

**The Brislington Village Pre-school Ltd Admissions policy**

**Statement of Intent**

Our setting is committed to being open to all members of the community.

**Aims**

We aim to:

* Advertise our services widely.
* Provide clear information for parents/carers.
* Base our admissions policy on a fair system. In the event of oversubscription we will take children in date of birth order (whether for a 2 year old place or 3 or 4 year old place).
* Ensure all parents/carers are made aware of our equality and diversity policy.
* Do not discriminate against any child or their family for any reason.
* Develop any action plans to ensure that people with disabilities can participate successfully in the services offered by the setting and in the curriculum offered.

**Methods**

Our opening hours and days are as follows-:

Monday 8.00am - 4.00pm

Tuesday 8.00am - 4.00pm

Wednesday 8.00am - 12.00pm

Thursday 8.00am - 1.00pm

Friday 8.00am - 4.00pm

15 Free Hours for 3 and 4 year olds (known as Universal hours)

All our hours are available for free (funded) childcare sessions and can be up to 8 hours a day. There is no minimum session length.

However, we ask that children attend for minimum of 8 hours per week for continuity of care.

Additional hours (beyond the free hours) are also available at £4 per hour.

We are open term time only for 38 weeks.

We ask that parent/carers pay 25p per session for snacks when their children attend. Our breakfast is at a cost of 50p per breakfast and we ask that the children bring in a packed lunch if they stay for lunch.

If any additional hours are required we will invoice the parent/carer at the beginning of each half term (6 times a year).

15 Hours (Extended) known as 30 hours Free Childcare

All 3 and 4 year olds are entitled to the universal entitlement of 15 free hours. Some parent/carers may be entitled to the extended entitlement of 15 free hours which are based on eligibility criteria. Together they make the 30 hours free childcare. Parents/carers can check their eligibility via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). If a parent/carer is eligible, HMRC will issue a code which should be given to the Village Pre-school to be verified along with a completed EYR1 Parental Declaration form (which will be issued by the pre-school).

There is a 3 month renewable cycle for extended hours.

There is a grace period for the renewal of the extended hours.

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| Date child becomes ineligible | End of Grace Period and Funding |
|  | Extra Free Hours |
| 1st September – 21st October | 31st December |
| 22nd October – 31st December | 31st March |
| 1st January – 10th February | 31st March |
| 11th February – 31st March | 31st August |
| 1st April – 26th May | 31st August  |
| 27th May – 31st August | 31st December |

If a parent/carer loses eligibility for the extended hours in the first half of a term, at the start of the next term the Village Pre-school will come to an agreement with the parent/carer that either-:

The child will remain in the setting and will pay the hourly rate (£4) for any hours that are not the universal entitlement hours

or

The child’s hours will be reduced to the universal entitlement hours (15 hours) and the extended hours may then be filled by another child.

15 funded hours for 2 year olds

If you are the parent/carer of a 2 year old child and you receive certain benefits you may be eligible to apply for a free early education place.

Please apply online at [www.bristol.gov.uk/schools-learning-early-years-free-early-education-for-two-years-old](http://www.bristol.gov.uk/schools-learning-early-years-free-early-education-for-two-years-old)

All our hours are available for funded children. There is no minimum length of a session. However, we ask that children attend for a minimum of 8 hours per week for continuity of care.

Any name however received (e.g. by phone, verbally to a member of staff, or via e-mail) is recorded by The BrislingtonVillage Pre-school.

The parent/carer is contacted by the admissions person of the Brislington Village Pre-school prior to the child’s second or third birthday, depending on when the parent/carer would like their child to start.

A visit to the Brislington Village Pre-school setting is arranged for the child and their parent/carer before they are due to start at the pre-school and a date for a home visit is agreed nearer the time the child is starting.

A Record of Information form for the child is to be completed and returned to the setting to secure a place for the child.

An entry date and the number of sessions/days the child is to attend are agreed between the parent/carer and the Brislington Village Pre-school.

This policy was adopted at a meeting on 1st September 2015

Reviewed September 2018

This policy should be read in conjunction with our Equality and Diversity policy.

Although under constant review, an overall review date has been set for **September 2019**