

Peter Pan Playgroup

Admissions, Funding and Payment Policy

Peter Pan Playgroup are registered to accept children from the age of 2 years. We aim to ensure that all sections of the community receive accessible information, and that our admissions procedures are fair, clear and open to all parents who apply for a place.

- The setting is widely advertised in places accessible to all sections of the community.
- Information about the setting is accessible, using plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- Children with disabilities are supported to take full part in all activities within the setting and the setting makes reasonable adjustments to ensure that this will be the case from the time the child is placed on the waiting list.
- The setting and its practices are welcoming and make it clear that fathers, mothers, other relations, carers and childminders are all welcome.
- The setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability, whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- The needs and individual circumstances of children joining the setting are monitored on the registration form, to ensure that no accidental or unintentional discrimination is taking place and that reasonable adjustments are made as required.
- The Equality Policy is shared and widely promoted to all.
- Places are provided in accordance with the Terms and Conditions issued to every parent when the child takes up their place. Failure to comply may result in the provision of a place being withdrawn.
- We monitor the gender and ethnicity backgrounds of our children joining the Playgroup to ensure that is a fair representation of the local community.

Admissions

- We only guarantee places that start in September. Children wishing to start after this date will go on the waiting list. Extra sessions can be added later in the year, subject to availability.
- The waiting list is arranged in birth order and in addition may take into account the following:
 - length of time on the waiting list;
 - the age of the child with priority being given to children eligible for the Early Years Funded Entitlement;
 - siblings already attending the setting;
 - the capacity of the setting to meet the individual needs of the child.

Pattern of Attendance

Listed below are the session times for the Playgroup. All hours apart from the Early Drop off/Late Pick up can be included in the Early Years Funded Entitlement Claim when your child is eligible, unless it comes to an increment of quarter of an hour. **Please note children under three can only attend the morning session and lunch club.**

Early drop off		Morning Session	Lunch Club	Afternoon Session	Late Pick Up
All children		All children	All children	Over 3s only	Over 3s only
08:45 or 09:00		Staggered Opening Hours			15:15 or 15:30
	EITHER	09:00 – 12:00	12:00 – 13:00	13:00 – 15:00	
	OR	09:15 – 12:15	12:15 – 13:15	13:15 – 15:15	
0.25/0.5 hours		3 hours	1 hour	2 hours	0.25/0.5 hours

Play and Stay

Once you are on the waiting list you are welcome to attend on a stay and play basis. You can pre-book your sessions in the Daybook, if you wish as we limit ourselves to two stay and play children each morning. The cost for this is £3.00 and will be invoiced with your first term's fees. If needed, we can also discuss a settling in period (please see our Settling In Policy).

Early Years Funded Entitlement (EYFE)

Pattern of Delivery

15 hours - 2 Year Old FE	15/30 hours - 3-4 Year FE
Maximum of 4 hours per day over any 5 days up to the maximum 15 hours	Maximum 6 hours per day over any 5 days up to the maximum hours eligible

Children who are eligible for Early Years Funded Entitlement at either age 2 or 3 years old

A child born on or after	Will become eligible at the start of the term
1st April – 31st August	Autumn term (September)
1 September – 31st December	Spring term (January)
1st January – 31st March	Summer term (after Easter)

2 Year Old Funding – EYFE for Working Families (15 Hours)

To be eligible you, and any partner, must meet the criteria of working the equivalent of 16 hours at the national minimum wage, or more, per week (apprentices are also eligible if they earn the equivalent of 16 hours at the apprentice minimum wage).

You may also be eligible if you, or your partner, are:

- on maternity, paternity, adoption leave, or on statutory sick pay;
- or you are unable to work because you are disabled or have caring responsibilities;
- or if you are self-employed or on a zero hours contract and expect to meet the earning criteria on average over the next three months;
- or if you are not currently working, but are expecting to take up paid work within 14 days, as long as you expect to meet the income criteria over the coming 3 months.

You will not be eligible for the 15 hours childcare if you, or your partner, each individually expect to earn £100,000 adjusted net income or more.

2 Year Old Funding – Local Authority Issued EYFE

Children from the age of 2 are entitled to 15 hours funded childcare if you get any of the following benefits:

- Income Support
- Guaranteed element of State Pension Credit
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit and have an annual net earned income equivalent to and not exceeding £15,400
- Child Tax Credit, provided that you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by His Majesty's Revenue and Customs (or any subsequent replacement)

- Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by His Majesty's Revenue and Customs (or any subsequent replacement)

2-year-olds can also get funded childcare if they:

- they are a Child Looked After (where the Local Authority acts as the corporate parent);
- the child is adopted;
- the child has a Special Guardianship Order;
- the child has special educational needs or a disability (SEND). These children are eligible if the child either:
 - receives Disability Living Allowance;
 - has a current Education, Health and Care Plan (EHCP);
- they are a child of a family with no recourse to public funds (NRPF) subject to a maximum annual household income threshold of £26,500 for families with one child, and £30,600 for families with two or more children, and no more than £16,000 in savings or investments.

If you are entitled to the 2 Year Old Local Authority Issued EYFE you will need to apply online to West Sussex County Council (<https://www.westsussex.gov.uk>) then provide the reference number when registering with Peter Pan Playgroup. The 2 Year Old funding can be claimed at any point in the term after the child's start date quoted by WSCC.

3 & 4 Year Old Funding

Universal EYFE

All parents can access up to 15 hours over 38 weeks or 570 hours over the entire year of Universal EYFE for 3 and 4 year old children, even if they are or become ineligible for EYFE for Working Families.

Once your child becomes eligible for the 3-4 year Universal EYFE (see table above) you will receive a Parent Declaration form from us to complete to enable Peter Pan Playgroup to receive the funding. Upon receipt of the completed Parent Declaration, you will no longer be charged for the hours your child attends the setting (up to 15 hours) from the eligibility date.

To be able to claim any of the 3-4 year Universal EYFE, your child needs to be in attendance at Peter Pan Playgroup on the headcount date which is usually the first Thursday of term in September, January and April. The Universal EYFE cannot be claimed if your child starts after the headcount date. This also applies to any increase in the hours attended. You will need to either wait until the following term or pay for those sessions. If you make any amendments to the hours claimed a new parent declaration form will need to be completed. The funding can only be claimed in half hourly increments, you will be required to pay for any claims for less than half an hour.

EYFE for Working Families

If the child is eligible for EYFE for Working Families, they can also access 3-4 year old Extended EYFE. This provides up to 15 additional EYFE hours on top of the Universal EYFE, totalling 30 funded hours per week over 38 weeks or 1140 hours.

To be eligible you, and any partner, must meet the criteria of working the equivalent of 16 hours at the national minimum wage, or more, per week (apprentices are also eligible if they earn the equivalent of 16 hours at the apprentice minimum wage).

You may also be eligible if you, or your partner, are:

- on maternity, paternity, adoption leave, or on statutory sick pay;
- or you are unable to work because you are disabled or have caring responsibilities;
- or if you are self-employed or on a zero hours contract and expect to meet the earning criteria on average over the next three months;
- or if you are not currently working, but are expecting to take up paid work within 14 days, as long as you expect to meet the income criteria over the coming 3 months.

You will not be eligible for the 15 hours childcare if you, or your partner, each individually expect to earn £100,000 adjusted net income or more.

Accessing EYFE for Working Families

To access the EYFE for Working Families for both 2, 3 and 4 year olds, you must obtain an 11-digit eligibility code before the start of the term you wish to claim for on the government website. This code must be renewed every three months. If your circumstances change and you are no longer eligible for the EYFE for Working Families you will enter into a 'Grace' period which means that your child can continue the 15 or extended hours until the end of term.

For further information please go to <https://www.childcarechoices.gov.uk/>

Early Years Pupil Premium (EYPP) Funding

The Early years pupil premium (EYPP) funding is additional funding for early years settings to improve the education of disadvantaged 2, 3 and 4 year olds who are in receipt of the 15 hours free childcare. To be eligible to receive this additional funding for your child's setting you need to be in receipt of one or more of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part six of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit) and have an annual gross income of no more than £16,190
- Working Tax Credit run-on, which is paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - your household income must be less than £7,400 a year after tax not including any benefits you get.

You may also get early years pupil premium if your child is currently being looked after by a local authority in England or Wales or if your child has left care in England or Wales through:

- Adoption
- Special guardianship order
- A child arrangements order

In line with the intended use of the EYPP, Peter Pan Playgroup will use the amount to enhance practice and provision through a variety of channels. Spending may include:

- Staff training
- Educational Resources
- Enhanced provision in an identified area, based on the child.

Our setting will ensure that the EYPP reaches the groups of children for whom it is intended and that it makes a significant impact on their developmental outcomes. The EYPP will be used to provide additional resources and staff development to enable us to meet the needs of the child/children it is intended for. We strive to offer the best possible outcomes for every child and the additional funding will facilitate this. We aim to address any underlying inequalities between the children who are eligible for EYPP and the rest of the children in the setting.

At Peter Pan Playgroup, we pride ourselves on the relationships that we form with our parents. We want parents to be involved in the decisions that affect their children, and for this reason we will endeavour to consult parents about any expenditure that uses the EYPP funding entitlement. Each child is assigned a key person who understands the individual needs of the child. It is with their help that we will identify barriers and provide ideas that will help the children who receive EYPP benefit from this extra funding.

Disability Access Fund (DAF)

The Disability Access Fund (DAF) is funding for early years providers to support children with disabilities or special educational needs. It supports providers to make reasonable adjustments to their settings.

It is available to the setting if your child meets the following criteria:

- the child is in receipt of child Disability Living Allowance (DLA); AND
- the child receives Universal EYFE funding for 3 and 4 year olds.

This is a one-off payment per year. Your child does not need to take up the full EYFE funding hours for the setting to receive this payment. Please indicate on the Parent Declaration form if you are in receipt of DLA.

Payment of Fees

An invoice will be raised at the beginning of every half term. Payment should be made by internet banking (details will be on your invoice), cheque made payable to Peter Pan Playgroup, or cash. This should be paid promptly within two weeks of receipt or by the date on the invoice.

Fees that remain unpaid will incur a 10% charge until the debt is cleared. Failure to pay fees may result in your child's place at Peter Pan Playgroup being withdrawn and legal action taken to recover the amount due. Should a parent/carer have problems paying their child's fees on time they should speak in confidence to the Playgroup Manager or Administrator (a contact number will be on the invoice).

If your child attends the Playgroup outside of their allocated 15 or 30 hours per week over 38 weeks, they are not entitled to funding or if they use their EYFE hours elsewhere, then an invoice will be raised for the balance to be paid. The payment needs to be made by the stated date or you may risk losing your child's space at the Playgroup.

Fees will be payable if the parent/carer fails to return their Universal EYFE Parent Declaration with a copy of their child's passport or birth certificate and the Playgroup is, therefore, unable to claim the funding.

If you no longer require a place at Peter Pan Playgroup, we need half a term's notice in writing or the fee is payable.

Please remember to inform Playgroup if you are going to be on holiday during term time. Fees are still payable should a child be absent for any reason.

Please note that any overpayment of fees or refunds due up to £10 will be carried forward to the next half term's fees. If the amount overpaid or to be refunded is over £10 or this is your child's last term with Peter Pan then a full refund will be made.

Additional Help With Fees

Tax-Free Childcare

- For working families, including the self-employed, in the UK
- Earning under £100k and at least the equivalent to 16 hours at the National Minimum or Living Wage each week
- Who aren't receiving Tax Credits, Universal Credit or childcare vouchers
- With children aged 0-11 (or 0-17 if disabled)

For every £8 you pay into an online account, the government will add an extra £2, up to £2,000 per child per year or £4000 if your child has special educational needs or disabilities.

Universal Credit Childcare

You may be able to claim back up to 85% of your eligible childcare costs for children under 16 (17 if in full-time education), if you are eligible for Universal Credit, up to a maximum amount for one, two or more children each month. You (and your partner if you live with them) will usually need to be working (unless one of you has a disability or health condition that prevents them from working), self-employed, or have a job offer.

You can claim back after you have paid for the childcare by informing the DWP through your Universal Credit online account, provide evidence, and you will usually be reimbursed through your Universal Credit payment. Universal Credit Childcare can be used alongside the EYFE but cannot be used alongside Tax-free Childcare, Tax Credits, childcare vouchers.

Further details where you can find out if you are eligible for any of these benefits, and/or you can also apply using the website <https://www.childcarechoices.gov.uk/>

Care To Learn

This scheme can help with childcare costs while you study. You must be aged under 20 at the start of your course, be the main carer for your child, are a British citizen or have a legal right to live and study in England, and your course qualifies and can be used alongside the EYFE as long as you meet the eligibility criteria for EYFE. (See <https://www.gov.uk/> for further details.)

Learner Support

This scheme can help with childcare costs if you are 19 or over and in further education and facing financial hardship. (See <https://www.gov.uk/> for further details.)