

## **ADMISSIONS POLICY**

Rainbow Corner Nursery School is open between the hours of 8:00 and 18:00, Monday to Friday, 51 weeks of the year. The setting is only closed on all 8 public bank holidays, for which there is no charge.

Rainbow Corner Nursery School offers two year funded places, three & four year universal places to eligible children, subject to availability. We are also in receipt of Early Years Pupil Premium and Disability Access Fund for eligible children.

Rainbow Corner Nursery School offers the following pattern of provision for early education funded places:

- Up to 11 hours per week two year old funding over 51 weeks
- Up to 11 hours per week three & four year old universal funding over 51 weeks
- Plus (if eligible), an additional 11 hours per week three & four year old extended funding over 51 weeks.
- This can be taken between 08:00 and 12:00 midday and 13:00 and 17:00, Monday to Friday.

### **Early Education Funding**

Rainbow Corner Nursery School welcomes children in receipt of Two Year Funding, the Universal Funding for three & four year olds and the Extended Entitlement for three & four year olds, subject to eligibility and availability within the setting. 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 the HMRC after 1 April, 1 September, 1 December the child will be entitled to start their additional 11 hours from the beginning of the following term. This will not affect their access to the universal 11 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.

Rainbow Corner Nursery 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 11 hours universal funding.

Rainbow Corner Nursery School will make arrangements with you regarding ending or you making alternative payments for your extended 11 hours.

Contact HMRC regarding any queries or appeals on 0300 123 4097 as Rainbow Corner Nursery 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 a member of staff 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://www.portsmouth.gov.uk/ext/documents-external/edu-earlyyears-pupil-premium-disability-access-fund.pdf>

**Registering your place at Rainbow Corner Nursery School**

To apply for a place at Rainbow Corner Nursery School you must complete and return your registration form, and all other relevant paperwork, to the main office.

You must 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 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).

Rainbow Corner Nursery 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.
- 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.\* can be accommodated and will not be refused a place on those grounds.

\*You must provide written evidence from relevant registered professionals i.e. a doctor.

**Deposit**

Rainbow Corner Nursery School charges a £50 refundable deposit to secure your child's place.

**Notice Periods**

Parents are required to give a 4 week written notice period for any funded and paid hours when deciding to withdraw their child from Rainbow Corner Nursery School and will be invoiced for this period in the usual way.

**Top-up Fee**

Rainbow Corner Nursery 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. All additional hours are paid for in advance by DD on the 6<sup>th</sup> day of every month.

**Additional Voluntary charges**

Rainbow Corner Nursery School provides healthy and nutritious snacks and meals at an affordable price. Please see our fees policy for further details.

**Invoices**

Rainbow Corner Nursery 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. We use an online invoicing system called Parent Admin.com and you will receive a link for this once your child has been registered.

**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 Lucy Whitehead, Managing Director, using the normal complaints procedure.