

ADMISSIONS POLICY

Rainbow Corner Windlesham is open all year round between the hours of 8:30am and 17:30pm, Monday to Friday. The setting is only closed public bank holidays and for three days over the Christmas period in which payment is still due.

Our admissions policy ensures that the nursery operates as close to full capacity as possible, in line with Ofsted registrations. We are committed to providing childcare services to families in our community. Admissions are open throughout the year, without reference to ability or aptitude, and are subject to availability.

Early Education Funding

Rainbow Corner Windlesham welcomes children in receipt of two year Funding, National Education Grant (NEG) for all 3 and 4 year olds and Working Family Funding (WFF) for eligible babies aged 9 months and upwards, subject to availability. 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 on request or online

<https://www.surreycc.gov.uk/children/support-and-advice/families/childcare/paying/funded-early-education-for-2-year-olds>

<https://www.surreycc.gov.uk/children/support-and-advice/families/childcare/paying/funded-early-education-for-3-and-4-year-olds>

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

- Up to 11.18 hours per week two-year-old funding and NEG over 51 weeks
- Up to 22.35 hours per week from 9 months and upwards WFF over 51 weeks

A child will be entitled to the funded hours from the term after both of the following conditions are satisfied: (1) the child has reached the eligible age; (2) the child's parent has a current valid eligibility code from the HMRC, if applicable. Providing these conditions are met, the child will be entitled to start their funded hours from the beginning of the following term, i.e. 1st January, 1st April, 1st September.

With regards WFF, **it is the parent's responsibility** to reconfirm eligibility **every 3 months** (you will receive an email from HMRC prompting you to do this).

If you are no longer eligible for the 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 nursery takes **no responsibility** for parent's entering the grace period, or forgetting to reconfirm their code.

Grace Periods

Date Entered Grace Period	Funding Ends
January 1 – February 10	End March 31
February 11 – March 31	Ends August 31
April 1 – May 26	Ends August 31
May 27 – August 31	End December 31
September 1 – October 21	End December 31
October 22 – December 31	End March 31

Contact HMRC regarding any queries or appeals on 0300 123 4097 as Rainbow Corner Windlesham 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 electronically via Funding Loop when prompted to do so, 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 on DAF go to <https://www.surreycc.gov.uk/people-and-community/families/send-support/disability-access-fund>

Or for further information on EYPP go to

<https://www.surreycc.gov.uk/people-and-community/families/education-and-learning-advice-for-families/early-learning/parents-guide-to-the-early-years-foundation-stage/early-years-pupil-premium>

Registering your place at Rainbow Corner Windlesham

To apply for a place at Rainbow Corner Windlesham you must complete and return your registration form, and all other relevant paperwork, to the nursery manager.

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 also provide proof of address, i.e. a utility bill issued within the previous 3 months.

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 Windlesham 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.

Place Allocation

All children will enter a Waiting List system, until we have matched their request to our availability. Places are allocated on the following priorities:

1. **Full-time and more full-day places** take precedence over part-time or less days places.
2. **Children who have a sibling** at the setting.
3. **Children of staff members** are considered on the same basis as other applicants, with a cap on the number of employee-discounted spaces.
4. **Fully funded places** are available and allocated fairly following our place allocation and waiting list procedures
5. If more applications are received than available places, allocation is also based on the **date of completed application and registration fee payment**.

Waiting list Criteria

All children remain on the waiting list until a place becomes available. When space is limited, fully funded places are allocated with the following priority order

1. **Looked After Children** (children in public care and as deemed under Section of the Children Act 1989)
2. **Vulnerable Children**
3. Children with Special Educational Needs and Disabilities (SEND)
4. Children of staff members
5. Siblings of children in the above categories
6. All other children

Funded Childcare & Education Offer

The Government funding is intended to provide 15 or 30 hours of **free, high-quality childcare** per week. However, it does not cover the cost of meals, consumables or additional hours.

- We offer funding as an **enhanced stretched model over 51 weeks**.
- Parents can choose **Just 15/30** funded hours, with the option to opt out of meals and consumables, subject to availability and place allocations. See our Funding Explained document.
- Where places are accessed on a **Just 15/30** basis then we offer these around other available spaces and therefore we will allocate your days according to our availability, rather than your preference. Whilst you may express a preference, there is no guarantee you will receive the days you choose.
- Additional services such as **meals, snacks and extended hours** are charged separately, and details can be found in our **Schedule of Fees**.

Registration Fee

Rainbow Corner Windlesham charges a £150 non-refundable registration fee to secure your child's place.

Notice Periods

Parents are required to give a full terms' written notice period for any funded places and a full month's written notice in all other cases, when deciding to withdraw their child from Rainbow Corner Windlesham and will be invoiced for this period in the usual way.

Top-up Fee

Rainbow Corner Windlesham 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 at the end of the month following receipt of an invoice.

Invoices

Rainbow Corner Windlesham 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 those fees paid for additional hours and consumables. We use an online invoicing system called Parent Admin and you will receive a link for this once your child has been registered.

Fees

All fees are calculated on an average monthly basis, which will be reflected in the invoice you will receive each month. This allows for parents to budget based on their childcare fees remaining the same each month and is fully explained in our fee information sheet.

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. If further action is required, contact the Local Authority for assistance. Ofsted do not handle funding complaints it is solely interested in welfare, safeguarding and the learning provision of children.

This policy was reviewed on: 1st March 2026

By: Lucy Whitehead (Managing Director)

By signing this document, you are agreeing that you have read and understood the terms of our admissions policy:

Parent 1: -- _____ Date: _____

Parent 2: _____ Date: _____