



ADMISSIONS POLICY

Introduction

It is the aim of the Pre-school to give genuine access to all children and their families based on the ratio of children to staff authorised by Ofsted. We welcome children who are 3 or will be turning 3 during the term they wish to start. We are a community resource and do not discriminate between children's backgrounds or place of residence when allocating places. If additional support is required for a child to attend the setting, or if a child has special medical needs, the pre-school will work with the parents/carers and other relevant professionals prior to admission and will aim to accommodate individual needs.

Purposes

- To ensure a fair system of admitting children to the Pre-school
- To ensure that all places are filled
- To ensure that all children receive the appropriate induction to the Pre-school

Guidelines

- Pre-school's policies & procedures are available to everyone.
- We welcome children who are 3 or will be turning 3 during the term they wish to start up to the age of 5.
- It is preferred but not crucial that children are toilet trained before starting Pre-school.
- All enquiries should be directed to the Pre-school Administrator.
- Parents are informed about our procedures for allocating places.
- We do not offer discounts to siblings.

Waiting list and allocation of places

The waiting list is kept by the Pre-school Administrator and is kept in date order based on the date the waiting list application form is received by the pre-school.

If parents decline a place because the timing of the offer was unsuitable, they will be moved to the waiting list and placed in date order according to when the form was received.

Places are allocated during the summer term (Term 5) for the following academic year. Places are offered in the date order of the names on the Waiting List. Places will be offered in the September (Term 1) and January (Term 3). Only if places become available will we offer places in the Summer Term (Term 5).

It is advisable to confirm the sessions you require as soon as possible to avoid disappointment. All sessions are subject to availability.

All parents will be asked to complete a registration form for their child.

Refundable Deposit

Once you have accepted a place you will be given a **Registration form** to complete and return. You will be asked to pay a refundable deposit of **£30.00** which will be returned to you in Term 6 before your child starts school. If you decide to withdraw your child from pre-school before that time for any reason then the deposit will not be refunded.

Opening hours

Pre-school is open Term Time only (TTO) 38 weeks of the year. Our opening hours are:

Monday: 9-12, 9-1 or 9-3

Tuesday: 9-12 or 9-1 or 9-3

Wednesday: 9-12, 9-1 or 9-3

Thursday: 9-12, 9-1 or 9-3

Friday: 9-12 or 9-1

We are open for a total of 28 hours a week

Free Funded hours – (universal 15 hours)

Every child will be entitled to a maximum of 15 hours free childcare for 38 weeks of the year from the term after their 3rd birthday. We offer a maximum of 4 free funded hours on a Friday and up to 6 free funded hours on a Monday, Tuesday, Wednesday and Thursday. Bank holidays are not funded by Bristol City Council. If your free hours fall on a Bank holiday you will lose these hours, they cannot be reallocated.

Free Funded hours – (Extended 15 hours)

From September 2017 all 3 & 4 year olds in England from working families who are eligible will have access to the extended entitlement of 15 hours (certain eligibility criteria will apply). Together, the universal offer and the extended offer will make the '30 hours free Childcare'. Please visit childcarechoices.gov.uk for further information and to check your eligibility. Parents will have to apply via HMRC for the extended 15 free hours and renew their circumstances/eligibility every 3 months. Parents will be given a '30 hours' code which they will need to give to the Pre-school.

For further information please visit www.bristol.gov.uk/30hours

Hourly Rate & non-funded sessions

Any 'additional' hours will be charged at our hourly rate of £6.50p/h and will be invoiced during the first term of your child starting pre-school (not including the settling session) for the whole of the term (Autumn, Spring and Summer). Invoices must be paid on receipt but if you would like to pay in instalments, please speak to our Administrator to arrange.

During the first two weeks from when a child starts preschool and is settling-in, families will only be charged for the hours that their child attends (to the nearest hour). From the third week the family will be charged for the child's full sessions unless otherwise agreed by the Preschool Manager.

Attendance

The Pre-school will aim to be flexible about attendance patterns in order to accommodate the needs of individual children and their families, however we do expect regular attendance on their specified days (Please also refer to our Settling policy).

We do ask parents to inform the pre-school if their child is going to be away for any reason. For safeguarding reasons, if your child does not attend their session and we haven't been informed otherwise, we will call you to find out the reason. No refunds are given for non attendance for those parents paying for additional hours.

We ask that children attend a minimum of 2 days per week so that each child can develop positive relationships with the staff, particularly the key person, and the other children. This enables the staff to identify and implement appropriate play and learning experiences in all areas based on each child's needs and experiences as required by the Early Years Foundation Stage.

Tax Free Childcare

Tax free childcare is an online payment account which is topped up by the Government which parents use solely to pay their childcare costs.

For more information and to check eligibility please visit the government website:
<https://www.gov.uk/tax-free-childcare>

Snack Charge

There is a termly (Autumn, Spring & Summer) snack charge for all children attending preschool, based on the number of days in attendance.

Please see below:

2 days - £4 per term
3 days - £6 per term
4 days - £8 per term
5 days - £10 per term

The snack consists of a healthy mix of fruit and vegetables.

If you would like to opt-out of the snack provided by preschool or if you cannot pay please speak to the Administrator or another member of staff.

Voluntary Contribution

The Preschool invite families to make a voluntary contribution of **50p** per session three times a year - September, January and April.

This contribution is to help with extra/special activities and to help bridge the shortfall in government funding (which is at the same level as in 2016).

The voluntary contribution will help towards (but is not limited to) end of term parties, presents for the children (birthdays, Christmas and leavers), preschool events, cooking activities and preschool resources etc.

Termly Invoice

The Preschool will send all families an invoice at the start of each term, September (Autumn), January (Spring) and April (Summer) detailing hours covered by the Free Early Education Entitlement (FEEE), any additional hours, the snack charge and the voluntary contribution.

Please note the voluntary contribution cannot be paid for using tax free child care (childcare vouchers), as this should be for paid childcare only.

Trips

The pre-school occasionally go on external trips usually at the end of term (previous visits have included Bristol Zoo and Wild Place). We will notify parents of any trips and costs to be paid if applicable.

Withdrawing a child from pre-school – paid for hours

Careful consideration should be given by all parents who have accepted a pre-school place to start in the term prior to the payment of the FEEE funding. Should they wish to withdraw or defer the child within this term full payment for the term (usually 6 or 7 weeks) is required. This is because the pre-school budget is set at the beginning of each year on the understanding that all places are filled to ensure the sustainability of the provision.

Withdrawing a child from pre-school - Free funded hours

Bristol City Council asks parents of 3 & 4 year olds to make a termly commitment. Parents should be aware that if they decide to remove their child from pre-school during the academic year, the pre-school will only transfer their funded hours to another setting if the parent gives one terms' notice (usually 6 weeks). We would consider allowing a family to break their contract if there are life changing circumstances (e.g. parent has lost their job, moving house out of area, serious illness etc).

Starting Pre-school

The Pre-school team very much welcome the opportunity to get to know the children before they start and also for the children to become familiar with the pre-school surroundings. We invite the family for a short visit during the term before they are due to start.

You will also be invited for a welcome visit which will take place in preschool. This will provide an opportunity for the Key Person and another member of the team to get to know your child and for you to ask any questions.

For your child's first day at preschool you are welcome to stay with them for the first hour and then they will start independently of parent with negotiated separation periods based on the child's need.

Appeals process

If you have a complaint about any aspect of our delivery of the free hours, please contact the Family Information Service at Bristol City Council on askcyps@bristol.gov.uk to discuss further or call 0845 129 7217

Policy reviewed annually