



Admissions Policy

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ADMISSIONS POLICY

Rationale

- We believe that all young children should have an equal opportunity to access high quality, Early Years education and care.
- To ensure all stakeholders understand our commitment to equalities and fairness, we believe there needs to be clarity with regard to the priorities, criteria and procedures for allocating places at Redcliffe Nursery School.
- To balance the financial needs of the Nursery with the quality of our Early Years education and care, especially equity and support for our most vulnerable learners, and ensure that all aims benefit everyone.

Aims

- To have a fair and consistent process for allocating places.
- To ensure that children from a diverse range of socio-economic backgrounds are able to attend the Nursery, enabling all children to benefit and thrive, whilst upholding equal opportunities.
- To ensure all children potentially joining our Nursery are equally valued and that families are able to express their own and their children's needs.
- To ensure the financial sustainability of the Nursery while providing high quality Early Years education and care.

Context

- We have space for 5 key groups in Seagulls (3-4 years old) with a maximum of 13 children in each group per session (see section on session times), totaling a maximum of 65 children.
- We have space for 24 children per session (see section on session times) in Blackbirds (2-3 years old).
- We aim to fill all places. However, if enhanced ratios are required, we may not fill all of the spaces; this will be at the headteacher's discretion in collaboration with governors.
- We are open term-time only, 39 weeks per year, including 5 INSET days.
- The Nursey's budget is based on the Early Years National Funding Formula; we are paid per pupil, per hour and not by the number of spaces. Therefore, the budget is dependent upon how many children we have.
- All funded places for 2 and 3 year olds are available from the term after their birthday.

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

Definition of a 'parent'

In this policy, the definition of a 'parent' includes a natural or adoptive parent of the child (regardless of whether the child lives with them, has contact with them, or they have parental responsibility for the child). It also includes a person who is not a natural or adoptive parent of the child, but who has legal care for the child.

Inclusivity and equality

The Nursery is fully inclusive and welcomes applications for the admission of children with special educational needs and disabilities (SEND) and other protected characteristics defined by the Equality Act 2010. The Nursery's entry arrangements are determined and implemented with its equality duties in mind, including the public sector equality duty (PSED).

Allocation of Places for 2-year-olds

In September, our 2-3 year-old room, Blackbirds, has capacity for 24 2-year-olds per day. We aim to allocate half of these places to families eligible for Free Early Education, and half for 2-year-olds from working families. If children turn 3 and stay in Blackbirds, the numbers may be increased, up to a maximum of 27 children per day.

Our main intake is in September. Our 2-year-old places for September will be offered in April; we will fill all spaces and create a waiting list if necessary.

If places become available at other points in the year, due to children leaving or moving to the 3-4 year old room, places may be offered out to those on our waiting list. It is at the discretion of the headteacher to decide if these are filled, as enhanced ratios may be required.

If Seagulls, our 3-4 year old room, is undersubscribed in September, we will offer out places to 2 year old's who turn 3 during the first term (Sept-Dec) and create a rising 3s group in Seagulls. This will free up more places to offer out to 2 year old's on the waiting list.

Free Early Education (FEE) places:

- FEE places are accessed through the Local Authority.
- There are a minimum of 12 places for 2-3 year old's eligible for Free Early Education places at each end of the week.
- They are 15 hours per week, term time only. These are offered as 2 and a half days.

Parents can share their preference for the beginning or end of the week (see section on session times).

- These places are for children from low-income families, who meet the eligibility criteria.
- Places are available from the funded term (Jan, April, Sept) after the child's 2nd birthday. (See context on page 3)
- Parents of children who wish to access a free 2-year-old place should apply to the Local Authority at www.bristol.gov.uk/freeplacefortwos who will confirm eligibility.
- Once we have received authorisation from the Local Authority, we will contact the parent to discuss and offer places if available.
- If there is not a place available, we will refer the parent to the Early Years Team to find an alternative. If one cannot be found, the child's name and details will be added to a FEE waiting list.

Funded 2-year-old places for working families

To meet the aims of this policy, we will need a balance of children accessing 15 hours and children accessing 30 hours. Children in priority order 1,2 & 3 will be offered 30 hours at the point of their initial offer. If Seagulls is undersubscribed, children who are rising 3's (priority order 5) will be offered 30 hours at the point of their initial offer. Children in priority order 4 will be offered 30 hours at the headteacher's discretion, depending on the number of applications in priority order 1-5 to ensure that there are spaces for children in priority order 6 and 7.

If we are under subscribed for 2 year olds, we do have the option to offer places to rising 2 year olds who have their 2nd birthday within the first term. Should we have any remaining spaces to fill once all offers have been made, a waiting list will be put into place. Parents will be informed after the 31st May if we are able to offer 30 hours. There are up to 12 places for 2-3 year old's from working families at each end of the week.

- They are 15 hours per week, term time only. These are offered as 2 and a half days. Parents can share their preference for the beginning or end of the week (see section on session times).
- Parents register their interest by completing an application form, stating which end of the week they would like their 15 hours.
- If we do not fill the 12 places by May 31st we will offer our working families the option to extend their hours to 30. This may be done beforehand depending on the number of applications.
- Parents must apply for the funding 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...)
- Once places are all filled up, any further application will be added to the waiting list. Admissions are filed in priority order.
- Full details on sessions, charges and invoicing can be found in the sections on 'additional sessions' and 'wraparound' at the end of this policy.

Allocations of 2-3 year old places are in priority order of:

1. Children already attending Blackbirds, who aren't moving up into Seagulls.
2. Children in care.
3. Children of vulnerable families.
4. Children with siblings attending the Nursery or have attended in the past.
5. Rising 3's – children who turn three between 1st September and 31st December
6. Families living in the Redcliffe community, based on distance from the setting as the crow flies, closest first.
7. Distance from the setting as the crow flies, closest first.
8. If there is a tie break where the distance is the same, we will allocate the place to the application we received first.

Grace periods for the extended hours:

If a parent does not validate their code on time, we will inform parents that they have entered the grace period and will need to revalidate their code.

If a child who has a 15 hour or 30 hour 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 15 hour or 30 hour code becomes ineligible during the second half of a term, the child will be funded until the end of the following term or for as long as they remain under compulsory school age, whichever is shorter. In the event of parents losing their funded hours they can keep the child in the setting and begin the paid daycare process.

Paid Day Care Process:

- For children who are not eligible for either a Free early education or a funded place, paid day care sessions can be purchased. Places are offered as 2 and a half days; parents can share a preference for the beginning or end of the week (see section on session times).
- Normal daily hours are 9-3, with the option of adding additional wraparound hours, at the beginning and/or end of the day.
- Parents register their interest by completing an application form, stating which days they would like.
- A contract is issued, outlining their agreed sessions. This also outlines an agreement between the parent and the Nursery in relation to payments, termination, notice periods etc. You can request a copy of the contract at reception.
- An invoice will be sent for a £50 deposit to secure their place. This will be deducted

from their first month's bill.

- Parents accessing a 2-year-old day care place for their child need to be aware that there is no guarantee of a full time, early education place when the child becomes 3 years old.
- If we are unable to offer a place, they will be added to the waiting list for paying day care. Admissions are filed in priority order.

Full details on sessions, charges and invoicing can be found in the sections on 'additional sessions' and 'wraparound' at the end of this policy.

Allocation of places for children 3-4 years old:

Our main intake is in September. Places for children who are 3-4 years old before September will be offered in April. If there are spaces in our 3-4 year old room (Seagulls), we may have another intake in January and April. It is at the discretion of the headteacher to decide if these are filled, as enhanced ratios may be required.

Seagulls has a maximum capacity for 65 children per session. These places will be prioritised for free universal entitlement (see below) to allow as many children in our community to access high quality Early Years education as possible and to support the financial sustainability of the Nursery.

Free Universal Entitlement:

- We have 65 places per session for children 3-4 years old.
- Universal funded hours are available to all children who are 3 or 4 (as long as they are living in England). Funded hours are available to all children from the term after their 3rd birthday. (See context on page 3)
- Places are 15 hours per week, term time only. Places are offered as 2 and a half days; parents can share a preference for the beginning or end of the week (see section on session times).
- Children who turn 3 in September or October may be offered a space in Seagulls (3 year old provision) rather than Blackbirds (2 year old provision) – this is to enable them (if we have space) to be able to claim the extended entitlement (see section below) in the term after their third birthday.
- If we are oversubscribed in Blackbirds and have spaces in Seagulls, we may start children who turn 3 during November and December in Seagulls in a key group together.
- Parents can register their child for a Nursery School place by completing an online application form, either in person, at the nursery or by visiting our website: [Redcliffe Nursery School - Admissions- Session Times/Application Forms](#)
- All registrations to be considered and places offered to children following the criteria below.
- Places will be offered by phone, letter or email.

September allocations are in priority order of:

1. Children in Care.

2. Children of vulnerable families.
3. Children who have deferred entry to school and are attending our provision.
4. Children who attended our 2-year-old provision.
5. Children with siblings attending the Nursery or have attended in the past.
6. Families living in the Redcliffe community, based on distance from the setting as the crow flies, closest first.
7. Distance from the setting as the crow flies, closest first.
8. If there is a tie break where the distance is the same, we will allocate the place to the application we received first.

January and April allocations are in priority order of:

Before the allocation priority is enacted, we will decide on how many Free Universal Entitlement and Free Extended Entitlement (see below) places we can offer based on current availability and staffing capacity within the groups.

1. Children in Care.
2. Children who will attend Seagulls in September in the next academic year. (April intake only)
3. Children of vulnerable families.
4. Children with siblings attending the Nursery or have attended in the past.
5. Families living in the Redcliffe community, based on distance from the setting as the crow flies, closest first.
6. Distance from the setting as the crow flies, closest first.
7. If there is a tie break where the distance is the same, we will allocate the place to the application we received first.

Free Extended Entitlement places:

We will allocate a certain amount of Free Extended Hours places for families requiring 30 hours. The number of places allocated will be based on the total number of applications received for each intake.

Working families who meet the eligibility criteria in England with a 3 or 4-Year-Old child can apply for a further 15 hours free childcare per week. This is referred to as the 'extended' free hours. Together with the universal free hours, this makes 30 hours free childcare. Parents have to apply via HMRC for the extended 15 free hours and renew their circumstances/eligibility every 3 months.

When allocating extended hours, places will be prioritised using the same criteria as for the universal hours (see above). When claiming 30 hours, any unused hours cannot be banked to be used at a later date.

Information and updates on eligibility criteria can be found at www.gov.uk/30-hours-free-childcare

How to apply online for the Free Extended Entitlement:

Parents can check eligibility via www.childcarechoices.gov.uk. Parents can apply for both the extended hours and Tax-free Childcare at the same time. Parents can check eligibility and apply for Tax-Free Childcare via the same website. Tax-Free Childcare is the system that is gradually replacing the old childcare voucher scheme - paying for childcare through the employer.

Parents need to complete and sign an EYR1 Parental Declaration Form which will be available from reception. This will give the Nursery the following information which is required to validate the 30 Hours Code:

- Child's Date of Birth.
- Parent's National Insurance Number (either parent is fine as they are interchangeable).
- 30 Hours Code (obtained from the childcare choices website).

Once the 30 Hours Code has been validated, we will be able to discuss availability of places. Places are not permitted to be offered without validation. Allocations will be made in priority order as outlined above.

Three-month renewal cycle for the Free Extended Entitlement 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. 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 parent does not validate their code on time, we will inform parents that they have entered the grace period and will need to revalidate their code.

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 will 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. In the event of parents losing their 15 extended hours they can:

- Keep the child in the setting and pay the hourly rate for any hours that are not the

universal entitlement hours.

- Reduce the amount of time their child attends the setting each week to just their universal hours. In this case the Nursery may fill the vacant hours with another child.

Additional sessions and wraparound:

Parents may buy additional sessions, subject to availability. Please ask at reception to see a copy of the day care contract for current prices.

- Breakfast club is available from 8.00am-9.00am
- Full sessions can be added from 9.00am-3.00pm
- Tea club is available from 3.00pm until 5/5.30pm

Additional hours and wraparound will be offered on a first come, first served basis. Availability may vary and cannot be guaranteed.

Parents will sign a contract with the Local Authority in relation to payment and collection of fees. Parents will be invoiced on a monthly basis, 1 month in advance. We reserve the right to withdraw the child's place if payment is not made. If the parent is unable to make payment due to financial difficulties, they must speak with us immediately to arrange a supportive debt repayment plan. If the repayment plan is not followed, we will terminate the wraparound sessions. However, the child can still have their Universal/Extended hours. We will continue to work with the parents to recover any outstanding debt. No further wrap around will be offered until the debt is cleared. Where debts arise for paid day care costs, places may be paused or terminated until debts are cleared in order to ensure these do not become unmanageable.

Parents will be notified in writing of any increase in the hourly rate at least 6 weeks in advance.

Session charges will still apply during periods of absence through sickness/personal holidays or in the event of any unforeseen circumstances beyond the settings control i.e. bad weather, advice from the local authority/police, industrial action. Sessions are not charged during Inset Days and Bank Holidays.

Additional information:

Session Times:

We are open during term time only, 38 weeks per year.

Free Universal Entitlement and Free Early Education (15-hours) sessions are:

Monday	08:55-15:05		Wednesday	12:25-15:05
Tuesday	08:55-15:05	or	Thursday	08:55-15:05
Wednesday	08:55-11:35		Friday	08:55-15:05

The drop off window is between 08:55 and 09:15

Pick up window between 14:45-15:05

Once the door has closed at the end of the drop off window, you will need to drop your child off with a member of the admin team. They will then take your child into their room for you. This is to minimise disruptions.

Extended Entitlement (30 hours) sessions are:

Monday- Friday 9-3 (with pick up/drop off window as above)

Paying Day care sessions are outlined in your contract.

Meals:

Any child who is attending the Nursery for a whole day must be provided with a meal. Parents can choose whether to have a hot meal, cooked on site, or bring in a packed lunch from home. Parents will be invoiced for meals in advance for each term (6 per year); payment can be made by card at reception or via BACs.

Please ask at reception to see a copy of the day care contract for current prices.

Parents will be reminded to pay their balance before the end of term. If they do not pay by the end of the term, they must speak to a member of the admin team. If they cannot pay due to financial difficulties, we will arrange a supportive debt repayment plan. If the repayment plan is not followed, we will ask that parents provide packed lunches until payments are cleared to avoid increasing their debt.

Enrichment contribution:

All parents will be opted in to paying a termly voluntary enrichment charge, based on the number of hours their child attends, which will go towards enrichment activities and consumables such as forest trips, food project, wipes and nappy bags etc. A parent can choose to opt out, by emailing bursar.redcliffe.n@bristol-schools.uk.

To support the payment of enrichment, working parents can use their Tax Free Childcare Allowance. Click here for more details on how to claim [Tax Free Childcare](#) giving up to 20% government support for all childcare costs. For families claiming [Universal Credit](#), there is up to 85% government support for all childcare costs, and you can claim in advance.

Challenging the refusal of a place

Where parents believe that they have been incorrectly refused a place (e.g. the criteria in this document not being correctly applied to their application), they may ask to speak to the Head teacher, and if necessary submit a complaint following our Complaints Policy. However, parents do not have a statutory right of appeal against the refusal of a place at the Nursery. We will however, welcome the discussion and give parents the opportunity to

share additional information that may affect their application.

If a parent would like to talk to Bristol City Council about the allocation of places, they can email askcyps@bristol.gov.uk or call 0117 3574192.

Notice periods

We require Four weeks' notice in writing to terminate any wrap around or paying place. Failure to provide four weeks' notice will incur fees charged for the four weeks or part thereof. Any alterations to contracted sessions will need to be discussed with the day care manager and will be subject to availability.

Parents of 3-4 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 mid-term, funding will not always be re-directed to the new childcare provider until the start of the following term (Sept, Jan, April).

Parents are not required to make a termly commitment for a child in receipt of a funded 2-year old place and can transfer at any time during a term. This 'no notice period' only applies to free hours and not to any additional hours that parents have purchased.

Attendance

A child's nursery place may be reviewed where there are attendance issues. We will follow our Attendance and Absence Policy (You can request to see this by contacting reception) with regards to contacting families where attendance is a problem. We will make several attempts to contact parents before terminating a place. Any decision to terminate a child's place will be made by the headteacher.

Preparing to start Nursery:

Once a parent has been offered and has accepted a place at Redcliffe Nursery School, the Nursery will contact the parent to invite them to attend A stay and play session with their child. Parents are given the opportunity to meet staff, look around and meet other families. Parents will be given an induction pack. This will include a welcome booklet of information they need to know as well as the essential information forms for them to complete and return.

Once a key person has been allocated, they will contact the parents to arrange a home visit prior to the child's start in Nursery. At the home visit, information will be shared with parents regarding all aspects of Nursery life and staff will give parents the chance to ask any questions. This is also the first step for the Key Person, child and parent/s to get to know each other, making the child's transition into Nursery easier for everyone. Your child's Key Person will also send you a social story to share with your child along with confirmation of your home visit date and time. **Please note:** It may take a few weeks before your child can start their full sessions, as the settling in period will be tailored to each child's individual needs. Your child's Key Person will discuss this with you at the home visit.

GDPR

All applications received will be filed electronically and only accessed by staff working on admissions. By completing the online application form parents are consenting to the processing of their personal data for purpose of admissions. We will destroy the application form immediately if you do not take up a place at the Nursery after the offer has been made.

For more information on how we use personal data, please visit:

<https://www.redcliffenurseryschool.co.uk/gdpr-privacy-notice/>