



# The Stacey Pre-School

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The Stacey Centre, Walsall Road, Copnor, Portsmouth, Hampshire, PO3 6DN  
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## ADMISSION POLICY FOR 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 either 7 hours per day education and childcare or sessions which run as follows;

Morning Sessions: 9am – 12 noon  
Lunch Club Sessions: 12 noon – 1pm  
Afternoon Sessions: 1pm-4pm

The Stacey Pre-School offers two year old funded places, three & four year old universal (15 hours) places and three & four year old extended (15 hours) 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.

The Stacey Pre-School offers the following pattern of provision for early education funded 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 & four year old extended funding over 38 weeks.
- This can be taken between 9am- 4p.m. on Monday, Tuesday, Wednesday, Thursday & Friday.

### Early Education Funding

The Stacey Pre-School 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>

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 parents has a current valid eligibility code from HRMC. Example: If a parent applies for and receives confirmation of eligibility from HRMC 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 reconfirm details at the end of each funding period (you will receive an email from HRMC prompting you to do this.)

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.

The Stacey Pre-School will inform you of the end of your grace period date. This is when the funding for the extended hours will end. You will continue to be entitled for your 15 hours universal funding.

The Stacey Pre-School will make arrangements with you regarding ending or you making alternative payments for your extended 15 hours.

Contact HRMC regarding any queries or appeals on 0300 123 4097 as The Stacey Pre-School and the local authority are unable to answer any queries relating to the online application system.

### **Parent declaration for early education funded places**

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

### **Registering your place at The Stacey Pre-School;**

To apply for a place at The Stacey Pre-School you must complete and return your Registration Application Form to The Stacey Pre-School Manager or Co-ordinator.

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).

The Stacey Pre-School will retain paper or digital copies of documentation to enable the local authority to carry out audits and fraud investigations.

You must 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 Childre (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 you 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: the family information service email [FIS@portsmouthcc.gov.uk](mailto:FIS@portsmouthcc.gov.uk)

### **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.

### **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 places are available.

### **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.

### **Review**

This policy will be reviewed annually by:      The Stacey Pre-School Co-ordinator

Date policy approved by:                      T. Newton 29.03.22

Signed by:    *T. Newton*