



## 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

## **All about Free Hours**

We are registered with Bristol City Council to offer free hours to 2 year olds from working families / Eligible 2 year olds / 3& 4 year olds –universal hours / 3&4 year olds – extended hours

### **2 year olds from working families**

Expanded free hours are available to children from the term after their 2 nd birthday.  
2 nd Birthday

Parents must apply via by visiting [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500...).

Between Sept 2024 and August 2025, only half of the child's expanded hours are available. I will be able to offer 15 expanded free hours per week TERM TIME ONLY.

From Sept 2025, this will be the full 30 expanded free hours per week TERM TIME ONLY.

### **Eligible 2 year olds**

Universal free hours are available to some 2 year olds whose parents are on no or low incomes. Parents must apply online for a place with Bristol City Council [www.bristol.gov.uk/freeplacefortwo](http://www.bristol.gov.uk/freeplacefortwo) and be checked for eligibility before a free place can be offered.

Eligible 2 year old free hours are available to eligible children from the term after their 2 nd birthday.

I will be able to offer 15 universal free hours per week TERM TIME ONLY. Parents will not be able to use both Eligible 2 year old universal hours and expanded hours at the same time.

### **3 and 4 year olds – Universal hours**

Universal free hours are available to all children who are 3 or 4 (as long as they are living in England). Free hours are available to all children from the term after their 3rd birthday.

I will be able to offer 15 universal free hours per week TERM TIME ONLY.

### **3 and 4 year olds – Extended hours (from working families)**

Extended free hours are available to children who are 3 or 4 children from the term after their 3 rd birthday.

Parents must apply via by visiting [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500...).

I will be able to offer 15 extended free hours per week TERM TIME ONLY.

Parents of 3 and 4 year olds can use both universal and extended free hours in combination (i.e. 24/30 free hours per week).

### **Eligibility Codes (for working families)**

- Eligibility codes need to be reconfirmed every 3 months. The eligibility code will remain the same after reconfirmation. It is the parent/carer's responsibility to keep their child's eligibility code valid at all times.
- Verification checks will be made on Bristol City Council's Provider Portal, using the following data:
  - a. Your 11-digit eligibility code
  - b. Your National Insurance Number(s)
  - c. Your child's date of birth
  - d. Your written consent(s) from your signed EYR1 Parental Declaration Form to verify eligibility.

Once the code is verified, you will be contacted to discuss sessions.

- Grace Periods – If you do not reconfirm the eligibility code and the code becomes invalid, the 'grace period' starts. The grace period is a short period of time where a child can still access their extended / free hours. Once the grace period has expired:
- 2 year olds from working families will have to pay for all childcare provision privately but may be eligible to apply for an Eligible 2 year old place if they meet the criteria (see above for the weblink).
- 3 and 4 year olds from working families will only be able to access their universal free hours and must pay for any additional childcare provision. If this happens, we will discuss what to do about the sessions you have lost. Codes which are already in their grace period must be reconfirmed before claims can be made for expanded or extended free hours.
- Bank Holidays are not funded by Bristol City Council. If your free hours fall on a bank holiday, the free session will not be rescheduled.

### **Consumable Charge**

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

- 2 days - £38
- 3 days - £57
- 4 days - £76
- 5 days - £95.00

The early years entitlement funding is intended to deliver childcare only. The consumable charge is intended to contribute towards (but is not limited to) the cost of items not covered by the funding such as snacks, end of term parties, cards and presents for the children, preschool events such as mothers and fathers day celebrations, easter egg hunts, sports days, nativities and additional activities such as cooking, food tasting and our annual forest school trip.

*All children eligible for Early Years Pupil Premium will not be charged this fee.*

You have the right to opt out of the consumable charge but please note that it will result in your child not being able to take part in the activities that are covered by the consumable charge.

### **Hourly Rate & non-funded sessions**

#### **Hourly Fee £7 per hour**

<b>Morning session (9.00am – 12.00pm)</b>	<b>£21.00 per session</b>
<b>Morning session (9.00am – 1.00pm)</b>	<b>£28.00 per session</b>
<b>All Day session* (9.00am – 3.00pm)</b>	<b>£42.00 per session</b>

(\*Monday, Tuesday, Wednesday and Thursdays only)

Any 'additional' hours 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>

### **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 and Consumable Charge.

### **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](mailto:askcyps@bristol.gov.uk) to discuss further or call 0845 129 7217

Policy reviewed annually