

## NURSERY ADMISSION POLICY FOR FUNDED EARLY EDUCATION

The University of Portsmouth Nursery welcomes children in receipt of Two Year Funding, the Universal funding for three and four year olds and the additional funded hours (30 hours) for three and four year olds. Full details of these schemes and eligibility is available on request or online at [Portsmouth city council link](#)

The University of Portsmouth Nursery offers the following pattern of provision for early education funded places:

### **Two Year Old funding**

A maximum of 15 hours per week, two year old funding can be used over 38 weeks as 9.30am to 12.30pm OR 1.30pm to 4.30pm, Monday to Friday.

### **Universal 15 funded hours**

Universal 15 hours funding is available to every 3 and 4 years old child from the term after their third birthday. A maximum of 15 hours per week, three and four year old universal funding can be used over 38 weeks as 9.30am to 12.30pm OR 1.30pm to 4.30pm, Monday to Friday.

### **Additional 15 hours (30 hours funding)**

30 hours funding can only be used as a 'stretched' place, for 22½ hours per week and 50 weeks a year. These hours can be used as 8.30am to 1.00pm OR 1.00pm to 5.30pm, Monday to Friday, or 2½ days whole days per week and one half day 8.30am to 1.00 pm or 1.00pm to 5.30pm.

To apply for 30 hours funding go to HMRC website. [Apply for 30 hours funding](#)

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 additional funded hours 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 University of Portsmouth Nursery will inform you of the end of your grace period date. This is when the funding for the additional funded hours will end. You will continue to be entitled for your 15 hours universal funding.

The University of Portsmouth Nursery will make arrangements with you regarding ending or you making alternative payments for your additional funded 15 hours.

Contact HMRC regarding any queries or appeals on 0300 123 4097. The University of Portsmouth Nursery 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 Francesca Sherren or Gloria Whitney 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 and Disability Access Fund. For further information go to [Portsmouth city council website](#)

### **Applying for a Nursery place at The University of Portsmouth Nursery**

To apply for a place at The University of Portsmouth Nursery you must complete and return an application form to [Nursery@port.ac.uk](mailto:Nursery@port.ac.uk) or send it by post to:

University of Portsmouth Nursery, Milldam, Burnaby Road, PORTSMOUTH, PO1 3AS

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 original birth certificate or passport.

You must provide original copies of documentation to confirm that your child is eligible for two year old funding or three & four year old extended funding.

The University of Portsmouth Nursery will retain paper or digital copies of documentation to enable the local authority to carry out audits and fraud investigations.

### **Waiting list**

Children of University of Portsmouth students, registered on a course for six hours or more per week and children of University of Portsmouth staff are eligible to use the Nursery. Applications will be prioritised as follows:

1. Siblings of children already attending the University of Portsmouth Nursery, or having a confirmed place at the Nursery
2. Children of Undergraduate students
3. Children of Postgraduate students
4. Children of University staff

Postgraduate students employed by the University as researchers will be categorised as Postgraduate students and *not* University staff. The waiting list is maintained by Francesca Sherren and Gloria Whitney.

### **Shared childcare & education**

You may wish to share your early education funding with another provider. We will liaise with other providers to enable your eligible child to access their full entitlement.

### **Deposit**

No deposit is charged to secure your child's place where you are only using funded hours. Should you choose to access additional paid hours, we may charge a deposit of £30.00 to secure your child's place.

### **Notice periods**

Parents are required to give 4 weeks' notice to withdraw from the Nursery or reduce their funded hours.

### **Top-up fee**

The University of Portsmouth Nursery will not charge parents 'top-up' fees, which is the difference between our usual fee and the funding we receive from the local authority to deliver funded places. We do not require parents to pay a registration fee as a condition of taking up their child's funded place.

### **Invoices**

The University of Portsmouth Nursery will ensure that invoices are clear, transparent, allowing parents to see that they have received their funded entitlement completely free of charge and understand fees paid for additional hours. Payments are made on the University of Portsmouth online store. The Nursery cannot accept direct payments. Invoices are sent by email. Electronic receipts are available from the online store.

### **Complaints**

If you feel that the admissions criteria stated above have not been applied fairly for your child, you may register a complaint with Francesca Sherren and Gloria Whitney using the Nursery's complaints procedure.

### **Review**

Nursery Managers, Francesca Sherren and Gloria Whitney will review this policy annually.

### **Date reviewed**

October 2019