SUNBEAMS NURSERY

Admission Policy

Implemented: June 2015
Date of last review: June 2026
Date of next review: June 2027
Staff Responsible: Mrs Amanda Humphreys
Governing Body approval from Full Governing Body

Admission Policy

At Sunbeams Nursery we aim to offer our families flexible childcare arrangements in line with current government guidelines as set out in the Provider Agreement for the provision of Free Early Education and Childcare for 2-, 3- and 4-year-olds 2021 and the Statutory Guidance for Local Authorities. Free Early Education for the most disadvantaged two-year-olds and universally for all three- and four-year-olds, is based on a core offer of 570 hours a year over 38 weeks. The extended entitlement for children of working parents is an additional 15 hours per week free also over 38 weeks.

Universal free entitlement

- 15 hours universal free provision, funded by the government is available for all children from the term after their 3rd birthday, up to a maximum of 570 hours per year. Sunbeams Nursery offers 15 hours free early education to all children **from their 3rd birthday prior to eligibility**. Please see notes on funding below where sessions exceed free provision.
- The 15 hours will consist of 5 x 3-hour sessions.
- Parents may distribute these sessions across the week in a pattern that supports them.

Working Families 30-hour free entitlement

- Sunbeams Nursery offers 30 hours free early education to children of families who are eligible, up to a maximum of 1140 hours per year.
- Eligibility must be sought by the parent and eligibility code provided to Sunbeams with permission to validate eligibility with HMRC.
- Sunbeams can only offer 30 hours free provision if an eligibility code has been issued to the parent prior to the academic term in which the free provision is to start.
- Parents must renew eligibility when prompted by HMRC and Sunbeams will be notified by HMRC if child is no longer eligible for the 30 hours free provision.
- If a child is no longer eligible to receive funding for 30 hours, the family will enter a grace period. KCC will contact Sunbeams Nursery to notify us of those parents who have fallen out of eligibility and inform us of the grace period end date. KCC will continue to fund a place for a child who enters the grace period until the grace period end date.
- Children who are no longer eligible will continue to receive the universal free entitlement of 15 hours free early education each week. Families will be given the option to drop the additional sessions or continue with them and pay the fees.
- Sunbeams Nursery is unable to reserve sessions once they have been dropped.

Notes on funding

- The government provides funding for a 38 weeks per year. Sunbeams Nursery will endeavour to ensure that each child receives their full entitlement.
- If during the term a child falls short of their entitlement, Sunbeams Nursery will offer that child make-up sessions, subject to availability.
- If a child's pattern of attendance means that they will receive more provision than is funded, parents will be given the option to purchase the additional session(s) or withdraw their child from Sunbeams Nursery for those session(s) at no further cost to them. This will not affect their child's allocated sessions.
- Sunbeams Nursery will notify parents at the beginning of each term if their child will exceed or fall short of their entitlement for that term.

Early Years Pupil Premium

Some parents may be eligible to apply for a pupil premium payment which will enable us to support the attainment of disadvantaged children. Qualifying criteria can be 'Economic', based on a parent being in receipt of certain benefits, or 'Other', for children who are in or have been in the care of the local authority. Please speak to the nursery teachers or School Business Manager if you think you will qualify.

- The funding is based on 15 universal funded hours only
- We will fund two midday sessions a week, if your child attends for the morning and afternoon sessions
- If you qualify under the economic criteria, you will also qualify for free school meals which will give your child a hot meal at lunchtime if they attend for a whole day. Please see Government guidance https://early-education.org.uk/free-school-meals-entitlement-extended-in-england/

Extra Sessions

- Sunbeams Nursery also offers additional paid sessions.
- Any sessions over a child's free entitlement will be charged at £20.00 per 3-hour session.
- The ¾ hour lunch club session will be charged at £5.00 per session.
- Any child in receipt of the universal 15-hour free early education and staying all day will incur the £5.00 lunch club charge, unless you qualify for EYPP. Parents can choose to collect their child for the duration of the lunch club session and return them for the afternoon session to avoid the charge.

Table showing session times and prices (free entitlement will not incur any charges).

Morning Session 8.30am – 11.30am £20.00	Midday 11.30am – 12.15pm £5.00	Afternoon Session 12.15pm – 3.15pm £20.00

The School's Governing Body

- Admissions to Sunbeams nursery are made by and are the responsibility of the governing body, in line with Local Authority Procedures.

Admissions

- A maximum of 26 children may attend any given session.
- During the academic year, if Sunbeams Nursery does not have a waiting list, then places will be allocated to children on a first come, first served basis, providing the child is at least 3 years old.
- In the event of Sunbeams Nursery being over-subscribed the nursery will operate a waiting list using the criteria below:

  Children will be kept on a waiting list using the following order of priority

  - Looked After Child / Medical / Social reasons by multi-agency request
  - Age – oldest over 3 years old
  - Sibling – child has brother or sister attending the nursery / school
  - Distance – the distance from the school using a straight-line distance from the home address to Sunbeams Nursery.

- Priority will be given to children taking up their free entitlement.

- All sessions will be allocated subject to availability.
- All admission forms must be completed in full prior to first session of attendance.
- Sunbeams fully supports the transition of nursery children into their reception year, however, in some cases a deferred entry to Reception class may be considered. This would be in consultation with Nursery practitioners and parents and would remain at the Head of School's discretion. The best interests of the child would remain the top priority when final decisions were reached.

Additional Information

- In cases where parents require extended 'wrap around care', we can offer this with the infant aged children from 8.00am until 6.00pm. Please speak to the school office staff for more details.
- **Parents will sign a contract to confirm sessions for their child and must give at least one months' notice of change of requirement or cessation of additional hours.**
- For children attending the lunch club session, parents agree to provide their child with a healthy packed lunch. Information and advice for preparing healthy packed lunches can be found on our school website.
- Chartwells Catering Service provides meals for St Alphege CEI School and can provide a hot or cold meal for your child at an additional cost. Meals will follow the school menu available on the school website.
- The school will give its assurance to parents purchasing additional hours for children starting in September 2026 that we will uphold these contracts and ensure provision for the academic year.
- If parents no longer wish to access additional childcare, Sunbeams Nursery cannot guarantee that additional sessions will be available at a later date, should parents wish to resume them.
- Once all available Sunbeams places are allocated to children, we will not be able to offer sessions on a daily ad-hoc basis, even if other children are absent on the day.
- Invoices will be issued at the start of each term and payment may be made by cash or online payment into the school account or by using a tax-free childcare account or work based childcare vouchers. **Invoices are payable within two weeks of issue.**
- All sessions will need to be paid for to cover costs, even if your child does not attend due to illness or any other reason.
- **If payments are not made on a regular basis and there are fees outstanding at the end of a term your child's sessions may be reduced to the 15/30 hours of free entitlement to avoid any further increase in debt.**

Please note that admission to Sunbeams Nursery does not guarantee admission to St Alphege CEI School.
Please speak to Mrs Cullen for full admission details into school.