

# Christ Church Clifton Pre-school

## Admissions policy

1. Christ Church Clifton Pre-school is open Monday to Friday 9am to 3pm during term time only (TTO). Sessions are: mornings that run from 9am to 12pm and afternoons that run from 12pm to 3pm.
2. Healthy snacks are provided by the pre-school (with parents offering a voluntary contribution) and parents are asked to provide their children's packed lunches.
3. We ask parents to provide their children's own nappies where applicable (however, we have a small supply of our own nappies for emergencies).
4. Non-funded hours are currently charged at £4.87 per hour (for 3 and 4 year olds) and £5.40 per hour (for 2 year olds) and parents are invoiced on a half-termly basis.
5. No deposit or registration fee is required to secure a place.
6. We do not charge late pick-up fees.
7. We do not offer a sibling discount.
8. The pre-school has a waiting list.
9. When a space becomes available in the pre-school, the leader will offer a place to:
  - a. A child in need who has been referred from a health visitor or the social services.
  - b. A child who is the appropriate age for starting at the pre-school (2-4 years old). First priority is given to children 3 years and over, second priority to children who are 2 years old.
10. All 3 and 4 year olds will be entitled to 15 hours free childcare from the term after their 3<sup>rd</sup> birthday if space is available.
11. a. The extended entitlement of a further 15 free hours (known as '30 Hours Free Childcare') is based on eligibility - both parents need to be working and eligibility can be checked via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). Parents can apply for both the extended hours and Tax-free Childcare at the same time. Tax-Free Childcare is the system that is gradually replacing the old voucher scheme – paying for childcare through the employer.
  - b. Parents have to apply via HMRC online for the 30 free hours at: <https://childcare-support.tax.service.gov.uk/par/app/applynow>; to obtain their unique code and to renew their circumstances/eligibility every 3 months
  - c. This code will need to be verified by the pre-school before a formal offer can be made, if space is available.
  - d. Parents need to complete our setting's registration requirements **and** the EYR1 form to allow us to gain the funding.
12. a. If a parent/carer who has a 30 Hours Code becomes ineligible for the extra 15hrs or fails to renew their eligibility during the first half of a term, the child will be funded until the end of that term.

- b. If the parent/carer becomes ineligible or fails to renew their code during the second half of a term, the child should be funded until the end of the following term.
- c. Ineligibility would only affect the extended hours – the child can still have their Universal hours (15 hours).
- d. Please see the table below. Following the grace period parents would have to pay the usual rates for any additional hours.

<b>End date of parent(s) eligibility</b>	<b>End date of grace period</b>
1 <sup>st</sup> January -10 <sup>th</sup> February	31 <sup>st</sup> March
11 <sup>th</sup> February – 31 <sup>st</sup> March	31 <sup>st</sup> August
1 <sup>st</sup> April-26 <sup>th</sup> May	31 <sup>st</sup> August
27 <sup>th</sup> May – 31 <sup>st</sup> August	31 <sup>st</sup> December
1 <sup>st</sup> September – 21 <sup>st</sup> October	31 <sup>st</sup> December
22 <sup>nd</sup> October – 31 <sup>st</sup> December	31 <sup>st</sup> March

- e. Following the grace period parents would have to pay the usual rates for any additional hours or reduce the amount of time the child attends the setting each week to just the universal hours.
13. Parents cannot receive free hours for the same hours they are funded by their 3<sup>rd</sup> party (eg colleges and universities). Student parents must provide written confirmation of which hours are to be a) paid by the college, b) covered as free hours and c) paid for by the parent. Student parents are not eligible for 30 hours free childcare as their funding is not counted as “income” by HMRC.
  14. If a parent has a complaint about any aspect of our delivery of the free hours, they can contact Bristol City Council to discuss it further. They should email the Family Information Service on [askcyps@bristol.gov.uk](mailto:askcyps@bristol.gov.uk) or call 0845 1297217.
  15. Once a place has been allocated, the pre-school administrator will send a prospectus and an offer letter stating the days, times and start date.
  16. The offer letter will explain payment requirements and funding. Parents are asked to give a term’s notice if they decide to remove their child from the pre-school.
  17. The letter will ask the parents/carers to respond either by returning the slip or phoning or emailing the pre-school as soon as possible.
  18. The letter will invite the parents/carers and child by appointment into the pre-school before the child starts, so they are able to familiarise themselves with the pre-school and the staff. The letter will also offer all parents/carers the option of a home visit before their child starts at the setting. Pre-school and home visits are currently subject to coronavirus restrictions. If a face-to-face visit is not possible inside, we will aim to organize a garden visit or virtual meeting via FaceTime, WhatsApp or Zoom.
  19. If your child attends our forest school sessions, we make a charge (currently £5 per session) to cover transport costs.
  20. Information regarding the pre-school and the offer letter can be made available in local community languages.

Policy adopted: 01/03/21

Reviewed:

By:

Signature:

Role of signatory: