



# ADMISSIONS, FUNDING AND PAYMENT POLICY

St John's Sunshine Pre-school are registered to accept children from the age of 2 years. We aim to ensure that all sections of the community receive accessible information, and that our admissions procedures are fair, clear and open to all parents who apply for a place.

- The setting is widely advertised in places accessible to all sections of the community.
- Information about the setting is accessible, using plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- Children with disabilities are supported to take full part in all activities within the setting and the setting makes reasonable adjustments to ensure that this will be the case from the time the child is placed on the waiting list.
- The setting and its practices are welcoming and make it clear that fathers, mothers, other relations, carers and childminders are all welcome.
- The 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.
- The needs and individual circumstances of children joining the setting are monitored on the registration form, to ensure that no accidental or unintentional discrimination is taking place and that reasonable adjustments are made as required.
- The Equality Policy is shared and widely promoted to all.
- Places are provided in accordance with the Terms and Conditions issued to every parent when the child takes up their place. Failure to comply may result in the provision of a place being withdrawn.
- We monitor the gender and ethnicity backgrounds of our children joining the Pre School to ensure that is a fair representation of the local community.

## Admissions

- We only guarantee places that start in September. Children wishing to start after this date will go on the waiting list. Extra sessions can be added later in the year, subject to availability.
- Children will be invited to attend a settling in session prior to confirmation of a place.
- Places and the waiting list are arranged in order of receipt of the admission forms and in addition may take into account the following:
  - the age of the child *with priority being given to children eligible for the free entitlement*
  - siblings already attending the setting
  - the capacity of the setting to meet the individual needs of the child



## Pattern of Attendance

Listed below are the session times for the Pre-school. All hours can be included in the Free Entitlement Claim when your child is eligible unless it comes to an increment of quarter of an hour. Please note children under three can only attend the morning session and lunch club.

| Early drop off | Morning Session | Lunch Club    | Afternoon Session | Late Pick Up  |
|----------------|-----------------|---------------|-------------------|---------------|
| All children   | All children    | All children  | Over 3s only      | Over 3s only  |
| 08:45 – 09:15  | 09:15 – 12:15   | 12:15 – 13:15 | 13:15 – 14:15     | 14:15 – 14:30 |
| 0.5 hours      | 3 hours         | 1 hour        | 1 hour            | 0.25          |

## Free Entitlement Funding

### Pattern of Delivery

| 15 hours - 2 Year Old FE                                    | 15/30 hours - 3-4 Year FE                                                 |
|-------------------------------------------------------------|---------------------------------------------------------------------------|
| 4½ hours per day over any 5 days up to the maximum 15 hours | Maximum 5½ hours per day over any 5 days up to the maximum hours eligible |

If you are entitled to the 2 year funding you will need to apply to West Sussex County Council (the link is below) and provide the reference number when registering with St John's Sunshine Pre-school. The 2 year funding can be claimed at any point in the term after the start date quoted by WSCC.

Once your child becomes eligible for the 3-4 year Free Entitlement (see below) you will receive a Parent Declaration form to complete to enable St John's Sunshine Pre-school to receive the funding.

Upon receipt of the completed Parent Declaration you will no longer be charged for 15/30 hours (depending on eligibility) of time at the setting.

| Children who are eligible at either age 2 or 3 years old |                                               |
|----------------------------------------------------------|-----------------------------------------------|
| A child born on or after                                 | Will become eligible at the start of the term |
| 1 <sup>st</sup> April – 31 <sup>st</sup> August          | Autumn term (September)                       |
| 1 September – 31 <sup>st</sup> December                  | Spring term (January)                         |
| 1 <sup>st</sup> January – 31 <sup>st</sup> March         | Summer term (after Easter)                    |

For further information please go to <https://www.childcarechoices.gov.uk/>

## 2 Year old Funding

Children from the age of 2 are entitled to 15 hours free childcare if you get any of the following benefits:



- Income Support;
- Guaranteed element of State Pension Credit;
- Income-based Jobseeker's Allowance;
- Income-related Employment and Support Allowance;
- Support under Part VI of the Immigration and Asylum Act 1999;
- Universal Credit and have an annual net earned income equivalent to and not exceeding £15,400;
- Child Tax Credit, provided that you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (or any subsequent replacement);
- Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit).

2-year-olds can also get free childcare if they:

- they are a Child Looked After (where the Local Authority acts as the corporate parent);
- the child is adopted;
- the child has a Special Guardianship Order;
- the child has special educational needs or a disability (SEND). These children are eligible if the child either:
  - receives Disability Living Allowance;
  - has a current Education, Health and Care Plan (EHCP) or;
- they are a child of a family with no recourse to public funds (NRPF) subject to a maximum annual household income threshold of £26,500 for families with one child, and £30,600 for families with two or more children

### **3 & 4 year old funding**

All 3 and 4 year old children are entitled to 15 hours free over 38 weeks or 570 hours over the entire year. Some children may be entitled to 30 hours Free Entitlement hours, increasing their free entitlement to 30 hours per week over 38 weeks or 1140 hours.

To be eligible you, and any partner, must each expect to earn (on average) at least £167 per week (equal to 16 hours at the National Minimum or Living Wage). If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible. You will not be eligible for the 30 hours childcare if you, or your partner, each individually expect to earn £100,000 adjusted net income or more.

To access the extended 30 hours Free Entitlement, you must obtain a code before the start of the term you wish to claim for. This code must be renewed every three months. If your circumstances



change and you are no longer eligible for the Extended Free Entitlement you will enter into a Grace period which means that your child can continue the extended hours until the end of term.

To be able to claim any of the 3-4 year Free Entitlement hours, your child needs to be in attendance at St John's Sunshine Pre-school on the headcount date which is usually the first Thursday of term in September, January and April. The Free Entitlement cannot be claimed if your child starts after the headcount date. This also applies to any increase in the hours attended. You will need to either wait until the following term or pay for those sessions. If you make any amendments to the hours claimed a new parent declaration form will need to be completed. The funding can only be claimed in half hourly increments, you will be required to pay for any claims for less than half an hour.



## Early Years Pupil Premium (EYPP) Funding

The Early years pupil premium (EYPP) funding is additional funding for early years settings to improve the education of disadvantaged 3 and 4 year olds who are in receipt of the Free Entitlement. To be eligible to receive this additional funding for your child's setting you need to be in receipt of one or more of the following;

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under part six of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit) and have an annual gross income of no more than £16,190
- Working Tax Credit run-on, which is paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - your household income must be less than £7,400 a year after tax not including any benefits you get

You may also get early years pupil premium if your child is currently being looked after by a local authority in England or Wales or if your child has left care in England or Wales through:

- adoption
- special guardianship order
- a child arrangements order

In line with the intended use of the EYPP, St John's Sunshine Pre-school will use the amount to enhance practice and provision through a variety of channels. Spending may include:

- Staff training
- Educational Resources
- Enhanced provision in an identified area, based on the child.

Our setting will ensure that the EYPP reaches the groups of children for whom it is intended and that it makes a significant impact on their developmental outcomes. The EYPP will be used to provide additional resources and staff development to enable us to meet the needs of the child/children it is intended for. We strive to offer the best possible outcomes for every child and the additional funding will facilitate this. We aim to address any underlying inequalities between the children who are eligible for EYPP and the rest of the children in the setting.



At St John's Sunshine Pre-school, we pride ourselves on the relationships that we form with our parents. We want parents to be involved in the decisions that affect their children, and for this reason we will endeavour to consult parents about any expenditure that uses the EYPP funding entitlement. Each child is assigned a key person who understands the individual needs of the child. It is with their help that we will identify barriers and provide ideas that will help the children who receive EYPP benefit from this extra funding.



## **Disability Access Fund (DAF)**

The Disability Access Fund (DAF) is funding for early years providers to support children with disabilities or special educational needs. It supports providers to make reasonable adjustments to their settings.

is available to the setting if your child meets the following criteria:

- the child is in receipt of child Disability Living Allowance (DLA); AND
- the child receives Free Entitlement for 3 and 4 year old funding

This is a one off payment per year. Your child does not need to take up the full Free Entitlement hours for the setting to receive this payment. Please indicate on the Parent Declaration form if you are in receipt of DLA.

## **Fees**

If your child attends the Pre School outside of their allocated 15 or 30 hours per week over 38 weeks, they are not entitled to funding or they use their Free Entitlement hours elsewhere, then an invoice will be raised for the balance to be paid. The payment needs to be made by the stated date or you may risk losing your child's space at the Pre School. Fees remain payable on all sessions booked whether your child attends the Pre School including missed sessions due to holidays or sickness.

Fees will be payable if the parent/carer fails to return their Free Entitlement Parent Declaration with a copy of their child's passport or birth certificate and the Pre School is, therefore, unable to claim the funding.

## **Additional help with fees**

### **Tax-Free Childcare**

- For working families, including the self-employed, in the UK
- Earning under £100k and at least £142 per week (equal to 16 hours at the National Minimum or Living Wage) each
- Who aren't receiving Tax Credits, Universal Credit or childcare vouchers
- With children aged 0-11 (or 0-16 if disabled)

For every £8 you pay into an online account, the government will add an extra £2, up to £2,000 per child per year

You can also claim up to 85% of eligible childcare costs if you receive Universal Credit.



You can claim back up to 85% of your eligible childcare costs for children under 17. You could get up to £646 a month for one child, or £1,108 for two or more.

This is the website where you can find out if you are eligible for any of these benefits, you can also apply using the website. <https://www.childcarechoices.gov.uk/>