



## Admissions Policy

It is our intention that our Pre-school is accessible to children and families from all sections of our local community. We are committed to ensuring that no child or family should receive less favourable treatment on grounds of race, ethnicity, religious beliefs, disability or ability to pay.

We are open Tuesday to Friday mornings 9.15am to 1pm term time only 38 weeks of the year. As this equals the 15 hrs weekly universal funding available therefore all sessions are completely free to parents claiming the 15 hrs funding. There are no additional charges for lunches (parents provide packed lunch), snacks (parents provide snacks), admin, sundries, trips or visitors or any other item or services.

A pre-school waiting list is kept and administered by the pre-school manager. The waiting list is organised to try to give the benefit of the Pre-school place to as many children as possible. We have 8-10 places, 4 sessions per week, 38 weeks a year in our Little Wellies room, which are our rising 3's (aged minimum of 2yrs and 6 months at the beginning of the school year) We have 36 places over 4 sessions per week, 38 weeks of the year in our pre-school (Big Welly) room (children in their pre-school year, of age 3 and 4).

Places are allocated by date of application/addition to the waiting list, however, due to the nature of the setting and the way the pre-school operates, applications for Little Welly places will be prioritised for those children attaining the minimum age as stated above. In addition, applications from parents who have had other children through our setting will be prioritised if within 2 years of their last child attending the Pre-school and they have been received by the December before their child is due to start.

As we are an equal opportunities pre-school the manager will give special consideration to applications of children with additional needs, a looked after child or a child from a disadvantaged background.

Applications for a place on the waiting list will be accepted from the 1<sup>st</sup> September after a child's first birthday. Applications will be accepted via our website contact form or by email.

A child must take up a place of at least 2 sessions a week; however we will prioritise those wanting 4 sessions in Big Wellies.

The pre-school asks for regular attendance, if we see that a child is continually not using their allocation it may be decided to ask parents to release unattended sessions and give a place to another child on the waiting list.

A refundable deposit of £60 is to be paid for each child, this will be returned at the end of the school year minus any fees accrued e.g. pre-school fees not paid, insufficient notice of leaving is given, late collection fees. Six week's term time notice must be given to avoid incurring lost deposit or session fees/charges in lieu of the notice period.

Admissions forms with children's details will be updated regularly and a new form will be filled out for every child for the beginning of the new school year. Parents are reminded that they must inform us if their contact details or address changes.

All fees not claimed as part of the universal funding will be invoiced half termly and must be paid within 2 weeks of invoice date.

Bank holidays are not funded as part of the universal hours, if a session falls on a bank holiday refunds will not be given. We do not need to offer these funded hours on a different day as this is a parental choice.

Tax free childcare- we are registered with many companies offering this scheme, parents should contact us for more information or to ask if we are members of a scheme ( we are usually able to join additional schemes if we have not yet registered).

If a parent regularly arrives late to collect their child a late payment fee of £5 for each 5 minutes late may be charged.

Sibling discounts may be offered to families with multiple children at pre-school at the Treasurer's discretion.

If a parent has a complaint about any aspect of our delivery of the free hours they should contact Bristol City Council to discuss it further

Email – [askcyps@bristol.gov.uk](mailto:askcyps@bristol.gov.uk) or call 0845 1297217

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Reviewed by - Courtney Haley, Manager