

## ADMISSION POLICY April 2025

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- Failure to comply with the terms and conditions may ultimately result in place being withdrawn.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 8:00-16:00, and provide care for children age 3months-5 years.

Busy Bee Preschool is open Term Time (38 weeks in academic year), Monday to Friday open 8:45-15:00, and provide care for children age 3 months -5 years.

## Early Years Education Funding accepted at Springwood Preschool and Nursery LTD

Please apply for all funding through - <https://www.childcarechoices.gov.uk>

- 9 Month old funding 15 hours per week
- Two year old funded low income- 15 hours per week
- Working Families two year funding- 15 hours per week
- \*Three & four year old universal (15 hours)
- Extended hours for three and four year olds 15 additional hours per week
- We are also in receipt of Early Years Pupil Premium
- 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 up a placement up with Springwood Ltd, and for children who are eligible for 30 hours free childcare, we request they attend a minimum of 24 hours if taking up a placement with Springwood LTD.
- 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).

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

Childcare outside of these time are charged for at our private rate.

Please refer to our price list for additional childcare costs.

## Early Years Education Funding

- Springwood Preschool welcomes children in receipt of :
  - 9 Month old funding 15 hours per week
  - Two year old funded-low income- 15 hours per week
  - Working Families two year funding- 15 hours per week
  - \*Three & four year old universal (15 hours)
  - Extended hours for three and four year olds 15 additional hours per week

All funding accept Three & four year old universal (15 hours is applied through <https://www.childcarechoices.gov.uk>

- All children will be entitled to Three & four year old universal 15 hours from the term after their third birthday.
- Extended hours for three and four year olds extra 15 additional hours per week (1) the child must have reached the age of three; (2) the child's parents must be in work and applied for this additional funding via HMRC. The 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.

**Parents who receive additional hours must go online to regularly to 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 manage. It is parents/carers responsibility to manage. Springwood LTD will remind parents to reconfirm through Facebook and DOJO each term.**

If you are no longer eligible for the extended funding due to your working circumstances, 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 the 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 9 months old funding, working family entitlement, 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 and for funding original emails or letters from your local Authority. 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 are 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.

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 siblings 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: The list is not exhaustive. For full details, please refer to Springwood Preschool's Policy and Procedures.

- 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 the parent.
- Where parents fail to pay fees on time, placements will be cancelled.

### **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 year's local provider (childminder, preschool or nursery). However, please be advised, as per government advice, your child should only attend a maximum of two (2) sites in a single day.

### **Deposit for paying parents.**

We request a month up front fee's 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.

### **Optional additional hours**

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

### **Additional voluntary charges. Consumables Charges.**

Springwood Preschool ask all parents to pay a voluntary consumable charge. Please see our pricing list.

Consumable charges covering food/paints/glues/ink/paper/additional cooking supplies/additional activities/outings for additional staff to attend / all resources we need to provide wonderful experiences for children outside of the EYFS requirements.

Snacks can be provided by parents in both groups.

Springwood Preschool, each child brings their own snack for the sessions they attend.

Busy Bee Preschool, parents bring a healthy weekly donation to add to our snack cart.

### **Invoices**

We will ensure that invoices and receipts are clear, transparent and itemized, 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 and a breakdown of these services and extras each month.

Fees and other payments must be paid a month in advance (e.g. for October, fees must be paid by the 10<sup>th</sup> September). Invoices are given out on the 1<sup>st</sup> of each months, if this falls over a weekend or holiday, the first day back from term, fees are asked to be paid by the 10<sup>th</sup> of each month.

**Springwood reserves the right to update and/or change this policy and procedures. This includes pricing for hourly rates, consumable charges, sessions times, 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 aspects of terms and conditions.**

**If you need to withdraw from 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 can't operate, we will enforce our emergency closure procedure, please see this policy on our website to understand this procedure.**