section E – More on the provision you are applying to offer (attach additional sheet if necessary)	
E.1. Broad outline of type of activities you would offer, including how you would ensure they are inclusive, age-appropriate and engaging:	
E.2. How would you ensure your policies complement those of the school, including: <ul style="list-style-type: none"> • Positive behaviour management • Safeguarding • Healthy eating • Health and safety • Complaints 	
E.3. How would you consult children and parents on the activities to be offered, including those with special educational needs and disabilities?	
E.4. Description of the space (indoor and outdoor) you would need to deliver this childcare, including approximate dimensions:	
E.5. Evidence of a track record of offering similar childcare, eg Ofsted judgements, feedback from children and parents and references from host schools.	
E.6. What action you would take to promote tax credits/Tax-free Childcare and other support with the costs of childcare to parents.	

Section F – Governance arrangements	
F.1. Describe the management/governance structure of your organisation	
F.2. Describe briefly the financial controls that you would operate to ensure appropriate use of public funds.	

Section G	
By signing this form, I confirm that: <ul style="list-style-type: none"> • our organisation would be committed to report on its performance to the school, including Ofsted outcomes, staff recruitment and professional development, take up of places by children, complaints received and feedback from children and parents on the childcare offered. • the information given above is accurate at time of signing. 	
Name (IN BLOCK CAPITALS)	
Position	
Signature	
Date	

What happens next

- A panel (of governors) will meet in April 2017 to consider applications from providers and will make a decision about whether or not to award a contract.
- The school may ask the provider to attend a meeting or interview to explore their application – this is likely to be at short notice so providers should be prepared to be available in the last week of April.
- In order for providers to have time to register their provision with Ofsted, the aim is for decisions to be reached by the end of April 2017
- There will be no right to appeal the decision of the panel/governors. However, if a provider considers that the application process has not been followed correctly or fairly, it can make a complaint to the school via its Complaints Procedure – the school office can advise the provider on how to go about this.