



Admissions Policy

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

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 universal entitlement of 15 free hours.. 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. Parents can use funding for any number of sessions but this must be the whole session (3.75hours). We cannot provide part of the session funded.

Admission Process

Horfield Welly Pre-school has 40 spaces per day, of these up to 16 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.

If the setting has spaces available after September, in-year admissions will be accepted, 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.

Refundable Deposits

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.

Cost of Paid Sessions

If parents/carer would like to pay privately for the provision Horfield Welly Pre-school charges £24.38 per session.

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. 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.

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 of 3- and 4-year-olds 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). For additional hours or extra charges the 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.

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 or call 0845 1297217

Date Reviewed	Reviewed By