

 **Admissions policy**

Reviewed November 2024

**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 an 18-month to 2-year-old place or a 3/4-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 8.00 am – 4.30 pm

Tuesday 8.00 am – 4.30 pm

Wednesday 8.00 am - 12.00 pm

Thursday 8.00 am - 4.30 pm

Friday 8.00 am - 4.30 pm

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 8 am to 4.30 pm Monday, Tuesday, Thursday, Friday, and Wednesday 8 am to 12 pm are available for free (funded) childcare sessions. Our sessions run 9 am -12 pm. 12 pm – 3 pm and 9 am to 3 pm. We ask that children attend for a minimum of 6 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 9 am – 12 pm, 12 pm -3 pm or 9 am – 3 pm. However, wrap-around care is available at breakfast club which is an 8 am start with breakfast if required or 8.30 am with no breakfast and there is also wrap-around care from 3 pm – 4.30 pm for parents/carers that may require it.

15 Hours (Extended) known as 30 hours of Free Childcare

* All 3 and 4-year-olds are entitled to the universal entitlement of 15 free hours. Some parents/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 of 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 agree 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 18 months - 2-year-olds

* If you are the parent/carer of an 18-month to 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 8 am to 4.30 pm Monday, Tuesday, Thursday, Friday, and Wednesday 8 am to 12 pm are available for free (funded) childcare sessions. Our sessions run 9 am -12 pm. 12 pm – 3 pm and 9 am to 3 pm. We ask that children attend for a 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.
* Some 18 months to 2 years children will be eligible for 15 free funded hours per week which will be known as expanded hours.
* To check if your child will be entitled to these hours please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). You will need to complete an EYR1 form which will be provided by us and enter the eligibility code on this form.
* Our fees for hours not eligible for funding are £6.50 per hour per hour for children aged 18 months to 2 years old.
* **FROM 1ST SEPTEMBER 2025** the expanded hours for 18 months to 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'/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:

 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 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 for 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, afternoon snack, and lunch fees

* Our breakfast is for £1.50 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 3 pm is £2.00 per session.

Consumables

* We have a consumable charge which is 80p per hour attended. The consumable charge covers for example, resources, Tapestry – our online parent portal, any activities that are run by people outside the setting, 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) 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) are recorded by Brislington Village Pre-school.
* The parent/carer is contacted by the admissions person of the Brislington Village Pre-school before the child’s 18 months, second birthday, 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 preschool 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 is charged 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 November 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 2025**