

Highbury Primary School & Nursery



Early Education Funding Policy

Highbury Primary School and Nursery is open Monday to Thursday 0730-1800hrs and Friday 0730-1630hrs term time only.

We offer two-year-old funded places, three & four year old universal (15 hours) places and three & four-year-old extended (15 hours) places to eligible children, where places are available. We are also in receipt of Early Years Pupil Premium and Disability Access Fund for eligible children. Highbury Primary School and Nursery offers the following pattern of provision for early education funded places:

- Up to 15 hours per week two year old funding 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

We welcome children in receipt of Two Year Funding, the Universal Funding for three & four year olds and the extended entitlement (30 hours) for three & 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 of eligibility from HMRC after 1 April, 1 September, 1 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.

You will be informed 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 15 hours universal funding. We will make arrangements with you regarding ending or you making alternative payments for your extended 15 hours. Contact HMRC regarding any queries or appeals on 0300 123 4097 as we 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 Highbury Foundation Stage Office to secure your child's funded place for the following term.

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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-early-years-pupil-premium-disabilty-access-fund.pdf>

Registering Your Place

You must complete and return your application form to Highbury Foundation Stage 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 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.

Deposit

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

Notice Periods

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

Top-Up fee

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) or require parents to pay a registration fee as a condition of taking up their child's funded place.

Invoices

We 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.

Policy Reviewed:	06 June 2022	Nursery Manager:	Rebecca Frost
Policy Review Date:	September 2023	Admin Officer:	Angie Bayliss

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