



Admissions Policy

to offer the Free Early Education Entitlement to 2 year olds from working families / Eligible 2 year olds / 3&4 year olds – Universal & Extended hours

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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 from 9.15am to 1pm, term time only (38 weeks of the year).

All 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.

All about Free Hours

Horfield Welly Pre-school is registered with Bristol City Council to offer free hours to 2 year olds from working families, Eligible 2 year olds and 3 & 4 year olds.

2 year olds from working families

From April 2024 working families of 2 year olds will be entitled to 15 expanded hours, this will increase to 30 hours from September 2025. As Horfield Welly Pre-school only operates for 15 hours per week from September 2025 we will continue to provide only 15 expanded hours, families may share their remaining hours with another childcare provider.

Expanded free hours are available to children from the term after their 2nd birthday.

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

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 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 2nd birthday.

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

Horfield Welly Preschool will be able to offer 15 universal free hours per week. Parents **will not** be able to use both Eligible 2 year old universal hours and expanded hours at the same time.

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 3rd birthday.

3 rd Birthday	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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Eligible from... Apr Apr Apr Sep 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 – Extended hours (from working families)

Horfield Welly Pre-school will be able to offer 15 extended free hours per week to those who wish to share their hours with another provider.

Extended free hours are available to children who are 3 or 4 children from the term after their 3rd birthday.

3rd 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

Eligibility Codes (for working families)

Parents must apply via by visiting 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 extended / free hours.

Once the grace period has expired:

- 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](#).
- 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 expanded or extended free hours.

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/carer would like to pay privately for the provision Horfield Welly Pre-school charges £27 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 3 rd 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

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. 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 or call 0117 357 4192