



Admissions Policy

Children's names may be entered on the registration list as soon as they are two years old.

Application forms to register are available from preschool, our website or by phoning Maria Hulme, on 0117 377 8665. There is a **voluntary** non-refundable administration charge of £5.00, to accompany completed applications. These should either be handed in at the preschool, or sent to Maria Hulme, 53 Brecknock Road, Knowle, Bristol, BS4 2DE.

Sydenham Road Under Fives currently offer a total of 24 hours per week. We are open Mondays, Tuesdays and Wednesdays – 9.15am – 12.15pm and/or 12.15pm – 3.15pm, and Thursdays and Fridays – 9.15am – 12.15pm

The preschool operates on a Term Time Only basis-24 hours a week over 38 weeks.

Preschool places (i.e. for those whose 4th birthday falls on or before 31st August in the relevant academic year) will be allocated according to the following priorities:

1. Children who are currently attending in their nursery year (i.e. the year before the pre-school year)
2. Catchment area, with children living closest to SRUF given priority
3. Children in special circumstances

Every year, in addition to our preschool intake, a number of **nursery year** places are offered to children from when they are 3 years old. These places are almost invariably made by date of birth.

Places are offered throughout the academic year until we are at capacity.

For children who are not eligible to claim the FEEE (Free Early Education Entitlement) we charge £5.25 per hour.

Invoices are issued at the beginning of each term and payment in full must be given, by the latest, on the last day of term.

Late payment and non-payment of fees will be pursued by the Administrator and could result in a child losing their place in the setting.

Payment options of internet payment, cash or cheque will be made available

Non-attendance:- Fees will not be refunded for places booked but not used unless otherwise agreed by the Management Committee.

SRUF will not be able to offer refunds if we shut due to circumstances out of our control ie: severe weather

Late pick up charges are £5.00 for every 15 minutes.

We require a term's notice in writing should you wish to withdraw your child from preschool to give us time to offer the place to another child.

For preschool and nursery places, a minimum of three sessions per week is essential to ensure continuity for the child.

Offer letters are sent out during the term before the child is due to start preschool, with a deadline for replying. If no reply is received by this date, the place will be offered to another child on the registration list.

Parent packs will be sent to parents/carers after acceptance of a place at Sydenham Road Under Fives. This should give new parents information about all aspects of preschool.

Before the child's first session, a date will be arranged for 2 members of staff, (1 being the child's keyworker) to do a home visit. An 'All About Me' form is sent before this date and the child's parent/carer completes this and then shares this information at the visit. It will also be an opportunity for the parent/carer to ask questions and discuss any concerns about their child starting preschool.

School age places

Sydenham Road Under Fives will consider allowing school age children to stay on at preschool on a case-by-case basis.

The staff team and Management Committee will make this decision based on the following factors:

- whether we are able to provide the required resources and expertise to cater to the child's developmental needs
- the compatibility of the child's developmental stage with the existing cohort of children (i.e. are the majority of children in the current intake early 3 year-olds?)
- the impact on our waiting list and demand for places.

Sydenham Road Under Fives aims to be accessible to all sections of the local community.

- We work to ensure information about preschool is clear and accessible, and procedures are open, fair and clearly communicated.
- We aim to ensure preschool is widely advertised in places accessible to all sections of the community.
- We describe preschool and its practices in terms that make it clear that it welcomes fathers, mothers, other relations and other carers, including child minders.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.

If a parent has a complaint about any aspect of the delivery of the free hours, they can contact Bristol City Council to discuss it further. They can email the Family Information Service, askcyps@bristol.gov.uk or call 0845 129 7 217.

15 Free Hours (Extended) – known as '30 Hours Free Childcare'

- Explanation of universal and extended hours - The 'Universal' entitlement of 15 free hours is offered to all 3 and 4-year olds the term after their 3rd birthday. The 'Extended' entitlement of 15 free hours, which are based on eligibility; together they make the 30 Hours Free Childcare. Parents have to apply via HMRC for the Extended 15 free hours and renew their circumstances/eligibility every 3 months.
- 30 Hours Eligibility Criteria - When a parent wants to book some or all of their extended 15 hours, we must check they are eligible. We will verify their 11- digit 30 Hours Code (which usually begins with 5000XXXXXX, unless it is a temporary code, in which case it will begin with 11) with Bristol City Council. In order to do so we will also need the parents' National Insurance number, child's date of birth and written consent from the parent (the EYR1 Parental Declaration Form) to verify eligibility. Once the code has been verified, we can

discuss sessions and offer a place. Bristol City Council will let us know if a parent's 30 Hour Code is no longer valid or it is in its Grace Period.

- How to apply online for the extended hours - Parents can check their eligibility via 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.
- Three-month renewal cycle for the extended 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 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 should 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.

Date child becomes ineligible	End of Grace Period + Funding of Extra 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

. In the event of losing 15 free extended hours we can,

- Keep the child in the preschool and the parents can pay the private hourly rate (agreed in the contract) for any hours that are not the universal entitlement hours
- Parents may reduce the amount of time the child attends the preschool each week to just the Universal hours or in this case we may fill the vacant hours with another child.