



Stoke Park Nursery Admissions Policy For 3 & 4-Year-Olds



Purpose

At Stoke Park Primary School and Nursery, we are committed to being as inclusive as possible in regards to our admissions. We also strive to be a provider of funded childcare without it impacting the quality of our provisions. This policy outlines our approach to Nursery admissions, our admissions criteria, and our plans for offering funded childcare in a sustainable and inclusive manner.

- **Admissions methods and Criteria–**

Applications can be made for children who are aged 3 by the end of August. We usually have three points of entry per year (September, January, April). When a parent enquires about a place for a child in the Nursery they will be given the opportunity to have a look around the school and Nursery and complete a registration form. All places are offered on the basis of either 2.5 days (either Mon-Wed am or Wed pm – Fri) or full time (30 hours Mon-Fri). Registration can be completed after a child becomes 2 years old. All registrations will be entered and held on our waiting list. A child requiring a full-time place may take priority over one requiring a part-time place, and bookings for full 15 hr sessions will take priority over part-sessions.

Places will usually be offered on a first-come, first-served basis if there are places available but if there is a waiting list, the nursery will use the following admission criteria which will be applied in the following order of priority:

1. Children currently attending who are increasing their sessions
2. Children who have siblings already attending the school/nursery
3. Children of employees
4. Looked after children aged 3 by the end of August
5. A vulnerable child for example with either a Child Protection or a Child in Need Plan aged 3 by the end of August

6. Other children aged 3 by the end of August who are children of families with specific needs and who are eligible for Pupil Premium.
7. Any other children aged 3 by the end of August whose parents live within the local area
8. Children whose parents work within the local area. This will be established by contacting parents and asking to see paper evidence.

Paid for places can be offered to children on or after their 3rd birthday. FEEE hours can be offered the term after the child's 3rd birthday if all attempts to fill the places as above have been exhausted.

Please note -*We will need to see all children's birth certificates, passport or red medical book prior to them starting at nursery.*

Notifying Parents

Offers of places for the following September are made to parents during the first week of May or as soon as possible thereafter.

15 Free Hours (Universal)

- **Opening hours and days** – The Nursery will be open Monday-Friday 8.45a.m - 3.00p.m. The 15 free hours can only be taken in blocks of two and a half days. All day Monday, Tuesday and Wednesday morning 8.45-11.15 or Wednesday afternoon 12.30-3.00pm and all day Thursday and Friday.
- **Session times, specifying the sessions that are free** – Free (funded) childcare sessions can be taken in blocks of three hours to fit with the Nursery sessions. The sessions are 8.45-11.15pm and 12.30-3.00pm on the set days detailed above.
- **Operational method** – The Nursery operates on a Term Time Only (TTO) basis. Therefore, the free hours are only available over 38 weeks (TTO).
- **Lunch charges and packed lunch option** - Lunches are not covered in the hourly funding from Bristol City Council. Therefore, all parents will need to either purchase a school meal or provide a packed lunch for their child.

- **Costs for trips, nappies, sundries etc** - As above, trips, nappies and all sundries are not covered in the hourly funding from Bristol City Council. Parents are therefore expected to provide their own nappies, wipes, creams, drinks and fruit snacks.
- **Cost of non-funded Nursery sessions** – These sessions are referred to as 'additional' hours. The hourly rate for any non-funded hours is the same for all children regardless of whether they claim free hours at the Nursery or not. The hourly rate is based on what it actually costs us to provide the Nursery provision and for it to be sustainable.

15 Free Hours (Extended) – known as '30 Hours Free Childcare'

- **Universal and extended hours** – The 30 hours free child care is made up of the 'universal' entitlement of 15 free hours, (which is offered to all 3 and 4 year olds) and the 'extended' entitlement of 15 free hours, which are based on eligibility. Together they make the 30 Hours Free Childcare. Parents have to apply via HMRC for the extended 15 free hours and renew their circumstances/eligibility every 3 months.
- The 15 free hours (to make a 30 hour placement) can only be taken in blocks of two and a half days. All day Monday, Tuesday and Wednesday morning 8.45-11.15 or Wednesday afternoon 12.30-3.00pm and all day Thursday and Friday.
- Accessing a 30 hours funded place does mean that you will receive an invoice each term, relating to the period of time from 11.15 until 12.30 each Wednesday.
- **30 Hours Eligibility Criteria** - When a parent wants to book some or all of their extended 15 hours, a check must be made to ensure they are eligible. To do this we will need the parents eligibility code and also need the parents' National Insurance number, the child's date of birth and **written** consent from the parent (the EYR1 Parental Declaration Form) to verify eligibility. Once the code has been verified, available sessions can be discussed and a place can be offered. Bristol City Council will let the Nursery know if a parent's 30 Hour Code is no longer eligible.
- **How to apply online for the extended hours** - Parents can check eligibility via www.childcarechoices.gov.uk.

- **Three-month renewal cycle for the extended hours** - Parents will be prompted every 3 months to reconfirm the details they entered are still correct. They will be prompted by HMRC by email or text 4 weeks before, then again, 2 weeks before if they have not reconfirmed. Remind parents they need to reconfirm when asked by HMRC. If parents miss the deadline, their code becomes ineligible and the grace period will come into effect.
- **Grace periods for the extended hours** - If a child who has a 30 Hours Code becomes **ineligible** during the first half of a term, the child will be funded **until the end of that term** or for as long as they remain under compulsory school age, whichever is shorter. If a 30 Hours Code becomes **ineligible** during the second half of a term, the child should be funded until **the end of the following term** or for as long as they remain under compulsory school age, whichever is shorter. Ineligibility would only affect extended hours – the child can still have their Universal hours. For example:

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

In the event of you losing your 15 free extended hours eligibility you can:

- keep the child in the setting and pay the private hourly rate for any hours that are not the universal entitlement hours
- reduce the amount of time your child attends this setting each week to just the universal hours. In this case I (the provider) may fill the vacant hours with another child.

Additional Information

- **Bank Holidays** - Bank holidays are not funded by Bristol City Council. This means that when the free hours fall on a bank holiday, unfortunately the parent will lose these hours.
- **Payments from 3rd parties (e.g. colleges and universities)** – Parents cannot receive free hours for the same hours that they are funded for by their 3rd party. Student parents are not eligible for 30 Hours Free Childcare as their funding is not counted as 'income' by HMRC.
- **Sibling discounts** – At present we are unable to offer a sibling discount.
- **Invoices** - - Parent/carers whose children access additional sessions to either 15hrs or 30hrs funded places will be invoiced termly. The invoice will be issued the week before the holiday preceding the relevant term and should be paid in full by the end of the term it relates to.
- **Late collections** - Late collection for sessions that end at 3.00pm will incur a £3.00 charge prior to 3.30pm. After this charges will be applied in line with After School Club fees-
- **Notice periods for cancellation of the free hours and any additional hours** - All sessions should be booked in advance and any cancellations must be made with plenty of notice. Bristol City Council asks parents of 3 and 4-Year-Olds to make a 'termly' commitment, so parents need to give at least a term's notice if they would like their child to leave the Nursery or to reduce their hours. This is the same for all free hours: both the 15 Free Universal hours and the 15 Free Extended hours. Special allowances may be made if there are 'life changing circumstances', e.g. parent has lost their job, moving house, serious illness etc. For the additional hours (the privately paid hours), at least a month's notice must be given. Ad Hoc sessions require 1 weeks' notice for cancellation.
- **Attendance-**
Regular attendance is required to maintain a place in the nursery class or school. If there is an issue with attendance, we liaise closely with health visitors or social workers as appropriate to address any concerns. If an extended period of absence happens with no reasonable explanation given, then a letter will be sent giving two weeks' notice that if parents have not responded within a certain time frame (2 weeks of the letter being sent) then the child's Nursery place will be offered to others on the waiting list.

- **Appeals process** - If a parent has a complaint about any aspect of our delivery of the free hours, they can contact Bristol City Council to discuss it further. In the first instance they should email the Family Information Service, askcyps@bristol.gov.uk or call 0117 357 4192.

Date approved: LGB 30th November 2023

Reviewed: session times changed 23rd October 2020 A Jelf

Reviewed: age for registering changed. session times and lunchtime arrangements changed January 2022 A Jelf

Reviewed: additional 2nd and 3rd bullet point under 15 free hours extended (30 hour) December 2022 A Jelf

Reviewed: Bullet points re invoices and late collection included and

Phone number for CYPS updated November 2023 A Jelf

Reviewed: Added terms 3 & 5 as additional points of entry November 2024 A Lambert/A Annear

Next review due November 2025