



ST PAULS NURSERY SCHOOL AND CHILDREN'S CENTRE Admissions Policy

Date Adopted by St Pauls Nursery School and Children's Centre Governors

St Pauls Nursery School and Children's Centre Admissions Policy

Rationale

We believe that all young children should have an equal opportunity to access high quality, Early Years Education.

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 St Pauls Nursery School and Children's Centre.

Aims

- To have a fair and consistent process for allocating places.
- To ensure a socio-economic balance in our intake, from which all children benefit and thrive whilst upholding equal opportunities.
- To ensure all applicants are equally valued and that families are able to express their and their children's needs.
- To reflect Bristol's Policy on Early Years Education and allocation of places and current research on the best provision for Nursery Aged Children.

Guidelines

Priority for allocating places will be as follows:

1. Looked After Child, Children with CP and Children with SEN
2. Children within St Pauls Core Reach Area
3. Children within St Pauls Extended Reach Area
4. Children who live outside of St Pauls Reach Area, but who have siblings who have attended or are attending the Nursery
5. Children who live outside of St Pauls Reach Area
6. Parents requiring more than 2.5 days a week daycare will be given first refusal on days that are the most popular. NB Popular days that have a waiting list for daycare, will not be offered as a standalone day, but only as part of a minimum of 2.5 days.

Places

Free Universal Entitlement (Nursery School) – 15 hours per week, term time only, available from the term after the child's third birthday.

- Parents can register their child for a Nursery School place from their 2nd birthday, by completing a Nursery School registration form, either at the nursery or on-line
- All registrations to be considered and places offered to children following the criteria in the admissions policy.
- Children who are three and four will be offered 15 free hours of nursery education term time only subject to availability from the term after their third birthday
- Usually parents will be notified of their child's nursery school place from the 1st week of May for a September start OR in October for a January start date
- Places will be filled across the year if available, in accord with this admissions policy
- Places will be offered as either Option A Monday/Tuesday 8.30am-2.45pm and Wednesday 8.30am – 11.15am **or** Option B Wednesday 12.15pm – 2.45pm and Thursday/Friday 8.30am-2.45pm

Free Extended Entitlement (Nursery School) – 30 hours per week, term time only for families who meet criteria

- Eligibility Criteria for a free 30hr place:
 - Children will be aged 3 or 4 by the 31st August 2017
 - Both parents must be working – or the sole parent is working in a lone parent family

- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
 - Each parent must have an annual income of less than £100,000
 - One/both parent(s) is away on leave (parental, maternal etc.) or one/both parent(s) is on Statutory sick pay
 - Parents on zero-hours contracts will be eligible, as are those who are registered as self-employed
 - One parent is employed and the other parent has either: substantial caring responsibilities and/or disability; is a foster carer with their own three-and four-year-old children
- To register eligibility for a 30hr Nursery Place parents must register on-line at <https://childcare-support.tax.service.gov.uk/par/app/applynow> Extended entitlement sessions will be offered as follows: Monday, Tuesday, Wednesday 8.30am-2.45pm and Thursday, Friday 8.30am-1.30pm, term time only. These are set hours and unused hours cannot be banked to be used at a later date.
 - Parents may buy additional wraparound sessions between 8.00am and 8.30am, 2.45pm and 4.00/5.30pm Monday to Thursday and Friday 8.00am and 8.30am, 1.30pm and 4.00/5.30pm at a cost of £6 per hour plus meals.
 - Schools meals are available at a cost of £2.25 per day payable in advance on the first day of each week in a named envelope and handed to reception or alternatively provide children with a healthy packed lunch each day which must be brought into school at the start of the morning session.
 - Only a valid 30 Hours Code will guarantee the funding of the extended 15hrs under this entitlement and it is the parent(s)/carer(s) responsibility to provide this. Parents will be asked to renew their 30 Hours Code every 3 months. The school will not hold a place for a child whose parent/carers is still 'applying' or 're-applying' or has lost their eligibility code.
 - HMRC will prompt parents by email or text 4 weeks and then 2 weeks before to renew their 30 Hours Code if they have not reconfirmed their eligibility.
 - If a 30 Hours Code cannot be renewed, or the parent chooses not to renew the code, after 3 months the code will enter a 'grace period'. This is a short period of time in which extended 15 hours can still be offered by the school.
 - Ineligibility and end of grace period is detailed below:

Date 30 Hours Code becomes ineligible	End of Grace Period + Funding of the Extended Free Hours
1 st September to 21 st October	31 st December
22 nd October to 31 st December	31 st March
1 st January to 10 th February	31 st March
11 th February to 31 st March	31 st August
1 st April to 26 th May	31 st August
27 th May to 31 st August	31 st December
 - When the grace period lapses the place will revert to a universal 15 hour place. If the place is filled by the time the code is refreshed/renewed a further 30hr place can be refused. The financial sustainability of the school is essential and therefore we reserve the right to fill any vacant spaces.

Early Education for eligible children aged 2 - targeted offer of 12 hours per week for the most vulnerable 2 year old children, whose families meet the criteria. Available from the term after the child's 2nd birthday. This is an all year round provision

- Parents/Carers of children who wish to access a free 2 year old place should apply to the Local Authority at www.bristol.gov.uk/earlyyears who will confirm eligibility.
- If the child is eligible the Local Authority will inform our Nursery.
- Once we have received authorisation from the Local Authority, we will make contact with the parent/carers to discuss and offer places if available
- If there is not a place available the child's name and details will be added to a waiting list and children on the waiting list will be admitted in date of birth order no earlier than the term after the child's second birthday as this is when funding is allocated

Charged Day Care

- There are currently a number of **charged day care** places available in the birth to threes rooms for children from 4 months to 3 years old
- Parents can register their child for a day care space after attending a prospective parent's show around. Parents must complete a day care registration form, either at the centre or by downloading an application from our website
- When submitting the day care registration form, a non-refundable admin charge of £20 is payable. Application forms will not be processed until payment has been received.
- All registrations to be considered and places offered to children following the criteria in the admissions policy.
- Place allocation is dependent on availability at any particular time
- When a place is offered it will need to be secured with a deposit
- The deposit is the equivalent to one month's fees and will be deducted from the first months invoice.
- Any place offered will be subject to a debtors check through Bristol City Council.
- A minimum of 2 core sessions which can be bought for 4 months - 3 year olds subject to the terms of the Day Care contract.
- Session fees are obtainable from reception or from our website <http://stpaulschildrenscentre.co.uk/>.
- Ad hoc sessions can be booked subject to availability and must be paid in advance once agreed by the Daycare Manager/Team Leader)
- Parents wanting to book additional hours must complete a request form available from the office and have it agreed by the Daycare Manager

Wraparound

- Additional hours (a minimum of 2 core sessions) can be purchased for 3 and 4 olds in the Nursery School, subject to the terms of the Wraparound contract
- Session fees are obtainable from reception or from our website <http://stpaulschildrenscentre.co.uk/>

Invoicing

- Invoices are generated on the 15th of each month for paying day care and wraparound
- Payment must be made within 14 days of the date of the invoice

Late collection fees

- If a child is collected later than the contracted time for either Nursery School and Day Care, there will be a fine of £10 plus the session fee
- This will be invoiced a week in arrears.

Notice period for free nursery school hours and wraparound

- We ask parents to make a termly commitment to the Nursery School as declared in the EYR1 declaration form
- If parents/carers decide to move their child mid-term, the funding will remain at St Pauls Nursery School until the end of that term – this may affect the transfer of the child to a new Nursery School.

Notice period for Paying Daycare

- The notice period for changes to contract or termination of contract is 1 month and must be put in writing to the Daycare Manager

Bank Holidays

- Bank holidays are not funded by Bristol City Council
- If the free entitlement falls on a bank holiday we are not able to swap the day for the day missed

Start dates

Nursery School Start Dates

- Children's start dates are arranged to meet each child/families individual needs
- The start date will take into account our settling procedures which have been developed to ensure all children are feeling safe and happy to be left, feel claimed by their key person and are able to be alongside other children and access their learning environment

- Children may not receive their full free entitlement during this period

Daycare start dates

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- Children may not receive their full free entitlement during this period
- During the initial settling in period, parents of children in charged daycare places will not be charged in the first 2 weeks unless they have accessed their full sessions within this time
- Any meals the child has during this period will need to be paid for at the office
- After the 2 weeks parents will be charged the full session price.

✚ Nappies

- Parents are expected to bring in nappies and any associated products as they will not be provided by the centre.

✚ Payments for Childcare

- St Pauls Nursery School and Children's Centre is registered with the Tax-Free Childcare scheme – 50001857630
- Payment can be made by cash, cheque, debit/credit card at the centre and also Childcare Vouchers through your childcare provider – Ofsted Registration number is EY 364275

✚ Trips

- Throughout the year there may be trips which we may ask for a voluntary contribution towards the cost.

✚ Complaints

- If you are unsatisfied with any decision made has been made through the admissions policy, please contact the Headteacher on 0117 9030337 to make an appointment or email stpaulsncc@bristol-schools.uk.

✚ Appeals

- If a parent has a complaint about any aspect of the delivery of the free hours, they should contact Bristol City Council. In the first instance please email the Family Information Service on askcyps@bristol.gov.uk or phone on 0117 3574192

We reserve the right to change the contents of this policy without prior notice