

SVPS Admissions Policy



Introduction

SVPS is a charity community provision providing early years education for children aged 2+-4 .

We do not distinguish between children sourcing FEL funding and those whose parents are paying for sessions.

We reserve the right to vary this subject to significant changes to the government funding model expected September 2023 and after.

We do monitor intake by age to ensure we have manageable daily adult:child ratios.

We are able to set our own attendance patterns and requirements subject to the requirements of the Sheffield City Council Code of Practice for funded places.

Entitlement to a funded place does not guarantee a place at SVPS or a particular pattern of attendance.

1. Types of funded place

2 Year FEL (subject to strict eligibility)

- is on a case by case basis to allow us to ensure we are operating within ratio.
- is from the full term/funding period after their 2nd birthday to mirror the FEL funding for 2 year olds.
- at managerial discretion and subject to the child's ability to manage in the pre-school environment.

Universal FEL for 3&4 year olds

- is from the full term/funding period after their 3rd birthday.
- at managerial discretion and subject to the child's ability to manage in the pre-school environment.

Extended FEL,

- Aka "30 Hours", for 3&4 year olds (subject to eligibility, code issued by HMRC)
- We will monitor the uptake of 30 hour places to ensure a maintainable balance of places exists.
- Where there is strong demand for 15 hour places we reserve the right to prioritise 15 hour places over 30 hour places to ensure as many children as possible obtain a place at their chosen EY setting.

2. Charges

- All funded sessions are free at source. We reserve the right to charge for additional items such as snacks as allowed by the Sheffield funding policy. Such charges are currently Voluntary.
- Those taking a funded place will be charged for sessions above the FEL limit of 15 hours or EFEL limit of 30 hours.
- We reserve the right to introduce fees for additional services for those places provided as part of the above three funding strands as allowed by the Sheffield city Council Code of Practice.
- All privately paid fees are currently inclusive.

Please see our How to pay page in your welcome pack regarding different methods of payment.

3. Allocation of Places

We do not guarantee an offer of a place. Places are allocated according to staff ratios and ages of the children attending each day. This can mean that we will be unable to offer a place on a set day.

We are currently unable to hold open places for children wanting to delay starting at SVPS at times other than the start of the academic year in September due the significant loss of fees this results in.

We retain the right to offer delayed places subject to large vacancy levels through the year. This will be capped at 1 place per child. The held period should not exceed one full term. This will be at managerial discretion. Places held in this manner are limited. We will operate a waiting list from which remaining places will be allocated at the start of the next full term.

We reserve the right to refuse a place to ensure a good balance of ages is established. And that we meet our legal requirements and remain in ratio.

Delayed entry to school

- Children delaying or deferring entry to reception who have previously attended SVPS will be considered on an individual basis.
- Parents will be required to provide additional information to support their request so that SVPS can fully assess their ability to fully meet the child's needs.
- We will pay attention to SVPS's ability to meet the requirements of the EYFS and, the effect on the age range of children in attendance, and any other relevant legal and educational requirements

4. Supporting access to Extended FEL ("30 Hours")

From time to time it's possible that we will be unable to meet parental need for 30 hours funding, down to limited selection of sessions or no sessions being available. Jack + Jills and Loxley Nursery have agreed to provide overspill place to parents who may require additional place subject to availability. We have agreed procedures for information sharing and transition in such cases.

5. Flexibility

FEL funding is available between 9-00 am and 3-00pm. Hours either side of these core hours are funded by parents at the current rate which can be obtained from your welcome pack.

FEL funding is available over 38 weeks per academic year.

Please be aware all places funded or otherwise require 4 weeks notice, to terminate/swap to another provider.

6. Oversubscription

The following order of priority is proposed in order to support childcare for those in greatest need when the demand for places outstrips the places available:

1. Looked After Children and previously Looked After Children*
2. Special Educational Need or Disability (SEND)
3. Vulnerable children
4. Parent with exceptional need
5. Sibling at the same setting

6. Proximity to the setting

See Appendix 2 for definitions and supporting notes for terms 1-5.

*The priority for children who are in care is mandatory under the FEL Code of Practice.

We would also expect children with Special Educational Needs or a Disability to be given priority and for settings to access the available support and training to deliver that service effectively. Please see Appendix 3 for links to the Equality Act 2010 and Special Educational Needs and Disability (SEND) Code of Practice 0-25.

Any review or appeals process should be clearly explained in this section.

7. Waiting Lists

Once all available places have been allocated, unsuccessful applicants will be placed on a waiting list. We will follow the same priority order as oversubscriptions.

Once a child is on the waiting list, the oversubscription criteria should take precedence over the length of time the child has been on the list. Our availability to provide places as always is in addition to the listed criteria dependent on available places meeting parental need.

Appendix 1: Example breakdown of charges for parents/carers

	Options available			
	15 hours Funded Early Learning (Universal offer)	30 hours a week Funded Early Learning (Universal offer plus Extended Entitlement)	Earlies and/or Lates	Funded Early Learning plus Privately Paid For Childcare
Applicable charges	No charge	No charge for the Universal offer	Fees payable	No charge for the funded hours
		No charge for the Extended entitlement. Subject to availability - places will be allocated according to our admissions policy.	£8 for earlies per day	£18.50 per session in excess of funded entitlement
	Small chargeable fees for snacks 30p per day wef September 2023 Parents to provide all nappies and creams as and when required. Parents to provide a packed lunch.			

Appendix 2: Oversubscription Criteria: supporting notes

Looked After Children

This includes children who are currently in care and children who were previously in care but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

All children in this category are given equal status by the Local Authority regardless of their current circumstance.

Special Educational Need or Disability (SEND)

This includes children with an Education Health Care Plan (EHC) or children in receipt of Disability Living Allowance (DLA).

Vulnerable children

Children who are subject of a recognised child protection plan.

Parent with exceptional need

This includes children with a parent who has a medical need affecting their mobility and the setting is the nearest to the family home.

Sibling at the same setting or school attached to the setting

This includes all children living together as a family at the same address. In the case of twins, triplets etc. the siblings should be placed together. Consideration should be given to families where another child is already attending at the same location, whether that be the nursery setting or an older sibling attending school.

Appendix 3: Legislation

Equality and inclusion is a key part of the aspiration underpinning the FEL entitlements, particularly for disadvantaged families, looked after children, children in need and children with special educational needs or disabilities.

The Special Educational Needs and Disability Code of Practice: 0 to 25 years July 2014 is available online: <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

For wider legislative requirements protecting against discrimination, refer to the Equality Act 2010: <http://www.legislation.gov.uk/ukpga/2010/15/contents>