

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, term time only. The Pre-School will be closed for all school holidays and all Bank Holidays.

Registering at St Swithun's Sunbeams Pre-School

Parents/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 forms, 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 providers to enable eligible children to access their full entitlement with planned transitions. Parents/carers can request a list of other providers by emailing the family information service at 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 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 hours 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.

And

- This can be taken between 8.45 am and 3.45 pm on weekdays.

The Pre-School will be open as usual for the MAIN SCHOOL INSET days. These days are additional to the 38 weeks funding and can be booked and paid for separately.

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/carers have a current valid eligibility code from HMRC. *Example: If a parent/carer 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/carers must go online to reconfirm details at the end of each funding period (Parents/carers will receive an email from HMRC).

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

Parents/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/carers Declaration for Early Education Funded Places

You must complete the Early Education Funding Parental 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/carers the difference between the usual fee and the funding we receive from the local authority to deliver funded places, or require parents/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 7th of the billed month. You may pay using:

- Childcare Vouchers – please ensure you state your child's name on the remittance advice so we can allocate payments
- HM Government Tax-Free Childcare Scheme – please send screenshots of payments made so we can allocate payments
- 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/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/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.

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 Verhiest, 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.