



# PENBRIDGE NURSERY ADMISSIONS POLICY

2025-2026

Penbridge Infants & Junior School

Part of the Thinking School's Academy Trust

Date of determination September 2025

Review Date July 2026



CHILD FIRST – ASPIRE – CHALLENGE – ACHIEVE

## **PENBRIDGE NURSERY SCHOOL ADMISSIONS POLICY 2025-2026**

Penbridge Nursery is open 8.30am – 3.00pm Monday – Friday, term time only. Penbridge Nursery offers 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. We only except children with the 2-year disadvantage funding and not the 2year working funding.

Penbridge 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.

### **Early Education Funding**

Penbridge Nursery welcomes children in receipt of Two-Year Funding, the Universal funding for three- and four-year olds and the extended entitlement (30 hours) for three- and 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/childcareguide.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.

Penbridge Nursery 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.

Penbridge Nursery will make arrangements with you regarding ending your extended 15 hours. Contact HMRC regarding any queries or appeals on 0300 123 4097 as Penbridge 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 the Nursery, 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/services/schoolslearning-and-childcare/early-years-and-childcare/early-educationfunding-andprocesses/early-year-pupil-premium-and-disability-access-fund-2/>

## **Registering your place at Penbridge Infant School.**

To apply for a place at Penbridge Nursery you must complete and return your application form to the school 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 provide original copies of documentation to confirm that your child is eligible for two-year-old funding

(eligibility code) or three- & four-year-old extended funding (eligibility code). Penbridge Infant School and Nursery 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. **Waiting list**

If there are not enough places available for all applicants, we will allocate places in the following priority order:

- Looked After Children (children in public care and as deemed under Section of the Children Act 1989).
- Staff working at the school who have children and fulfil the eligibility for funding.
- In order of date application received (starting from the earliest).
- Children who have a sibling at the setting.
- Children who will have their fourth birthday during the academic year for which they are applying to school and would only have the opportunity to benefit from three terms of nursery education.
- Children who have exceptional medical or social grounds.\*
- Children who live nearest to the setting measured as the crow flies i.e. in a straight line from the centre of the home residence to the main entrance of Penbridge Infant School and Nursery.

\*You must provide written evidence from relevant registered professionals i.e. a doctor or 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 Nursery manager and the school office.

## **Shared Care**

If we are unable to offer you a place for all your entitled funded hours, you may wish to share your early education funding with another local provider. We work in partnership with the following providers to enable eligible children to access their full entitlement with planned transitions:

Little Learners, Park Lodge, 28 Clarkes Road, Fratton Tel No. 023 9275 6104, email [littlelearners04@yahoo.co.uk](mailto:littlelearners04@yahoo.co.uk)

or contact the family information service [FIS@portsmouthcc.gov.uk](mailto:FIS@portsmouthcc.gov.uk)

### **Deposit**

No deposit is charged to secure your child's place where you are only using funded hours.

### **Notice Periods**

Parents are required to give a **4 week notice period** for any funded hours when deciding to withdraw their child from Penbridge Nursery.

### **Top-up Fee**

Penhale Nursery will 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.

### **Additional Voluntary charges**

If your child is staying for lunch, they must bring a packed lunch (no sweets, chocolate, nut products or fizzy drinks/cans).

If your child needs to be changed on a regular basis, you must supply nappies/pull ups and wipes/creams) in a labelled bag (not a plastic bag).

### **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 Head of School using the usual complaints procedure which is available on the school website or in the school office.