

 **Admissions policy**

**Statement of Intent**

Our setting is committed to being open to all members of the community.

**Aims**

We aim to:

* Advertise our services widely.
* Provide clear information for parents/carers.
* Base our admissions policy on a fair system. In the event of oversubscription we will take children according to the length of time they have been on our waiting list (whether for a 2 year old place or 3 or 4 year old place).
* Ensure all parents/carers are made aware of our equality and diversity policy.
* Do not discriminate against any child or their family for any reason.
* Develop any action plans to ensure that people with disabilities can participate successfully in the services offered by the setting and in the curriculum offered.

**Methods**

Our opening hours and days are as follows-:

Monday 8.00am – 4.30pm

Tuesday 8.00am – 4.30pm

Wednesday 8.00am - 12.00pm

Thursday 8.00am - 4.30pm

Friday 8.00am - 4.30pm

We are open term time only for 38 weeks.

We charge a £25 registration fee.

15 Free Hours for 3 and 4 year olds (known as Universal hours)

* Our hours from 8am to 4.30pm Monday, Tuesday, Thursday, Friday and Wednesday 8am to 12pm are available for free (funded) childcare sessions. Our sessions’ run 9am -12pm. 12pm – 3pm and 9am to 3pm. We ask that children attend for minimum of 8 hours per week for continuity of care.
* Additional hours (beyond the free hours) are also available at £6.50 per hour for 3 or 4 year olds If any additional hours are required we will invoice the parent/carer monthly in advance. Payment is due by the date specified on the invoice.
* Our sessions are 9am – 12pm, 12pm -3pm or 9am – 3pm. However wrap around care is available at breakfast club which is an 8am start with breakfast if required or 8.30am with no breakfast and there is also wrap around care from 3pm – 4.30pm for parent/carers that may require it.

15 Hours (Extended) known as 30 hours Free Childcare

* All 3 and 4 year olds are entitled to the universal entitlement of 15 free hours. Some parent/carers may be entitled to the extended entitlement of a further 15 free hours which are based on eligibility criteria. Together they make the 30 hours free childcare. Parents/carers can check their eligibility via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). If a parent/carer is eligible, HMRC will issue a code which should be given to the Village Pre-school to be verified along with a completed EYR1 Parental Declaration form (which will be issued by the pre-school).
* There is a 3 month renewable cycle for extended hours.
* There is a grace period for the renewal of the extended hours.

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| Date child becomes ineligible | End of Grace Period and Funding |
|  | Extra Free Hours |
| 1st September – 21st October | 31st December |
| 22nd October – 31st December | 31st March |
| 1st January – 10th February | 31st March |
| 11th February – 31st March | 31st August |
| 1st April – 26th May | 31st August  |
| 27th May – 31st August | 31st December |

* If a parent/carer loses eligibility for the extended hours in the first half of a term, at the start of the next term the Village Pre-school will come to an agreement with the parent/carer that either-:

The child will remain in the setting and will pay the hourly rate (£6.50 for 3 and 4 year old) for any hours that are not the universal entitlement hours

or

The child’s hours will be reduced to the universal entitlement hours (15 hours) and the extended hours may then be filled by another child.

15 funded hours for 2 year olds

* If you are the parent/carer of a 2 year old child and you receive certain benefits you may be eligible to apply for a free early education place.
* Please apply online at [www.bristol.gov.uk/schools-learning-early-years-free-early-education-for-two-years-old](http://www.bristol.gov.uk/schools-learning-early-years-free-early-education-for-two-years-old)
* Our hours from 8am to 4.30pm Monday, Tuesday, Thursday, Friday and Wednesday 8am to 12pm are available for free (funded) childcare sessions. Our sessions’ run 9am -12pm. 12pm – 3pm and 9am to 3pm. We ask that children attend for minimum of 8 hours per week for continuity of care.
* Our fees for hours not eligible for funding are £6.50 per hour for children aged 2 years old.
* **FROM 1ST APRIL 2024** some 2 years will be eligible for 15 free funded hours per week which will be known as expanded hours. (Your child must be 2 by 31st March 2024 to claim these hours from 1st April 2024)
* To check if your child will be entitled to these hours please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). If your child is eligible you will be able to apply for an eligibility code from 2nd January 2024. You will need to complete an EYR1 form which will be provided by us and enter the eligibility code on this form to enable you to claim expanded hours from 1st April 2024.
* **FROM 1ST SEPTEMBER 2025** the expanded hours for 2 year olds will be doubled to 30 hours per week.

Proof of date of birth for funding

* One of the requirements for funding is the setting seeing proof of your child’s date of birth.
* This can be by a birth certificate, passport or other official documents.
* This should be shown to the setting before your child’s funding commences. A copy will be taken to store securely with your child’s funding form.

Eligibility codes

Eligibility codes need to be reconfirmed every 3 months. The eligibility code will remain the same after reconfirmation. It is the parents/carers 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:

 Your 11 digit eligibility code

 Your National Insurance number(s)

 Your child’s date of birth

Your written consent(s) from your signed EYR1 Parental declaration form to verify eligibility.

If you do not reconfirm the eligibility and the code becomes invalid a 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 years olds from working families will have to pay the setting privately but may be eligible to apply for an eligible 2 year old place if they meet the criteria (please access the weblink above).

3 and 4 years olds from working families will only be able to access their universal free hours and must pay for any additional childcare provision.

Tax free childcare (for paid childcare and consumables)

This setting is registered to offer Tax Free Childcare. Parents can check eligibility and apply for Tax free childcare via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). Tax free childcare is the system that is gradually replacing the old childcare voucher scheme – paying for childcare through the employer.

Breakfast, snack and lunch fees

* We ask that parent/carers pay 65p per session for snacks when their children attend.
* Our breakfast is at a cost of £1.10 per breakfast.
* We ask that the children bring in a packed lunch if they stay for lunch. We can provide a packed lunch for parents/carers who require this at a cost of £2.50 per day. Packed lunch fees are refundable if your child does not attend through sick absence.
* Our late afternoon snack for children who stay after 3pm is at a cost of £1.65 per session.

Consumables

* We have a consumable charge which is £1.25 per day. The consumable charge covers for example, resources, Famly – our online parent portal, Rock out Baby (an interactive music class), additional staffing for Forest school and everything that funding doesn’t.
* This charge is compulsory.
* If your child is receiving 2 year old funding (this does not include expanded hours from 1st April 2024) or is in receipt of EYPP (early years pupil premium) then the consumable charge is not applicable.

Recording of names and initial contact

* Any name however received and contact details (e.g. by phone, verbally to a member of staff, e-mail or contact form) is recorded by BrislingtonVillage Pre-school.
* The parent/carer is contacted by the admissions person of the Brislington Village Pre-school prior to the child’s second or third birthday, depending on when the parent/carer would like their child to start.
* A visit to the Brislington Village Pre-school setting is arranged for the child and their parent/carer before they are due to start at the pre-school and a date for a home visit is agreed nearer the time the child is starting.
* Once we receive a completed Record of Information form for your child, their name will be placed on our waiting list.  A £25 registration fee will be required when your hours are confirmed and you have a start date.
* An entry date and the number of sessions/days the child is to attend are agreed between the parent/carer and the Brislington Village Pre-school.

This policy was adopted at a meeting on 1st September 2015

Reviewed May 2024

This policy should be read in conjunction with our-:

Equality and Diversity policy

GDPR policy

Fee paying policy

Although under constant review, an overall review date has been set for **September 2024**