



### **Admissions Policy**

**to offer the Free Early Education Entitlement to**

**Under 2s from working families / 2 year olds from working**

**families / Eligible 2 year olds / 3&4 year olds – Universal**

**hours / 3&4 year olds – Working Parent Entitlement hours (from working families)**

**Phone number:07837133925**

**Email: [Horfieldwellypreschool@gmail.com](mailto:Horfieldwellypreschool@gmail.com)**

**Website: [Wellypreschool.org](http://Wellypreschool.org)**

Thank you for choosing Horfield Welly Pre-school as your preferred childcare provider. Please see below the Admissions Policy which will provide important information about this provision. Please keep a copy for your future reference.

#### **Aim**

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.

#### **Operational Method**

Are opening hours are- Tuesday 8.30-1.00pm, Wednesday- Friday 8.30-2pm, term time only (38 weeks of the year).

All funded sessions run from 9.15-1.00pm. Parents can use funding for any number of sessions per week but this must be the whole session (3.75hours), funding cannot be used for part of a session.

We offer additional sessions outside of our funded hours, these are:

8.30-9.15am (Tuesday to Friday)-£6 per session

1pm-2pm (Wednesday- Friday) - £8 per session

## All about Free Hours

Horfield Welly Pre-school registered with Bristol City Council to offer free hours to Under 2s from working families / 2 year olds from working families / Eligible 2 year olds / 3&4 year olds – universal hours / 3&4 year olds – Working Parent Entitlement hours.

### Under 2's from working families

Working Parent Entitlement hours are available to children from the term after their 9<sup>th</sup> month birthday. As Horfield Welly is only registered to take children from 2 years old this funding can be used between a child's 2nd birthday and the term after they turn 2.

Under 2s Birth Month	Ja n	Fe b	Ma r	Ap r	Ma y	Ju n	Jul	Au g	Se p	Oct	No v	Dec
9th month 'birthday'	Oct	No v	De c	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Eligible from...	Jan	Jan	Jan	Apr	Apr	Apr	Se p	Sep	Se p	Se p	Sep	Jan

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...).

As Horfield Welly Pre-school only operates for 15 hours per week families may share their remaining hours with another childcare provider.

### 2 year olds from working families

Working Parent Entitlement hours are available to children from the term after their 2<sup>nd</sup> birthday.

2 <sup>nd</sup> Birthday	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Eligible from...	Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan	Jan	Jan	Jan

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...).

As Horfield Welly Pre-school only operates for 15 hours per week families may share their remaining hours with another childcare provider.

## 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<sup>nd</sup> birthday. From September 2025 some parents will be able to use both Eligible 2 year old universal hours and Working Parent Entitlement hours at the same time, prioritising their Eligible 2 year old universal hours first.

2 <sup>nd</sup> Birthday	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Eligible from...	Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan	Jan	Jan	Jan

Horfield Welly Preschool will be able to offer 15 universal free hours per week.

## 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 3<sup>rd</sup> birthday.

3 <sup>rd</sup> Birthday	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Eligible from...	Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan	Jan	Jan	Jan

Horfield Welly Pre-school will be able to offer 15 universal free hours per week.

## 3 and 4 year olds – Working Parent Entitlement hours (from working families)

The Working Parent Entitlement hours are available to children who are 3 or 4 children from the term after their 3<sup>rd</sup> 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...).

3 <sup>rd</sup> Birthday	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Eligible from...	Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan	Jan	Jan	Jan

I will be able to offer 15 Working Parent Entitlement free hours per week

Parents of 3 and 4 year olds can use both universal and Working Parent Entitlement free hours in combination. As Horfield Welly Pre-school only operates for 15 hours per week families may share their remaining hours with another childcare provider.

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

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...).

- 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 Working Parent Entitlement / free hours. Once the grace period has expired:
  - ❖ Under 2s from working families will have to pay for all childcare provision privately.
  - ❖ 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 Working Parent Entitlement.
- 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.

### **Admission Process**

Horfield Welly Pre-school has 36 spaces per day, of these up to 12 places can be for 2 Year olds. A pre-school waiting list is kept and administered by the pre-school manager. Places are allocated on a first come first serve basis for each September intake, with priority given to siblings.

If the setting has spaces available after September, in-year admissions will be accepted in January and April prioritising those who are starting sooner.

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 will be accepted via our website contact form, email or phone.

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.

## **All About Payments**

### **Cost of Paid Sessions**

If parents/carers would like to pay privately for the provision Horfield Welly Pre-school charges £27 per session

We offer additional sessions outside of our funded hours, these are:

8.30-9.15am (Tuesday to Friday)-£6 per session

1pm-2pm (Wednesday- Friday) - £8 per session

### **Consumables**

Horfield Welly Preschool does not have any additional charges for lunches, snacks, nappies or wipes etc as these are all provided by the parent.

### **Activities**

Paid activities and trips are not covered by the hourly funding from Bristol City Council. As a charity we fundraise to provide enrichment activities for the children, but occasionally these will be chargeable to the families. All families will be given an option for their child to partake in an activity and will be invoiced separately for these.

### **Voluntary Donations**

Horfield Welly Pre-school welcome voluntary donations. Information regarding this is shared within our registration documents.

### **Payments from 3rd Parties (Colleges and Universities)**

Free hours cannot be claimed at the same time that they are paid for by a third party. Horfield Welly Pre-school will need to receive written confirmation as soon as possible can work out which hours are

- a) paid by the college / uni,
- b) covered as free hours and
- c) paid for by you.

Student parents may not always be eligible for expanded / extended childcare unless they meet the eligibility criteria found here [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### **Sibling Discount**

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

### **Childcare Vouchers, Tax Credits, Tax-Free Childcare**

Horfield Welly Pre-school is registered to receive 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.

### **Invoicing**

Parents/Carers will be invoiced half termly and this must be paid within 2 weeks of invoice date. All parents will receive an invoice even if the amount is £0.

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.

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

### **Notice Periods**

Parents are asked to make a termly commitment. This means that once parents sign the EYR1 Parental Declaration Form a contract is made. If parents then decide to transfer to another provider, funding will not always be re-directed to your new childcare provider until the start following term (Sept, Jan, April). The only group who can give a shorter notice period are Eligible 2 year olds who only need to give 1 months' notice. Please approach me directly to discuss this. For additional hours or extra charges my notice period of 6 weeks will still apply.

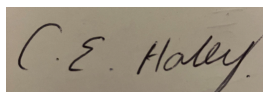
### **Registration Forms**

Registration forms with children's details must be completed before the child starts. Parents are reminded that they must inform us if their contact details or address changes. Details of our Data Protection policy are included within the registration documents.

### **Appeals Process**

If you have any complaints about any aspect of my delivery of free hours, please contact Bristol City Council to discuss your questions and concerns. Please email the Family Information Service, [askcyps@bristol.gov.uk](mailto:askcyps@bristol.gov.uk) or call 0117 357 4192.

Providers Signature:



Date: Dec 2025

Review Date: Dec 26