

# Highbury Primary School & Nursery



## Admissions Policy

Highbury Primary School & Nursery is open Monday to Thursday 0730-1800hrs and Friday 0730-1630hrs term time only (38 weeks per year).

We offer funded places for eligible children aged from 9 months (Working Families Entitlement), 3 & 4 year old universal (15 hours) places and 3 & 4 year old extended (additional 15 hours) places to eligible children, where places are available. Highbury Primary School & Nursery offers the following pattern of provision for early education funded places:

- Up to 15 hours per week funding for eligible children aged 9mths+ over 38 weeks
  - Up to 15 hours per week funding for disadvantaged families 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 0730-1800hrs on Monday - Thursday and 0730-1630hrs on a Friday.

### **Early Education Funding**

Highbury Primary School & Nursery welcome 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 parent has a current valid eligibility code from HMRC.

Example: If a parent applies for and receives confirmation or eligibility from HMRC after 01 April, 01 September, 01 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 HMRC 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. We 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 to your 15 hours universal funding.

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### **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 Highbury Foundation Stage Office to secure your child's funded place for the following term.

The information you provide on this form will also 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 Highbury Primary School & Nursery you must complete a nursery application form. You will be required to provide original copies of documentation to confirm that your child has reached the eligible age for all early education funded places. For example, birth certificate or passport.

You must also provide original copies of documentation to confirm that your child is eligible for two year old funding or three & four year old extended funding (eligibility code). We 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 the application is received (starting from the earliest)
- Children who have a sibling at our 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 Highbury Primary School & Nursery)

\* 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.

### **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. Please contact [FIS@portsmouthcc.gov.uk](mailto:FIS@portsmouthcc.gov.uk) for details of other local settings.

### **Deposit**

No deposit is charged to secure your child's place.

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### Registration Fee

For non-funded places, a £30 Registration Fee is charged at the time of submitting your application. This fee is for administration purposes and is non-refundable.

### Notice Periods

Parents are required to give 4 weeks' notice for any funded or paid hours when deciding to withdraw their child from Highbury Primary School & Nursery and will be invoiced for this period in the usual way.

### Top-Up Fees

We do 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).

### Optional Additional Hours

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

### Additional Charges

Highbury Primary School & Nursery provide a healthy and nutritious snack for your child during their session. For this, we ask for a contribution of £0.50 per child, per week. We also charge for the following items:

- Hot school dinner - £2.34
- Baby Wipes - £1 per pack
- Nappies - 50p each
- Uniform (prices on request)
- Trips and Visits

### Invoices

Highbury Primary School & Nursery 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 that they understand fees paid for any additional hours.

**Please refer to our Nursery Fees Policy for further information.**

### 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 Rebecca Frost, Nursery Manager, using the normal complaints procedure.

Policy Reviewed:	June 2023	Nursery Manager:	Rebecca Frost
Policy Review Date:	June 2024	Admin Officer:	Angie Bayliss

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