



Admission Policy: Funded Early Years Education

The Stacey Pre-School is open term time only for 38 weeks of the year to run in line with Portsmouth City Council's academic year.

We are open from Monday – Friday from 9am. – 4pm providing full day or sessional childcare as follows:

Morning Sessions:	9am – 12 noon	3 hours
Morning & Lunch Sessions:	9am – 1pm	4 hours
Lunch & Afternoon Sessions:	12noon – 4pm	4 hours
Afternoon Sessions:	1pm-4pm	3 hours
Full Day:	9am – 4pm	7 hours

Any combination of the above may be utilised by your child where these are available.

In addition to fee paying hourly childcare, for eligible children The Stacey Pre-School offers:

- **Early Learning Funding** for eligible 2 year olds : Maximum of 15 hours per week
- **Universal Funding** for 3 & 4 year olds: Maximum of 15 hours per week
- **Working Families Funding** for eligible children from 9 months of age. Maximum of 30 hours per week.
- We are also in receipt of Early Years Pupil Premium and Disability Access Fund for eligible children.

Full details of these schemes and eligibility is available online at:

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

or on The Stacey Pre-School's website page: Fees & Funding

[Fees & Funding | The Stacey Preschool](#)

The Stacey Pre-School, The Stacey Community Centre,
Walsall Road, Portsmouth, Hampshire, PO3 6DN

www.thestaceypreschool.co.uk

E: thestaceypreschool@gmail.com

T: 02392 617890 M: 07592 222318

*The Stacey Pre-School is managed by The Stacey Community Association
Ofsted URN: 2673867 Registered charity in England and Wales [278364]*



Funding Codes & Eligibility:

You can check your eligibility for **Early Learning funding** and **Working Families Funding** using this link: [Best Start In Life — Childcare Checker](#)

If you are eligible, you will be given a code which you should pass on to your childcare provider.

- **Early Learning Funding** codes are active from the term after your child's second birthday.
- **Working Families Funding** codes are active from the term after the start date of your Working Families code.

Parents are responsible for renewing their codes regularly so that they maintain eligibility for the funding codes to be used for each term's funded childcare.

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 The Stacey Pre-School's Manager or Pre-School Co-ordinator to secure your child's funded place for the following term.

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 visit: <https://Portsmouth.gov.uk/ext/documents-external/edu-early-years-pupil-premium-disability-access-fund.pdf>.

Registering your child's place at The Stacey Pre-School;

To apply for a place at The Stacey Pre-School you must provide us with the following:

1. Completed Registration Application Form (in the Prospectus/New Parent Pack) to The Stacey Pre-School Manager or Co-ordinator.
2. Parent Declaration Funding form
3. Your child's birth certificate*
4. A recent bill or bank statement confirming your current address*

** we will take a copy from your original, retaining the copies to your child's file and returning the originals to you.*

You must also indicate on your application form the pattern of attendance you would prefer.

Waiting List

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

- In order of date application received (starting from the earliest)
- Children who have a sibling at the setting
- Children who will have their fourth birthday during the academic year for which they are applying to school and would only have the opportunity to benefit from three terms of nursery education.
- Looked After Children (children in public care and as deemed under Section of the Children Act 1989)
- Children who have exceptional medical or social grounds*
- Children who live nearest to the setting measured as the crow flies i.e. in a straight line from the centre of the home residence to the main entrance of The Stacey Pre-School.

*You must provide written evidence from relevant registered professionals i.e. a doctor or social worker. The evidence must demonstrate why our setting is more appropriate and what difficulties would be caused if your child were to travel to and attend alternative settings.

The waiting list will be maintained by The Stacey Pre-School Co-ordinator.

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 local provider. We work in partnership with other local providers to enable eligible children to access their full entitlement with planned transitions,

Deposit

No deposit is charged to secure your child's place where you are only using funded hours. Should you choose to access additional paid hours we may charge a deposit of £50 to secure your child's place. This is refunded once your child is no longer registered for childcare with us.

Notice Periods

Parents are required to give a 4 week notice period for any funded and paid hours when deciding to withdrawn their child from The Stacey Pre-School and will be invoiced for this period in the usual way.

Top Up Fee

The Stacey Pre-School will not charge parents "top up" fees (the difference between our usual fee and the funding we receive from the local authority to deliver funded places) or require parents to pay a registration fee as a condition of taking up their child's funded place.

Optional additional hours

If you require any additional hours these may be purchased in line with our fees policy where there is availability.

Additional voluntary charges

The Stacey Pre-school provides healthy and nutritious snacks as well as inviting parents to provide or contribute to our snack times on a voluntary basis, any snack items must be supplied in line with our healthy eating policy.

We may make charges for any nappies that your child may use. We may also make charges for any trips that will incur a fee to ourselves.

Invoices:

The Stacey Pre-School 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 hours.

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 The Stacey Pre-School Manager using the normal complaints procedure.