



# ST PAULS NURSERY SCHOOL AND CHILDREN'S CENTRE

## Admissions Policy inc Charging

Date Adopted by St Pauls Nursery School and Children's Centre Governors  
 Date of Review: September 2025

Contact email – [stpaulsncc@bristol-schools.uk](mailto:stpaulsncc@bristol-schools.uk)

Website - <https://stpaulschildrenscentre.co.uk/>

Thank you for choosing St Pauls Nursery School and Childrens Centre (EY364275) as your preferred childcare provider.

The policy will be reviewed annually

Date Ratified	Changes	Next Review Date
	Updated links and insertion of notice period for free funded 2 year olds	April 25

# 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.

### Admissions Priorities

1. Looked After Child, Children with CP and Children with SEND
2. Children within St Pauls Core Community area
3. Children within St Pauls Extended Community area
4. Children who live outside of St Pauls Community Area, but who have siblings who have attended or are attending the Nursery
5. Children who live outside of St Pauls Community Area
6. Parents requiring more than 3 days a week in Daycare will be given first refusal on days that are the most popular.

## 1. Places

### 3 and 4 year olds (Nursery School)

**Free Universal Entitlement** – 15 hours per week, term time only, subject to availability from the term after the child’s third 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

- Parents can register their child for a Nursery School place from their 2<sup>nd</sup> birthday, by completing a Nursery School registration form, either at the nursery or on-line. <https://stpaulschildrenscentre.co.uk/about/applying-for-a-place/>
- All registrations to be considered and places offered to children following the criteria in the admissions policy.
- Admissions for nursery school take place in September and January

- 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 1<sup>st</sup> 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 accordance 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
- <https://stpaulschildrenscentre.co.uk/about/fees-and-sessions/>. There is also the option of full and half days depending on availability.
- School meals are available at a cost of £3.00 per day payable in advance on the first day of each week in a named envelope and handed to reception, by card payment at reception, over the phone or via online banking quoting 1010/NSchildsname. Alternatively provide children with a healthy packed lunch each day which must be brought into school at the start of the morning session. **There is no provision for packed lunches to be kept in a fridge or reheated**

### Wraparound Sessions

- Parents may buy additional wraparound sessions between 2.45pm and 5.30pm Monday to Thursday and Friday 2.45pm and 4.00pm. Please note there are LIMITED PLACES in our After School Club and we prioritise children's emotional well-being and confidence when considering our offer to you.
- We are keen to support working families but have found that our gentle and loving approach to increasing hours ensures children thrive and flourish. Please note we have limited spaces available. As part of the consideration that we take into account if your child is ready for a longer day will be to look at emotional maturity, additional needs and how settled your child is prior to confirming a wraparound space. Wraparound sessions will only start after your child 2 weeks after core hours are completed and they are fully settled
- Current fees can be found on our website <https://stpaulschildrenscentre.co.uk/about/fees-and-sessions/>
- Please note that holiday wraparound session is only 8.30-4.00 and has very limited spaces

**Working Parent Entitlement** – This is a term-time-only provision of 30 hours for 38 weeks per year. To apply for working parent entitlement, parents must apply on-line at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or by calling 0300 1234 097.

Eligible families will be issued with an 11 digit code. Working Parent Entitlement sessions will be offered as follows: Monday, Tuesday, Wednesday, Thursday 8.30am-2.45pm and 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 2.45pm and 5.30pm Monday to Thursday and Friday 1.30pm and 4.00pm. Please note we have limited spaces available. As part of the consideration that we take into account if your child is ready for a longer day will be to look at emotional maturity, additional needs and how settled your child is prior to confirming a wraparound space.

- Current fees can be found on our website <https://stpaulschildrenscentre.co.uk/about/fees-and-sessions/>

- School meals are available at a cost of £3.00 per day payable in advance on the first day of each week in a named envelope and handed to reception, by card payment at reception, over the phone or via online banking quoting 1010/NSchildsname. Alternatively provide children with a healthy packed lunch each day which must be brought into school at the start of the morning session. There is no provision for packed lunches to be kept in a fridge.

## 2 year olds

There are three types of places available for children from the term after your child's 2nd birthday:

- Working Parent Entitlement (up to 24 hours per week all year round)
- Eligible 2 year olds (for low or no income families – up to 12 hours per week all year round)
- Charged Day Care

2 <sup>nd</sup> 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

### Additional Priority for allocating places for 2 year olds will be as follows:

1. Parents who wish to buy at least 1 x additional half day (if accessing 12 hours)
2. Children who wish to purchase additional hours until 4pm (if accessing 24 hours)

### Working Parent Entitlement for 2 year olds

This is an all-year-round provision of 12 or 24 hours for 47.5 weeks per year only. To apply for working parent entitlement, parents must apply on-line at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or by calling 0300 1234 097. Eligible families will be issued with an 11 digit code. If you require the additional 2.5 weeks of the year that we are open, this will be charged at our standard rate. Details of the unfunded weeks will be made available at the beginning of the academic year

### Eligible 2-year-olds (for low- or no-income families)

This is an all-year-round provision of 12 for 47.5 weeks per year only for the most vulnerable 2-year-old children, whose families meet the criteria. If you require the additional 2 weeks that we are able to offer, this will be paid at the full rate.

- Parents/Carers of children who wish to access a free 2-year-old place should apply to the Local Authority at who will confirm eligibility [www.bristol.gov.uk/freeplacefortwos](http://www.bristol.gov.uk/freeplacefortwos). If the child is eligible the Local Authority will inform the parent.
- Once we have received authorisation from the Local Authority, we will make contact with the parent/carer 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
- Notice period for your child leaving the centre is 1 month - to be given in writing

## Charged Day Care for 2 year olds

- 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 <https://stpaulschilrenscentre.co.uk/about/applying-for-a-place/>
- 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.
- Applications will be placed on the waiting list and you will be contacted when a place becomes available. If the place is refused, your application will go back onto the waiting list until the next space becomes available.
- 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 payment in advance
- A payment in advance equivalent to one month's fees and will be deducted from the first month's invoice.
- Any place offered will be subject to a debtors check through Bristol City Council.
- A minimum of 2 days can be bought for 4 months - 3-year-olds subject to the terms of the Day Care contract.
- If a child will become eligible for free funded hours, please state on the application form. There is no guarantee that a space is available when your child becomes eligible. If a space is available, it may not be the same sessions/times as the paying day-care sessions
- Session fees are obtainable from reception or from our website <https://stpaulschilrenscentre.co.uk/about/fees-and-sessions/>
- Ad hoc sessions can be booked subject to availability and will be invoiced in arrears
- Parents wishing to book additional hours must complete a request form available from the office and return by a Friday ready for the allocations meeting on Monday morning
- When a child turns 3 in the 2-3's room, the child will be entitled to free 12 hours the term **after** their 3<sup>rd</sup> birthday – this will automatically be deducted from the invoice. Any hours attended over 12 hours will be charged at the 2-3's room rate until the child moves to nursery school.
- When a child turns 2 in the baby room, the hourly rate will remain at baby rate prices until the child moves into the 2-3's room. If a child is under 2 and moves to 2-3's the hourly rate will remain at baby rate prices until the child turns 2.
- Transitioning between rooms will take place in September, January and occasionally May of each year dependant on space availability and also the individual child development as the ratio of children to staff increases as well as the number of children in the room. We have to ensure that a child is developmentally mature to be able to make the transition between rooms
- **Please note that there is no guarantee that a child will move rooms when they turn 2 or 3 years old**
- **Notice period for your child leaving the centre is 1 month- to be given in writing**

## Under 2s (4 months to 2 years)

There are two types of funding available for children from the term after your child's 2nd birthday:

- a) Working Parent Entitlement (up to 24 hours per week)
- b) Charged Day Care

### Working Parent Entitlement for Under 2s

This is an all-year-round provision of 12 or 24 hours for 47.5 weeks per year only. To apply for working parent entitlement, parents must apply on-line at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or by calling 0300 1234 097. Eligible families will be issued with an 11 digit code. If you require the additional 2.5 weeks of the year that we are open, this will be charged at our standard rate. Details of the unfunded weeks will be made available at the beginning of the academic year

Expanded free hours are available to children from the term after their 9<sup>th</sup> month birthday.

Under 2s Birth Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
9th month 'birthday'	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Eligible from...	Jan	Jan	Jan	Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan

### Additional Priority for allocating places for Under 2s will be as follows:

1. Parents who wish to buy at least 1 x additional half day (if accessing 12 hours)
2. Children who wish to purchase additional hours until 4pm (if accessing 24 hours)

### Charged Day Care for Under 2s

(same as above for Charged Day Care for 2 year olds – see page 4)

### Eligibility Codes (for working families)

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.

Only a valid eligibility code will guarantee the funding of the working parent entitlement and it is the parent(s)/carer(s) responsibility to provide this. 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 Working Families Entitlement if they have not reconfirmed their eligibility.

If an eligibility 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.

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:**

- Under 2s from working families will have to pay for all childcare provision privately.
- 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 (see above for the weblink)
- 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. The financial sustainability of the school is essential and therefore we reserve the right to fill any vacant spaces.

Ineligibility and end of grace period is detailed below:

Date Working Families Code becomes ineligible	End of Grace Period + Funding of the Extended Free Hours
1 <sup>st</sup> September to 21 <sup>st</sup> October	31 <sup>st</sup> December
22 <sup>nd</sup> October to 31 <sup>st</sup> December	31 <sup>st</sup> March
1 <sup>st</sup> January to 10 <sup>th</sup> February	31 <sup>st</sup> March
11 <sup>th</sup> February to 31 <sup>st</sup> March	31 <sup>st</sup> August
1 <sup>st</sup> April to 26 <sup>th</sup> May	31 <sup>st</sup> August
27 <sup>th</sup> May to 31 <sup>st</sup> August	31 <sup>st</sup> December

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.

In the event that a child turns 3 and is eligible for a free 3-year-old space and no space is available within nursery school, Day Care are able to offer limited spaces for the free 15/30 hours but as an all-year provision – 12/24 hours. The sessions that are offered as a free provision will be agreed on a term-by-term basis depending on availability.

## Notice Periods

- **All funded hours and wraparound**

We ask parents to make a termly commitment to the Nursery School as declared in the EYR01 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 or nursery provision. For Eligible 2 year olds, the notice period is only 1 calendar month. The notice period for changes to contract or termination of contract for wraparound is 1 month and must be put in writing to the Centre

- **Charged Day Care**

The notice period for changes to contract or termination of contract is 1 month and must be put in writing to the Centre. This also includes the free funded 2-year-old entitlement

### **Bank Holidays and Funded Hours**

Bank holidays are not funded by Bristol City Council. If your child's funded session falls on a bank holiday or training day, we are not able to swap the day for the day missed

## **3. 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
- Children will not be able to access wraparound until they are fully settled in nursery school
- Please note there are LIMITED PLACES in our After School Club and we prioritise children's emotional well-being and confidence when considering our offer to you. We are keen to support working families but have found that our gentle and loving approach to increasing hours ensures children thrive and flourish.

### **Eligible 2 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
- Any meals the child has will need to be paid for at the office

### **Daycare 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 entitlement during this period
- During the first week of the settling period, parents of children in charged Daycare places will not be charged. In the second week a flat fee charge of 1 day (7.5 hours) will be charged
- Any meals the child has during this period will be added to your invoice
- After the 2 weeks, parents will be charged the full session price.

### **Transitioning between rooms**

Transitioning will take place between baby room and 2-3's in September and January. In May will be dependent on space availability and emotional development of the child. Transitioning between 2-3's room and nursery school will only take place in September and January – depending on space availability.

## **4. Charges and payments**

### **Charging Increases**

Hourly rates are reviewed annually and will be increased every April – rates to be confirmed annually. School meals are increased by the contractor caterer in September of every year – prices to be confirmed annually

### **Nappies and Wipes**

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, debit/credit card at the centre, Childcare Vouchers through your childcare provider, tax free childcare through the government scheme

<https://www.gov.uk/tax-free-childcare> and Workplace Nursery

<https://www.enjoybenefits.co.uk/>

Ofsted Registration number is EY 364275

### **Tax Free Childcare (for Charged Day Care and Enrichment Charges)**

St Pauls Nursery School and Childrens Centre is registered to offer Tax Free Childcare.

Parents can check eligibility and apply for Tax Free Childcare via

[www.childcarechoices.gov.uk](http://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. 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!

### **Lunches (3 and 4s only)**

School meals are available at a cost of £3.00 per day payable in advance on the first day of each week in a named envelope and handed to reception, by card payment at reception, over the phone or via online banking quoting 1010/NSchildsname. Alternatively provide children with a healthy packed lunch each day which must be brought into school at the start of the morning session. There is no provision for packed lunches to be kept in a fridge, so please pack a small freezer block within the lunch for food safety (if needed).

### **Trips**

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

### **Invoicing**

Invoices are generated on approximately the 15<sup>th</sup> of each month for paying day care and wraparound. Payment must be made within 14 days of the date of the invoice. Charges are not made for any closure days including bank holidays or training days. A months' notice will be required to receive a credit for meals if your child is on holiday. Sessions fees will be payable regardless of notice

### **Late payment charge**

All payments for charged sessions are due by the 1<sup>st</sup> of the month following the issue of the invoice. If payments are received after this date a £10 late payment charge and will be invoiced in arrears. Please note that consistent late payments could result in the termination of your childcare contract.

### **Late pick up 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 hourly fee. This will be invoiced in arrears.

### **Weekly Consumable Charge for 3 and 4s**

There is an optional charge of £1.25 per week consumable charge to help pay for additional activities such as playdough, snacks etc for nursery school children only but we ask that you opt in to support our sustainability

### **Enrichment charge rationale for Under 2s and 2s**

There is an additional St Pauls enrichment charge to ensure the sustainability of the provision. This covers a number of extras such as snacks, trips, all weather clothing, food experiences and so much more. Families are automatically opted into this charge, but please speak to a member of staff if you wish to opt out.

The charge is comprised of the following 3 x elements (weekly cost):

Description	Baby room £	2-3's £
1) Food (inc snacks)	11	11
2) Non food consumables (e.g. suncream)	35	29
3) Enrichment	35	24

### **Rationale of the Enrichment at St Paul's**

Many of you may have read or heard in the news that the national roll out of the new 'extended free entitlement' for day-care is proving to be quite a challenge for the early years sector. The hourly funded rate does not cover costs; therefore, it is more like a contribution than a free entitlement, and the sector can neither recruit or increase the numbers of places they provide easily in the current landscape, making it hard for nurseries to fulfil the government's promise to working families. St Pauls day-care provision is integrated into St Pauls maintained Nursery School – which is a School, hence led and staffed by Headteachers, Teachers and School governors.

There are huge benefits for our children who come to our setting:

- EYs Qualified Teacher expertise and input
- Headteacher leadership, accountability and ambition

- Practitioner leadership opportunities and inspiring professional development
- Being part of a National Hub – where we learn from the best in the region
- A fabulous learning environment inside and out
- Enrichment opportunities e.g., creative partnerships, ‘out and about’ experiences

But we do need to charge more because of this unique maintained nursery school LA context.

Full contents of letter from Headteacher can be found on our website

<https://stpaulschildrenscentre.co.uk/2024/03/29/an-update-regarding-our-daycare-fees-and-free-entitlement/>

## 5. GDPR, Complaints and Appeals

### **The General Data Protection Regulation (GDPR) Policy**

As a data controller, St Pauls Nursery School and Childrens Centre must comply with the Data Protection Law. Hyperlinks to Bristol City Council’s own Data Protection Policy and Privacy Notice will be shared via the EYR1 Parental Declaration form.

St Pauls Nursery School GDPR policy can be found on our website

<https://stpaulschildrenscentre.co.uk/about/policies/>

### **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](mailto: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](mailto:askcyps@bristol.gov.uk) or phone on 0117 3574192

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