

ADMISSION POLICY

This policy adheres to each site that provides childcare under the company of Springwood Preschool and Nursery LTD – BUSY BEE PRESCHOOL and SPRINGWOOD PRESCHOOL

It is Springwood's intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair, and clearly communicated procedures.

- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We offer funded places in accordance with any local conditions in place at the time.
- We aim to keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations, and carers are all welcome.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining the setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Equality of Opportunity - Staff and Parents Code of conduct Policy.
- Failure to comply with the terms and conditions may ultimately result in place being withdrawn.

Springwood Preschool is open Term Time (38 weeks in academic year), Monday to Friday open 9:00-15:00, and provide care for children age 2-5 years.

Busy Bee Preschool is open Term Time (38 weeks in academic year), Monday to Friday open 8:30-15:00, and provide care for children age 3 months -5 years.

Springwood Preschool and Nursery LTD offers:

Funding can be used between 9am-3pm

- Two year old funded* places,
- *Three & four year old universal (15 hours) funded places and three & four year old extended (15 hours) funded places to eligible children, where places are available.
- * Free for parents as the hours are funded by the government.
- We are also in receipt of Early Years Pupil Premium and Disability Access Fund for eligible children.
- Funded places we request for children who are eligible for 15 hours free childcare, to attend a minimum of 12 hours if taking a placement up with each site, and for children who are eligible for 30 hours free childcare, they attend a minimum of 24 hours if taking up a placement at each site.
- Privately paid fee's- Session Fee/ Daily costs – please look at our price list which can be

provided by email or collected from each site.

The session fee will apply for children who are not eligible for funded hours or they wish to attend for more hours they are entitled too (on top of their funded allowance).

EXAMPLE:

- Child A wish to attend for 18 hours a week but is entitled to 15 universal funded hours – The session fee will apply for 3 additional hours.
- Child X wish to attend for 8 hours a week and is entitled to 15 universal funded hours – The child can only choose to either attend for 6 hours (1 whole day or 2 half day sessions over 2 days), or can attend for 9 hours (1 and a half day or 3 half day sessions over 3 days).

Springwood Preschool and Nursery LTD offers the following pattern of provision for early education funded and paid places:

- Up to 15 hours per week two year old funding over 38 weeks
- Up to 15 hours per week three & four year old universal funding over 38 weeks.
Plus, (if eligible), an additional 15 hours per week three (30 hours a week in total) & four year old extended funding over 38 weeks
- Funded places fall within sessions time and paid places can be taken between the opening hours of each site.

We do not offer 'Stretched' funded hours as we are open for 38 weeks. If we provider childcare outside of term time, our private rate will apply.

15 and 30 funded hours or and/or any additional hours may only be booked within the opening hours.

Preschool sessions 9am-12pm

12pm-3pm

9am-3pm

Breakfast Club Busy Bee Preschool 8:30am

Please refer to our price list for additional childcare costs.

Early Years Education Funding

Springwood Preschool welcomes children in receipt of Two Year Funding, the Universal funding 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>
<https://www.childcarechoices.gov.uk>

A child will be entitled to the additional funded hours from the term after both of the following conditions are satisfied: (1) the child has reached the age of three; (2) the child's parent has a current valid eligibility code from HMRC. Example: If a parent 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.

You must go online to regularly reconfirm details at the end of each funding period (you will receive an email from HMRC prompting you to do this).

It is Not something that Springwood Preschool and Nursery LTD can control. It is parents/carers responsibility to manage.

If you are no longer, eligible for the extended funding you will fall into a 'Grace Period'. This is a short period of time to give you the opportunity to find work or reconfirm eligibility.

Springwood Preschool AND Nursery LTD will make arrangements with you regarding ending or you making alternative payments for your extended 15 hours or any other hours that are not paid by government.

Parents can contact HMRC regarding any queries or appeals on 0300 123 4097 as Springwood Preschool and the local authority are unable to answer any queries relating to the online application system.

Parent declaration for early education funded places

Parents must complete a Parent Declaration Form every term to enable us to claim all early education funding your child is entitled to. You must complete this information and return to setting management to secure your child's funded place for the following term. There are cut off dates and you will be informed by the management when the form must be returned.

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-early-years-pupil-premium-disability-access-fund.pdf>

Registering your place

To apply for a place at Springwood Preschool and Nursery LTD you must complete and return your Child's registration form to the setting's management before your child starts along with a completed and signed funding form, provide proof of your child's birth certificate and proof of their home address. If your child is eligible for two-year funding or 30 hours additional funding we request proof of this funding, you would have received confirmation of funding from your local authority.

You must provide original documents (we will Not accept copies) to confirm your child's. For example, birth certificate, passport, and proof of address. Springwood will also ask to provide additional documents like child's health book or court documents, etc.

You must provide original copies of documentation to confirm that your child is eligible for two year old funding (voucher) or three & four year old extended funding (eligibility code).

Springwood Preschool and Nursery LTD will retain paper or digital copies of documentation to enable the local authority to carry out audits and/or fraud investigations, etc.

You must indicate on your application form the pattern of attendance you would prefer. You must inform us of any changes in attendance.

You must inform us of any absences on the day.

You must inform us if you no longer eligible for funding of any kind.

Admission and Waiting list

We will allocate places on first come first serve basis with Looked after Children having priority at all times.

If there are not enough places available for all applicants, we will allocate places in the following priority order:

- Looked After Children (children in public care and as deemed under Section of the Children Act 1989)
- Children who have a sibling at the setting and children under protection plan or similar, where the authorities believe the child would benefit from attending our setting.
- In order of the date the application was received (starting from the earliest).

The waiting list will be maintained by setting management.

Springwood Preschool reserves the right to decline or withdraw the child's space in the event of:

Parent Code of Conduct have been breached and/or any other Springwood Preschool's Policy and Procedures, Parents have been continuously delaying start date,

The setting, after considering and exhausting every option/support, cannot fully meet the needs for the child, Where parents are no longer eligible for funded hours and these hours cannot be paid for by them, Where parents fail to pay fees on time.

The list is not exhaustive.

For full details, please refer to Springwood Preschool's Policy and Procedures.

Shared Care

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 early years local provider (childminder, preschool or nursery). However, please be advised, as per government advise, your child should only attend a maximum of

two (2) sites in a single day.

Deposit

We request a month up front to secure your child's place. This is to be paid before the child's start date. We do not charge administration fee's. Springwood reserves the right to change this (it would apply to new families joining us).

Notice periods

Parents are required to give a four (4) weeks' notice for any funded and paid hours when deciding to withdraw their child from Busy Bee Preschool and Springwood Preschool and will be invoiced for this period in the usual way, even if the child will not attend.

Top-up fee

Springwood Preschool and Nursery LTD will continuously review the charge for 'top-up' fees (the difference between our usual fee and the funding we receive from the local authority to deliver funded places). The rise in living costs/running costs and lack of funding provided by the local authority causes a huge impact on Early Years Setting, leaving a huge shortfall each year due to the low increase in funding compared to our private rate. Our private rate meets the need for running the sites (this covers salaries/rent/bills/ providing resources and equipment for children and more). It may be the case that in the future we ask parents to pay a 'top up' to support the setting with covering costs to remain a sustainable company.

Optional additional hours

If you require any additional hours these may be purchased in line with our fees policy where places are available.

Additional voluntary charges. Consumables Charges.

Springwood Preschool provides healthy and nutritious snacks at an affordable price. Please see our pricing list. If you do not wish to provide voluntary contribute to enable us to purchase the food for the snacks you must supply these for your child in line with our healthy eating policy.

We will inform you about any additional consumable charges.

Consumable charges covering food/paints/glues/ink/paper/cooking supplies for activities/outings for additional staff if needed/ all resources we need to provide wonderful experiences for children throughout each day/wipes/nappies for emergency and more.

Invoices

We will ensure that invoices and receipts are clear, transparent and itemised, allowing parents to see that they have received their funded entitlement completely free of charge and understand fees paid for additional sessions and/or consumables. Fees and other payments must be paid a month in advance (e.g. for October, fees must be paid by the 10th September). Invoices are given out on the 1st of each months, if this falls over a weekend or holiday, the first day back from term, fee's are asked to be paid by the 10th of each month.

Springwood reserves the right to update and/or change this policy and procedures. This include pricing for hourly fees, consumable charges, sessions time, opening hours, when the funded hours are offered and any other aspect of terms and conditions.

We will give you a maximum of two weeks' notice if we need to change our opening and closing hours and other aspect of terms and conditions, (except fees change, where this will be given to you at least two weeks in advance). If you need to withdraw your child's place as a result, you still need to give us a four weeks' notice where full fees apply (fees will be adjusted to new opening and closing hours). In some circumstances, we may have to change the opening and closing hours, or other procedures immediately, therefore, the two weeks is the maximum we can offer, for example high staff sickness, or the building has become unsafe therefore we cant operate.