

# Admissions policy



## Aims

- To ensure that there is a fair procedure in place for offering places.
- To ensure families have clear information regarding the admissions process.

## Policy

This setting is open to any child aged: 2.5 to 5 years. Children may be taken a couple of months prior to turning 2.5 at the discretion of the management.

No child, individual or family will be unlawfully discriminated against on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy & maternity, race, religion or belief, sex or sexual orientation.

This setting allocates places on a first-come, first-served basis. A waiting list is operated and priorities for places will be:

- Children already attending the setting and requiring additional hours.
- Siblings of children currently attending Little Foxes- or siblings of children who have left the setting in the previous academic year.
- Children of the Management Committee.
- Children of employees.
- Social Service referrals.
- Children who have been on the waiting list the longest and are available to take the place up with immediate effect.

We believe, due to the nature of our setting, that it is beneficial for children to attend for a minimum of two sessions a week to support with settling and wellbeing. Please note from September 2020 priority will be given to families on the waiting list that meet this admissions requirement over those seeking 1 session a week.

Parents/carers must have completed and signed an up to date registration form and paid the registration fee prior to the child attending the setting.

If additional support is required for a child to attend the setting, e.g. a support worker or if a child has medication needs, we will work with the parents/ carers and other relevant professionals prior to admission and will aim to accommodate individual needs.

# **FREE Early Education Entitlement For 3 & 4-Year-Olds**

## **Opening hours**

Monday 8am – 5:30pm

Tuesday 8am – 5:30pm

Wednesday 8am – 5:30pm

Thursday 8am – 5:30pm

## **Operational method**

We are a term time only setting. You may use all or part of your entitlement with us.

## **Additional charges**

- £80 registration fee, this includes a set of waterproofs.

See [www.littlefoxesforestschool.com/fees-and-pricing](http://www.littlefoxesforestschool.com/fees-and-pricing) for full details of pricing.

## **Invoicing**

Invoices for additional charges and non-FEEE hours will be sent to you monthly in advance. Invoices must be paid in full by the 1<sup>st</sup> of the Month.

## **Notice periods for the free hours and the additional hours –**

Bristol City Council asks parents of 3 and 4-Year-Olds to make a ‘termly’ commitment. If you decide to remove your child from Little Foxes Forest School part-way through the term, funding will not be reallocated to the next provider until

end of the term. This is the same for all free hours: both the 15 Free Universal hours and the 15 Free Extended hours.

### **Late collections**

If you believe you will be late collecting your child please inform me as soon as possible. Children quickly understand the rhythm of the day and notice if they are collected late. If we know in advance we can warn your child in order to help to stop them from becoming upset. Late collection is charged at £5 for the first 15 minutes then £10 for every 15 minutes after.

### **Bank Holidays**

Bank holidays are not funded by Bristol City Council. Parents pay for bank holidays if that is a day they would usually attend.

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

**What are extended hours** - The 'universal' entitlement of 15 free hours is offered to all 3 and 4 year olds. The 'extended' entitlement of an additional 15 free hours, is based on eligibility. Together they make the 30 Hours Free Childcare. You have to apply via HMRC for the extended 15 free hours and renew their circumstances/eligibility every 3 months.

### **30 Hours Eligibility Criteria**

If you want to book some or all of your extended 15 hours, we must check you are eligible. We will also need your National Insurance number and written consent (a Parental Declaration Form) to verify eligibility. Once the code has been verified, we can then offer the extended hours to you.

**How to apply online for the extended hours** - You can check eligibility via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). You 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**

You will be prompted every 3 months to reconfirm the details you entered are still correct. You will be prompted by HMRC by email or text 4 weeks before, then again 2 weeks before if you have not reconfirmed. If you miss the deadline, your 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.

<b>Date child becomes ineligible</b>	<b>End of Grace Period + Funding of Extra Free Hours</b>
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
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## **Eligible 2 year olds**

We are delighted to be able to offer a limited number of government places for eligible two year olds. Find out more about if you meet the criteria here:

<https://www.bristol.gov.uk/schools-learning-early-years/free-early-education-for-two-years>

## **Tax free childcare account and childcare vouchers**

We accept payments from the tax free childcare account. If you choose to pay in this way please let us know your reference number. We also accept childcare vouchers. We are currently set up with the following schemes and our codes for payments are detailed below:

APPLE: CA00011223  
 BUSY BEES BENEFITS  
 CARE-4: 17408036  
 COMPUTERSHARE: 0025182568  
 EDENRED: P21167619  
 FAIR CARE: LIFO1217  
 SODEXO: 883539

We are happy to set up to receive vouchers from alternative childcare voucher companies if required.