

Admissions policy

At Little Learners we welcome all children and families within the city and surrounding areas.

Little Learners is open 51 weeks of the year and is open Monday to Friday 7.30am to 6.00pm

- Prospectus, price list, policies/procedures are available upon request or can be viewed and downloaded on our website www.littlelearnersdaycare.co.uk.
- Information about our nursery is available from our website: www.littlelearnersdaycare.co.uk or by contacting the setting. You may also find information under childcare section on the Portsmouth city council website.
- When Little Learners occupancy is full, we ask that potential parents call to check in about our occupancy.
- We are registered for 63 children from 3 months to 8 years
- All parents/guardians must complete a registration form, Via Nursery in a box which is an online system, we have terms and conditions that forms your contract with little learners this can be viewed on our website or if you prefer we can email you your own copy, when you start little learners day care you will also have a form to sign to agree for us to share information with our local authority and outside agencies.
- We also have an online system called Nursery in A Box where the parents have their individual password to review their child's progress and received daily information, this system also has a section where you can message the setting.
- We require a copy of your child's birth certificate and proof of your address (where the child lives).
- Parents must inform us of any changes to their personal information (this helps us maintain personal documents and keep allergies etc... up to date)
- Parents can update their personal information as and when via Nursery in A Box or send the setting a message to update the information for them.
- All parents must read our policies and procedures during their settling in period, available on website, under parent information – Documents.
- Before your child starts at Little Learners, we recommend your child comes along for settling in sessions. We offer up to four hours free which can be used how you feel is best for your child.
- Your child will have their own keyworker who will work closely with your child, and during your settling in sessions they will ask you to complete an 'All about me' form and a starting point assessment so we can set next steps for your child. This gives us a starting point for your child.

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Also, if your child has any additional needs or special educational needs or disabilities, the manager/SENCO will complete an in-depth additional support action plan (ASAP), this will be reviewed every 6/8 weeks and parents are always made aware on what your child is working towards. There is also a section on our registration form that ask about SEN, please also see our SEND policy.

- Home visits are also available if requested.
- Before we can offer your child a place at Little Learners a deposit **MUST** be paid before your child starts, this is paid via BAC's, we will send you a deposit invoice with all the details. This is to keep your child's place at Little Learners and is only refunded if your child attends the nursery for a minimum of 1 month. Your deposit is refundable when your child leaves Little Learners, we require one months written notice when your child is leaving, and your deposit will be used to cover your last two weeks. if you have not given notice and leave without notifying us, we will keep your deposit.
- Fee's **MUST** be paid by the 6th of each month via Bacs this account is different to the deposit account all fees are paid in advance, and you will be invoiced via Nursery in A Box all bac's details are on the invoice.
- All fees must be paid on time otherwise a 15% surcharge will be applied after the 6th of the month.
- Invoices are sent out on the last day of the current month ready for the following month.
- If fees are not paid, your child's place at Little Learners will become vacant and we will use your deposit as part payment and any outstanding fees will be invoiced to you.
- The nursery will be closed over Christmas for one week, closing on Christmas Eve at 4:00pm and re-opens on the first working day in January. We are also closed on normal Bank Holidays. No fees are charged for these closures. Unique bank holidays are still chargeable.

NEG Nursery Education Grant:

9 months and 2 year old funding:

Working families may be entitled to 15 funded hours per week for 38 weeks of the year. We however stretch the funding, using 11 hours per week over 51 weeks of the year.

You can apply for the funding here: [Apply for free childcare if you're working - GOV.UK](#)

Low income/non-working families 2-Year-Olds Funding

Parents and carers who may be entitled:

You can apply if you receive at least one of the following:

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- Income Support
- Income based Jobseeker's Allowance
- Income related Employment and Support Allowance
- Child Tax Credits and an income of less than £16,190
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit

Here is the link to apply: [Synergy - Enquiry](#)

Children looked after by the local authority may also be eligible.

For further information please search [Homepage | HMRC Childcare Choices](#)

Working families funding 9 months -2 years:

Currently available for children aged 2-4 years

Up to 15 hours of early education over 38 weeks of the year for 2 year olds.

Can be used flexibly with one or more childcare providers.

We 'stretch' the hours over 51 weeks, using fewer hours per week, 11 hours per week.

From Sept 2024 - Up to 15 hours for eligible working families in England with a child between 9 and 23 months old.

From Sept 2025 - Up to 30 hours for eligible working families in England with a child from 9 months old up to school age.

3- and 4-Year-Olds Funding

Every 3 year will be entitled to funding the term after their third birthday. E.g., if your child's birthday falls between 1st January and 31st March they will be entitled from April (spring term), 1st April and 31st August they will be entitled from September 1st September and 31st December they will be entitled from January.

How much childcare is available?

If eligible, your child will receive up to 15 hours of childcare per week, for up to 38 weeks of the year this in total is 570 hours per year, summer term is 13 weeks, Autumn term is 14 weeks, and Spring term is 11 weeks. Here at Little Learners, we are open for 51 weeks of the year. We only offer limited funded only spaces, funded only sessions are between 9am and 12pm and 1pm and 4pm only. Any parents doing above and beyond those hours will be expected to pay full price in the holidays. To make it clear if any child attend earlier or later than 9am-12pm or 1pm-4pm will become a paying parent and will therefore be expected to pay a deposit and for the sessions in the holidays.

We have limited term time places, which are offered on a first come first served basis. Term time only places can also be refused if there is a child wanting to attend all year around.

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All parents are asked to provide original copies of their child's birth certificate and proof of their home address (utility bill). And proof of eligibility for 2-year-old funding and 30 hours funding.

Little Learners will retain paper or digital copies of documentation to enable the local authority to carry out audits and fraud investigations.

Parents are asked to complete a funding form every term (every January, April, and September)

If a child is only attending their funded hours and leave Little Learners for whatever reason, we still require 4 weeks written notice. This is so we can complete the relevant paperwork.

30 Hours Funding

The 30-hour Funding is available to working families, both single parent families and 2 parent families are entitled to 30 hours childcare if they are working, earning the minimum wage or the equivalent of £120.00 per week and earning no more than £100'000.00 each per year.

To check if you are eligible, you can apply online by following the instructions on www.childcarechoices.gov.uk

You can apply for the funding 16 weeks before your child turns 3 years old and can be used the term after they turn 3 years old.

Contact HMRC regarding any queries or appeals on 0300 123 4097 as Little Learners and the local authority are unable to answer any queries relating to the online application system.

The code you are given from HMRC will need to be re-validated every 3 months to ensure that your 30 hours funding can continue for the next term.

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.

Little Learners will inform you 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.

Little Learners will make arrangements with you regarding ending, or you are making alternative payments for your extended 15 hours.

How you can use the 30 hours funding with Little Learners Day Care:

Little Learners will be stretching the funding over the year. This is how it will work:

2 days attending 8.30am-4.00pm and 1 day attending 9am-4pm

Any hours before or after the times stated above will be required to be paid for. The cost per hour is £6.50 (we do not offer half hour rates).

There are consumable charges in place those who are in receipt of funding, please see our fees list and terms and conditions.

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Claiming for the Funding:

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 the Manager 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 go to <https://www.portsmouth.gov.uk/ext/documents-external/edu-earlyyears-pupil-premium-disability-access-fund.pdf>

Waiting list

We only allocate a limited amount of funded only spaces as we are an all-year-round provider the funded only sessions are from 8.30am-4.00pm, Priority will go to parent's who will be paying in additional fees and using more hours than a totally funded child.

If funded only places are available for all applicants, we will allocate places in the following priority order:

- Paying parents have priority
- In order of date application received (starting from the earliest).
- Children who have a sibling at the setting.
- Looked After Children (children in public care and as deemed under Section of the Children Act 1989)

*You must provide written evidence from relevant registered professionals i.e., a social worker. The evidence must demonstrate why our setting is more appropriate and what difficulties would be caused if your child were to travel to and attend alternative settings.

The waiting list will be maintained by the Management Team.

Deposit:

No deposit is charged to funded only children unless you have additional hours, or you pay in the school holidays. Should you choose to access additional paid hours or pay in the school holidays, we will charge a deposit of 2 weeks to secure your child's place. This would be refunded when your child leaves little learners day care.

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Notice Periods

Parents **MUST** give terms notice period for any funded and paid hours when deciding to withdraw their child from Little Learners and will be invoiced for this period in the usual way. As we are paid termly for all funding.

Optional additional hours

If you require any additional hours these may be purchased, please view the price list to view your options. Additional hours can only be added where available. We do not charge a top up on your nursery educational grant, only if your child attends more than the funded amount of hours.

Invoices

Little Learners 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 are for additional hours, our invoices are available for you to check via Nursery in A Box.

For all children in receipt of funding will have a consumables charge for the food, nappies, wipes etc.... More information can be found on our website in the terms and conditions.

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 The Management team using the normal complaints procedure.

This admissions policy was reviewed by Vicky George Manager 13th January 2025 *V. George*
next review is due January 2026