

## **4.1 Admissions**

Patchwork aims to be accessible to children and families from all sections of the local community. It aims also to ensure that all sections of the local community have access to the facilities and services offered through open, fair and clearly communicated procedures. Regular consultation with families ensures that a broad range of family needs are accommodated.

Patchwork operates 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. Children and/or parents with disabilities are supported to take full part in all activities.

### **Aims of the Policy**

The aim of this policy is to make clear:

- the opening hours and the session options available to families.
- the process for securing a funded place at Patchwork Day Nursery
- the fees and charges applicable

### **Capacity of the Facilities**

Patchwork comprises two buildings, a nursery for children aged 6 months to 3 years and a pre-school for children aged 3 years and 4 years. The Nursery at Patchwork has a capacity of 21 children and the pre-school a capacity of 24 children.

### **Opening Times & Sessions**

Patchwork is open from 8 am to 6 pm Monday to Friday and places are available on a full-time or part-time sessional basis. It is open 50 weeks per year, closed only on Bank Holidays, for seven working days over the Christmas and New Year period and for three INSET days for staff training and development.

### **Admissions**

A waiting list is kept and is compiled on a first come first served basis and places are offered as vacancies arise.

In the Nursery all places are for 50 weeks except for children of the staff of the Perins MAT, whilst in the pre-school places can be for either 50 weeks or a 38-week Term time only placement.

Children can start their education at any time during the year but must give 4 weeks' notice in writing should they wish to terminate their placement at Patchwork Day Nursery.

Parents of non-funded children are expected to pay for their child's place regardless of illness or holiday, Patchwork will claim the funding for funded children for these days. Where possible children will be offered an alternative session.

In event of an unexpected closure of Patchwork, due to circumstances outside of our control, parents will not be entitled to a refund.

#### Staff at the Perins MAT

Staff who are employed by the Perins MAT are entitled to a 20% discount in childcare fees, as well as the option of having a term-time only place in the Nursery, as well as the Pre-school.

### Fees and Charges

#### Standard Fees

The standard fees for sessions at Patchwork are set out below:

Table 1: Nursery Sessions and Fees

Morning session	8.00 am to 1.00 pm	£38
Afternoon session	1.00 pm to 6.00 pm	£38
Full day	8.00 am to 6.00 pm	£65
Hot Lunch	12 noon to 1.00pm	£2.80

**Note: There is also a £50 non-refundable registration for children entering the Nursery**

Table 2: Pre-school Sessions and Fees

Morning session	8.00 am to 1.00 pm	£38
Afternoon session	1.00 pm to 6.00 pm	£38
Full day	8.00 am to 6.00 pm	£65
Hot Lunch	12 noon to 1.00pm	£2.80

Patchwork issues monthly invoices in advance (the first Friday of the month) which must be paid by the 1<sup>st</sup> of the preceding month

## Early Years Funding

All three-year-olds are entitled to fifteen hours of Early Years Education funding per week up to 570 hours a year from the term after their third birthday, known as universal funding. These hours can be used in term time only.

Table 3. Availability of EYE funding

<b>Your child's date of birth</b>	<b>Availability of Free Early Education Entitlement funding from the Government</b>
Children born between Sept 1st -Dec 31	Funding starts the following January
Children born between Jan 1st -March 31st	Funding starts the following April
Children born between April 1st -Aug 31st	Funding starts the following September

Parents are required to complete a Parent Declaration form each funding period to agree the number of funded hours being claimed. These hours may be shared between more than one childcare provider.

Some three-year-olds may be entitled to thirty hours of Early Education Funding during term-time if they have working parents. This is known as extended funding. Parents can see the eligibility criteria at:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

Parents wishing to make use of this offer will need to provide a 30-hour eligibility code once they have registered via the HMRC website. The funding codes must be in place the term before the funding is due to commence and renewed before the grace period expires. Parents will also need to supply their National Insurance Numbers to enable Patchwork to access the extended funding,

Table 4. Availability of extended funding

<b>A valid successful 30 hour application made between:</b>	<b>Earliest date the entitlement can be claimed:</b>
1 January - 31 March	1 April
1 April - 31 August	1 September

1 September - 31 December	1 January
---------------------------	-----------

The term time dates covered by the funding comprise Hampshire County Council Council's published term dates 1st September to 31st August, see

<https://www.hants.gov.uk/educationandlearning/schoolholidays>. The funding periods are as followed.

- Autumn Term - the 1<sup>st</sup> September to 31<sup>st</sup> December
- Spring Term - the 1<sup>st</sup> January to 31<sup>st</sup> March
- Summer Term - the 1<sup>st</sup> April to 31<sup>st</sup> August

The purpose of government funding is to provide high-quality, flexible early education and childcare. The government guidelines state that funding should not be used for consumables (such as food and materials) or additional services (including enrichment opportunities) and that it is appropriate for providers to charge for these – see the DfE publication, Early Education and Childcare Statutory Guidance for Local Authorities – March 2018.

We believe that the educational opportunities offered by Patchwork are exceptional and we want to be able to continue to offer these to all our children.

To be able to offer a wide range of extra services and enrichment opportunities we ask all parents to pay a daily charge based on the number of sessions booked. These charges cover:

- Food: Breakfast, a morning and afternoon snack, tea, drink
- Enrichment activities including those through The Perins MAT, Spanish, sports, Maths sessions, Literacy sessions
- Trips offsite - visits to local community locations

**Table 5: Enrichment charge – Term time only**

<b>Morning session</b>	8.00 am to 1.00 pm	Includes breakfast, morning snack,	£5.00
<b>Afternoon session</b>	1.00 pm to 6.00 pm	Includes tea, afternoon snack	£5.00
<b>Full day</b>	8.00 am to 6.00 pm	Includes breakfast, all snacks, tea	£10.00
<b>School day</b>	9.00am to 3.00pm	Includes morning/afternoon snacks	£6.00
<b>Hot lunch</b>			£2.80

**Note: Children attending the school holidays will be charged the standard fees in Tables 1 and 2 as applicable**

### **Free places**

To help ensure that the Patchwork experience is as inclusive as possible to all members of the community parents of funded children can apply for a place which is free of the enrichment charge. These places will be allocated using criteria based around the family's financial circumstances and additional or educational needs of the child, in line with both the criteria used to define Early Years Pupil Premium and the policies of the Perins MAT, see Perins School Charging and Remissions Policy and Sunhill Junior School Charging and Remissions Policy.

Parents should apply in writing, using the form in Appendix A and each application will be considered on a case-by-case basis by the Pre-school Manager and a member of The Perins MAT Trust Board.

Patchwork Day Nursery and  
Pre-school

This policy was adopted by

On

---

7<sup>th</sup> November 2022

Date to be reviewed

---

7<sup>th</sup> November 2023

Signed on behalf of the provider

---

*Michelle Osman*

Name of signatory

---

Michelle Osman

Role of signatory (e.g. chair, director or owner)

---

Nursery Manager  

---