

Rights to request wraparound/holiday childcare

A. Background

The Government wants to help parents/carers to work, or work for longer, by making more quality childcare available during the week and school holidays. So, parents/carers 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 in May 2016 to schools on how they should respond to parents'/carers' and childcare providers' 'rights to request'.

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

B. The parental 'right to request'

B.i. Publicising the parents'/carers' right to request

From September, the federation will let parents/carers 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/carers without access to a printer can also request that the school office print 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 20 September and end of Autumn half term in October each year for holiday provision to start in the following summer holidays or for wraparound to start in the following academic year.

B.iii.b. Threshold of responses

There will need to be requests for at least 16 children submitted by end of Autumn 1st half term in October each year for requests to be formally considered. For summer holiday provision, parents/carers 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/carers 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'/carers' requests.
- If the threshold for requests is not reached, the school will put a notice on the school website to let parents/carers 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 email.
- If the threshold is reached by Autumn half term, the school will consult parents/carers 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/carers, as far as is reasonably practicable.
- A panel of governors, including the Headteacher, will meet in November to consider the requests in the light of the consultation with parents/carers.
- The panel making the decision will use the following criteria to make its decision:

- The level of demand from parents/carers 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/carers could use instead, and to consider the impact that a successful new external provider could have on other local childcare providers
- Is there 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 will be confirmed on the school website by December of the same year as the original request. The school will inform those who made a request by email.
- If the school agrees to offer the childcare or to commission it, it will keep parents/carers updated via the website on its progress and will provide confirmation of when the provision will open and how parents/carers 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/carers 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. However, if parents/carers 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/carers 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 of the year of request 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 January and the end of the first week of February. This will be to run holiday childcare from summer holidays that year, and/or wraparound childcare from September the following academic year. 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, including the Headteacher, 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 the end of March.

The panel of governors will meet in April 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.

C.iv. Decision of the school to agree applications

If the school chooses to consider applications, the panel will use the following criteria to decide about whether or not to grant a contract to an external provider:

- Track record of providing similar childcare, including Ofsted judgements, feedback from parents/carers 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 procedures
- How they will consult children and parents/carers 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/carers.
- 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/carers 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. 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.

This policy will be reviewed by governors every five years

Version control	
Owned by	Headteacher
Reviewed by	Education and curriculum sub committee
Date reviewed	November 2022
Next review due by	November 2027

Holiday Childcare request											
Request for wrap around care - please tick all that applies											
		Holiday provision					Which holidays?				
	Age	Mon	Tues	Wed	Thurs	Fri	Summer (indicate number of weeks needed)	October half term	February half term	Easter	May half term
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, it will then aim to have childcare in place by the summer holidays the following year (if holiday requested) and/or autumn term the following year (if wraparound requested).

Appendix B 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 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 the subsequent year, and/or for wraparound care, from the subsequent autumn term. Please complete and return this form to school office by end of first week of February.

Name of provider	
Address of Provider	
Name of Contact	
Job title / position of contact	
Contact details – phone number	
Contact details – email address	
Date of request	
<p>Childcare you are interested in providing:</p> <p>a) Wrap around (breakfast club and after school childcare)</p> <p>Days of the week to be open</p> <p>Hours of operation</p> <p>Age ranges of children using child care</p>	<p>Yes / No</p>

<p>b) Holiday childcare</p> <p>Weeks of operation</p> <p>Days of the week to be open</p> <p>Hours of operation</p> <p>Age ranges of the children using the childcare</p>	<p>Yes / No</p>
<p>Level of need: How many places are you proposing to deliver?</p> <p>a) Wraparound (breakfast and after school childcare):</p> <p>b) Holiday childcare:</p> <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/carers, 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, including the Headteacher, 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 1st 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 the 31st March.

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

Please complete and return this form to school office by 31st March

Section A. Contact Details	
A1 Name of Provider	
A2 Address of Provider	
A3 Name of Contact	
A4 Job title / position of Contact	
A5 email address of Contact	
A6 Phone number of Contact	

Section B. Childcare you are interested in providing:	
B1 Wrap around (breakfast club and after school childcare)	Yes / No
Days of the week to be open	
Hours of operation	
Age ranges of children using child care	

<p>B2 Holiday childcare</p> <p>Weeks of operation</p> <p>Days of the week to be open</p> <p>Hours of operation</p> <p>Age ranges of the children using the childcare</p>	<p>Yes / No</p>
<p>B.2. How many places are you proposing to deliver?</p> <p>Wraparound (breakfast and after school childcare):</p> <p>Holiday childcare:</p>	

Section C Projected Annual Expenditure	
C.1. Wraparound childcare (if relevant)	
Staffing:	
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 aiming to recruit	
d. Other staff (e.g. admin)	
Staffing Total:	

Other costs	
e. Publicity/marketing	
f. Admin costs	
g. Equipment (not capital)	
h. food / snacks	
i. Insurance	
j. Ofsted fees	
k. other (please specify)	
Other costs total:	
Total:	

Section D Projected Annual Expenditure	
D1 Holiday Childcare (if relevant)	
Staffing:	
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 aiming to recruit	
d. Other staff (e.g. admin)	
Staffing Total:	

Other costs	
e. Publicity/marketing	
f. Admin costs	
g. Equipment (not capital)	
h. food / snacks	
i. Insurance	
j. Ofsted fees	
k. other (please specify)	
Other costs total:	
Total:	

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

**Section F – More on the provision you are applying to offer
(attach additional sheet if necessary)**

F.1. Broad outline of type of activities you would offer, including how you would ensure they are inclusive, age-appropriate and engaging:

F.2. How would you ensure your policies complement those of the school, including:

- Positive behaviour management
- Safeguarding (including safer recruitment, on-line safety and data protection)
- Healthy eating
- Health and safety
- Complaints

F.3. How would you consult children and parents/carers on the activities to be offered, including those with special educational needs and disabilities?

F.4. Description of the space (indoor and outdoor) you would need to deliver this childcare, including approximate dimensions:

F.5. Evidence of a track record of offering similar childcare, e.g. Ofsted judgements, feedback from children and parents/carers and references from host schools.

F.6. What action you would take to promote tax credits/Tax-free Childcare and other support with the costs of childcare to parents/carers.

Section G – Governance arrangements

G1 . Describe the management/governance structure of your organisation

G2. Describe briefly the financial controls that you would operate to ensure appropriate use of public funds.

Section H

By signing this form, I confirm that:

- 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/carers 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, including the Headteacher, will meet in April 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.

There will be no right to appeal the decision of the panel. 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.