

# Admissions Policy for Sunbeams Pre-school

As a Voluntary Aided School, the Governing Body of St Swithun's Catholic Primary School is the Admissions Authority and is responsible for taking decisions on applications for admissions.



## Opening Hours

St Swithun's Sunbeams Pre-school is open 7.30 am – 5.45 pm for 50 weeks of the year. The pre-school will be closed for the August Bank Holiday week, the week between Christmas and New Year (including Christmas Eve) and all Bank Holidays.

## Registering at St Swithun's Sunbeams Pre-school

Parents and/or carers may put their child's name on the waiting list from their first birthday. If a child is offered a place and space is available, they **may attend as soon as they turn three although funding will not be available until the term after the child's third birthday**. If the Pre-school is full and a vacancy arises, children on the waiting list will be allocated a place in accordance with the admission priorities below.

To apply for a place at St Swithun's Sunbeams Pre-school you must complete and return your Application form, indicating the pattern of attendance you would prefer, and all forms in the Forms Pack to the main School Office along with supporting documents.

Places will be confirmed a minimum of two terms before start date.

You must provide originals of birth certificate or passport, and Baptism certificates if applicable, to confirm that your child has reached the eligible age for all early education funded places and proof of address.

St Swithun's Sunbeams Pre-school will retain paper or digital copies of documentation to enable the local authority to carry out audits and fraud investigations.

If we are unable to offer you a place for all your entitled funded hours you may wish to share your early education funding with another local provider. We will work in partnership with other to enable eligible children to access their full entitlement with planned transitions. Parents and/or carers can request a list of other providers by emailing the family information service at [FIS@portsmouthcc.gov.uk](mailto:FIS@portsmouthcc.gov.uk)

**It must be noted that admission to St Swithun's Sunbeams Pre-school does not guarantee a place at St Swithun's Catholic Primary School.**

## Admission Priorities

- a) The Pre-school has a maximum capacity of 25 children at any one time, of which priority will be given to:
  - Looked after children and previously looked after children
  - Children applying to do the full week (either 'school day' or 'full day') for 38 or 50 weeks
  - Children of staff
  - Children with siblings already in the school
  - Baptised Catholic children
  - Children of Baptised Catholic parents
  - Children from other faiths who desire education in a Catholic environment
  - Distance from school (as the crow flies)

## Deposit

No deposit is charged to secure your child's place.

## The Use of Early Education Funding

St Swithun's Sunbeams Pre-school offers three & four year old universal (15 hours) places and three & four year old extended (extra 15 hours, making 30 in total) places to eligible children, where places are available. We are also in receipt of Early Years Pupil Premium and Disability Access Fund for eligible children.

St Swithun's Sunbeams Pre-school offers the following pattern of provision for early education funded places:

- Up to 15 hours per week for three & four year old universal funding, over 38 weeks
- Plus, (if eligible), an additional 15 hours per week (totalling 30 hours per week) for three & four year old extended funding over 38 weeks

Or

- Parents and/or carers may use 'Stretched funding' for three & four year old universal funding over 50 weeks, this equates to 11.4 hours per week
- Plus, (if eligible), an additional 11.4 hours per week (totalling 22.8 hours) for three & four year old extended funding over 50 weeks

And

- This can be taken between 7.30 am and 5.45 pm on weekdays

## Early Education Funding

St Swithun's Sunbeams Pre-school welcomes children in receipt of Universal funding (15 hours) for three and four year olds and the extended entitlement (30 hours) for three and four year olds. Full details of these schemes and eligibility is available on request or online at

<https://www.portsmouth.gov.uk/ext/learning-and-schools/pre-school/childcare-guide.aspx>

A child will be entitled to universal funded hours from **the term after their third birthday**. Extended funding is also available from **the term after the child's third birthday** providing the child's parents and/or carers has a current valid eligibility code from HMRC. *Example: If a parents and/or carers applies for and receives confirmation of eligibility from HMRC after 1 April, 1 September, 1 December the child will be entitled to start their additional 15 hours from the beginning of the following term. This will not affect their access to the universal 15 hours entitlement.*

For additional funding parents and/or carers must go online to reconfirm details at the end of each funding period (parents and/or carers will receive an email from HMRC).

If parents and/or carers are no longer eligible for the extended funding they will fall into a Grace Period. This is a short period of time to give them the opportunity to find work or reconfirm eligibility.

St Swithun's Sunbeams Pre-school will inform parents and/or carers of the end of their Grace Period date. This is when the funding for the extended hours will end. Parents and/or carers will continue to be entitled for the 15 hours universal funding. St Swithun's Sunbeams Pre-school will make arrangements with parents and/or carers regarding amending sessions or parents and/or carers will make alternative payments for the extended 15 hours.

Parents and/or carers must contact HMRC regarding any queries or appeals on 0300 123 4097 as St Swithun's Sunbeams Pre-school and the local authority are unable to answer any queries relating to the online application system.

## Parents and/or carers Declaration for early education funded places

You must complete the Early Education Funding - Parents Declaration Form every term to enable us to claim all the early education funding that your child is entitled to.

Information you provide on this form will enable us to access any additional funding that your child may be eligible for, such as Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF). For further information go to <https://www.portsmouth.gov.uk/ext/documents-external/edu-earlyyears-pupil-premium-disability-access-fund.pdf>

## Fees

St Swithun's Sunbeams Pre-school will not charge parents and/or carers the difference between the usual fee and the funding we receive from the local authority to deliver funded places, or require parents and/or carers to pay a registration fee as a condition of taking up their child's funded place.

## Optional additional hours

If you require additional hours in excess of those for which you receive funding, these will be billed monthly in advance and bills are due for payment by the 7<sup>th</sup> of the billed month. You may pay using:

- Childcare Vouchers
- HM Government Tax-Free Childcare Scheme
- Cash, card, cheque (made payable to St Swithun's Catholic Primary School) in the main School Office

## Invoices

St Swithun's Sunbeams Pre-school will ensure that invoices and receipts are clear, transparent and/or itemised, allowing parents and/or carers to see that they have received their funded entitlement completely free of charge and understand fees due for additional hours.

## Late Payment Charges

If the payment of fees are more than 30 days late, a late payment charge of £10 will be added to your account.

## Notice Periods

Parents and/or carers are required to give 4 weeks notice for any funded and paid hours when deciding to change sessions booked or to withdraw their child from St Swithun's Sunbeams Pre-school and will be invoiced for this period in the usual way.

## Late collection charge

The fine for late collection is £15; this is in addition to the standard session charge. If you frequently collect your child late, we will issue a warning and should this occur more than three times, a fine of £20 per child will be applied.

## Complaints

If you feel that the admissions criteria stated above have not been fairly applied to your child then you may register a complaint with Mrs J Verhiest the Deputy Headteacher using the normal complaints procedure. If you are dissatisfied with any aspect of our service, you can contact Ofsted, the regulators of early years' settings. If you would like further information about Ofsted, you can visit their website at [www.ofsted.gov.uk/parents](http://www.ofsted.gov.uk/parents).

**Approved by:**

**Date:**

**Next review due**      June 2020

**by:**