



SURBITON

HIGH SCHOOL

Early Education Funding

Aims and Ethos

Surbiton High School aims to **inspire, encourage and empower** our young people to discover and embrace their individuality in an intellectually rigorous academic environment. Balanced with outstanding pastoral care, our students become compassionate, respectful, courageous, and inquisitive members of the community, living out the School's motto: *Amor nos semper ducat* (May love always lead us).

Our Values

We are compassionate:

We are kind and we care, in both thought and action. We consider those less fortunate and strive to support and offer aid. We are mindful of the gentle power of positive actions. We support and encourage those around us.

We are respectful:

We respect all people equally. We respect ourselves, our learning, our community, our environment, and the planet we all share. We strive to act with respect and integrity in all things. When we disagree, we do so respectfully.

We are courageous:

When challenged by our fears we are determined, not deterred. We call on resilience for strength when in the heat of the struggle. We bravely chase our dreams and fight for what we believe. When we fall, we pick ourselves up and forge forward.

We are inquisitive:

We understand that a thoughtful question is the key to unlock understanding. We believe where answers provide ends, questions pose exciting beginnings. We are eager to explore, we question to discover, we are curious to learn more of the world at large.

We are a community:

We are united - with a common focus. We value belonging to a wider community: our school community, our local community, our global community. We are inclusive of all, no matter our differences. We value and nurture the connections we form.

We achieve these aims through our *Charter for Happiness and Well-being*. Our pupils:

- **are inspired to deploy their highest strengths to tackle all situations**, developing a growth mindset and a can-do attitude, equipped with the tools to maximise their positive emotions
- **are encouraged to find their niche**, to be fully engaged in educational activities and to meet the highest challenges that come their way



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- **are coached and encouraged to develop strong relationships**, to be empathetic and responsive to the needs of themselves and others
- **are empowered to lead a meaningful life**, to be able to understand what their goals are and to know what they are striving for
- **are empowered to draw strength from celebrating their accomplishments**, in order to tackle new challenges

We achieve these aims through our inculcation of *Learning Habits*. Our children:

- **are inspired in their thinking**, to ask questions, to make connections, to imagine possibilities, to reason methodically and to capitalise on their resources
- **are encouraged to be emotionally invested in their learning**, persevering in the face of difficulties, noticing subtle differences and patterns, managing their distractions, and becoming absorbed in their learning
- **are empowered to be fully involved in their learning**, growing in interdependence, collaborating effectively, listening empathetically to others, and imitating their learning habits
- **are inspired, encouraged, and empowered to be productive**, planning their learning in advance, revising and reviewing their progress, distilling important information, and developing their own meta-learning.

United Learning and the United Church Schools' Trust

Surbiton High School is part of *United Learning* and the *United Church Schools' Trust*. The School has an Anglican foundation, valuing its Christian heritage whilst welcoming staff and children from all faiths and none. We share with United Learning its core mission statement "to bring out the best in everyone". We are committed to the aims of United Learning, including its *Framework for Excellence*, which can be found at: www.unitedlearning.org.uk

Policy Statement

This policy is written, and the Early Education Funding delivered, with regard to the relevant statutory and local authority guidelines. Such guidelines are subject to updates. At Surbiton High School we aim to ensure that funding is delivered in a way which best supports parental access, whilst still ensuring the future sustainability of the school.

This policy should be read conjunction with:

- Admissions Policy
- UCST Terms and Conditions

Eligibility for Early Years Funding

A child is eligible to receive Early Years Funding for up to 30 hours per week until the Term in which they turn 5 years old. The hourly rate is determined by the Local Authority and is currently £5.95 per hour for the Kingston Upon Thames Local Authority. The School will apply for this funding on behalf of a parent. For us to do so, we are required by the Local Authority to obtain an application form from each parent. We are



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also required to obtain documentary evidence of a child's date of birth. Due to timings of the payments from the Local Authority, Early Years Funding is deducted from the Termly Fees Invoice in arrears, starting from the Spring Term Invoice.

The Government has offered an additional 15 weeks' funding, in certain circumstances. Parents can visit www.childcarechoices.gov.uk to find out about the different childcare offers for them, check eligibility for the 30 hours and generate an eligibility code.

Further information can also be found on the Local Authority's website; www.afcinfo.org.uk

1. Admissions

Admissions to the School are made upon completion of the application process. This begins by completing the online Application Form found on our website. On application, parents must provide evidence that their child has permission to study in the UK. Non-UK/EEA Nationals should provide a copy of the applicant's passport and visa to show their current status and the dates of study and expiry of study.

Boys' Prep School

Registration for entry to Reception at our Boys' Prep School for 2025 onwards can be made at any time (but not before birth). On receipt of the completed application form and the non-returnable fee of £150 parents receive written confirmation of their son's Reserved Place, providing no waiting list is in operation. A formal confirmed offer will follow in February of the year prior to entry and a non-refundable deposit will become due by end of February. On receipt of the acceptance form and payment of the £1000 deposit, it will become a Confirmed Place. When confirmed pupil numbers reach our maximum class size, we will then add a child's name to our waiting list and a confirmed place entry will be offered, where possible, after the closing date.

Girls' Prep School

Registration for entry to Reception at our Girls' Prep School for 2025 onwards can be made at any time, prior to 1 November the year before entry (but not before birth). There is a non-returnable application fee of £150. Once registered, children are invited to attend a 'Stay and Play' session in School, during November or early December of the year prior to entry. This session will allow the child to explore our fun and exciting learning environment, meet our inspiring staff and get to know other prospective pupils and allow us to observe your daughter in our Early Years setting. Offers of places are made following the 'Stay and Play' session.

Sibling Priority

Whilst we welcome applications from siblings of children who already attend the School, places are allocated on merit only. When allocating places, priority is given to siblings and the children of members of the School community or part of the United Learning group of schools, who have performed to the required standard in the entrance examinations. A sibling is defined as a child sharing at least one natural, adoptive parent or stepparent with another child who is currently a pupil at the School, or who has accepted a place at the School.



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1. Delivery and Charges

Early Years Funding is available for 15 hours per week over the term-time period at a rate per hour determined by the Local Authority. Due to the timing of the payments from the Local Authority, Early Years Funding is deducted from Fees Invoices in arrears. Details of School Fees can be found at www.surbitonhigh.com/admissions/fees

2. Additional Charges

Upon acceptance of a place at the school a deposit of £1000 is payable. Please refer to www.surbitonhigh.com/Fees for further information about the deposit and school fees.

3. Parental Declaration

In order to receive Early Years funding, parents must complete a declaration, provided by the School, each term within deadlines. Receipt of the funding is dependent on this form being completed.

4. Queries and Complaints

At Surbiton High School we aim to work in close partnership with parents and ensure relationships are based on mutual respect. To this end, we want to know when things are, in the view of parents and/or pupils, not going right. If parents have any concerns about any aspect of their son or daughter's education, we ask that they contact a member of staff as soon as possible. Parents are assured that all such expressions of concern will be treated seriously and followed up courteously and promptly. If you have a query or complaint in the first instance you should contact the Head of the Girls' Prep or Boys' Prep School. The School operates a three-stage formal complaints procedure which can be found on the [School website](#).

Should a complaint not be resolved to your satisfaction you may contact Achieving for Children Early Years Team at early.years@achievingforchildren.org.uk



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5. Document information

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