



Little Foxes Forest School's Admissions Policy

**to offer the Free Early Education Entitlement to
2 year olds from working families / Eligible 2 year olds /
3&4 year olds – Universal hours / 3&4 year olds – Working
Parent Entitlement hours (from working families)**

Phone number: 07365 491361

Email: westbury@littlefoxesforest.co.uk

Website: www.littlefoxesforestschool.com

Thank you for choosing Little Foxes Forest School LLP as your preferred childcare provider. Please see below the Admissions Policy which will provide important information about this provision. Please keep a copy for your future reference.

This setting is open to any child aged: 2.5 to 5 years. 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:

- 1) Children already attending the setting and requiring additional hours.
- 2) Social Service referrals/ vulnerable children.
- 3) Siblings of children currently attending Little Foxes, or siblings of children who have left the setting in the previous academic year.
- 4) Children of employees.

- 5) Children who have been on the waiting list the longest, are available to take up at least two days, and are willing to pay the chargeable contribution.
- 6) Children who have been on the waiting list the longest, are available to take up at least one day, and are willing to pay the chargeable contribution.

Parents/carers must have completed and signed an up to date registration form and paid the waterproof 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.

All About Little Foxes Forest School Westbury

Opening Days/Hours – Term time only

My opening days/hours are:

Days	Opening and closing time
Monday	8am – 2:30pm
Tuesday	8am – 2:30pm
Wednesday	8am – 2:30pm
Thursday	8am – 2:30pm

Operational Method

We will offer free hours on the following basis:

- Term Time Only (TTO)- 38 Weeks per year

All about Free Hours

We are registered with Bristol City Council to offer free hours to 2 year olds from working families / Eligible 2 year olds / 3&4 year olds – universal hours / 3&4 year olds – Working Parent Entitlement hours.

2 year olds from working families

Working Parent Entitlement hours are available to children from the term after their 2nd birthday.

2nd 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 must apply via by visiting www.childcarechoices.gov.uk or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500...).

From September 2025, this will be the full 30 Working Parent Entitlement hours per week as we are a term time only setting.

Eligible 2 year olds

Universal free hours are available to some 2 year olds whose parents are on no or low incomes. Parents must apply online for a place with Bristol City Council www.bristol.gov.uk/freeplacefortwos and be checked for eligibility before a free place can be offered.

Eligible 2 year old free hours are available to eligible children from the term after their 2nd birthday. From September 2025 some parents will be able to use both Eligible 2 year old universal hours and Working Parent Entitlement hours at the same time, prioritising their Eligible 2 year old universal hours first.

Eligible 2 Year old 2nd 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

We will be able to offer 15 universal free hours per week.

3 and 4 year olds – Universal hours

Universal free hours are available to all children who are 3 or 4 (as long as they are living in England). Free hours are available to all children from the term after their 3rd 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

We will be able to offer 15 universal free hours per week.

3 and 4 year olds – Working Parent Entitlement hours (from working families)

The Working Parent Entitlement hours are available to children who are 3 or 4 children from the term after their 3rd birthday. Parents must apply by visiting www.childcarechoices.gov.uk or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500...).

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

We will be able to offer 15 Working Parent Entitlement free hours per week.

Parents of 3 and 4 year olds can use both universal and Working Parent Entitlement free hours in combination (i.e. 30 free hours per week).

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.

- Grace Periods – If you do not reconfirm the eligibility code and the code becomes invalid, the 'grace period' starts. The grace period is a short period of time where a child can still access their Working Parent Entitlement / free hours. Once the grace period has expired:
 - ❖ 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.
- 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 Working Parent Entitlement.
- Bank Holidays are not funded by Bristol City Council. If your free hours fall on a bank holiday, the free session will not be rescheduled.

All about Payments

Waterproof Starter Fees

We charge a non-refundable waterproof starter fee of £100 which must be paid in order to secure your child's place at the nursery. In return you will receive a brand new yellow Didriksons Slaskeman set of waterproofs before they start.

Tax Free Childcare (for paid childcare and consumables)

We are registered to offer Tax Free Childcare. Parents can check eligibility and apply for Tax Free Childcare via 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.

Invoicing

You will be invoiced on a monthly basis. Your invoice will clearly detail your funded sessions, as well as the consumables charge that will apply in addition to the funded session to cover food, drinks and trips etc.

If you do not use the funding your invoice will state the daily “unfunded” charge and this will include all food, drinks, trips etc.

In order to calculate a child’s funded hours we would use the following formula: 570 hours / 38 weeks = 15 hours per week.

Payment of Paid Childcare

Our regular rates are:

	Hourly Rate	Daily Rate for 6.5 hour session 8am – 2:30pm
Full charge	£11	£71.50
Funded hours	£0	£0
Chargeable items cost if using funded hours	£3.30	£21.45

Payment of Chargeable items

This is optional for all families, however if you do opt out of this charge we cannot offer your child any of the consumables including the enhanced trip ratio of 1 adult to 4/5 children whilst in the forest. We need the enhanced ratio to keep your children safe whilst in the forest. Therefore, for families opting out of the consumables charge we can no longer offer you forest sessions. You would also need to provide packed lunches, and pay additional charges for your child to access the range of trips, parties and enrichment sessions that we run throughout the year. We will only be able to offer your child indoor sessions where we have a larger ratio.

We will include the charge on your usual invoice, but please come and speak to a member of staff if you wish to opt out. Parents will be asked to make a termly commitment for all chargeable items as stated in the EYR01 Parental Declaration form. Please note that parents who agree to pay the chargeable items are prioritised for admission into Little Foxes.

To support the payment of chargeable items and private hours, working parents can use their Tax Free Childcare Allowance. [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!

Chargeables

Session / Charge	Little Fox Daily Chargeable fee
8:00am – 2:30am	£21.45
The above chargeable fee includes:	
Daily trip charge for woodland activities.	£12
Breakfast	£1.50
Lunch	£3.50
Morning and afternoon snacks	£1.45
Non food consumables including sun cream and hygiene products	£1
Trips, excursions and parties	£1
Enrichment weeks including regular use of woodwork, tools and fire	£1

Voluntary Contribution

In order to maintain a sustainable business model we have greatly appreciated the number of families who have supported us by paying a voluntary contribution over the past few years. This has ensured the survival of Little Foxes.

Continuing to support us through a voluntary contribution enables us to continue to pay our amazing team the national living wage. This is well below the level that this highly qualified group of individuals deserves but it's still not attainable with the funding provided from the government and the ratio we provide your children. We can only pay the national living wage to our team with your support through the

voluntary contribution. We appreciate that in the current financial climate that this is unmanageable for some of you. At the point of registration, we will therefore ask you to opt into band A or B of the voluntary contribution.

Band A	Band B	Opt Out
£3 per core hours	£6 per core hours	£0

Payments from 3rd Parties (Colleges and Universities)

Free hours cannot be claimed at the same time that they are paid for by a third party. We will need to receive written confirmation as soon as possible can work out which hours are **a)** paid by the college / uni, **b)** covered as free hours and **c)** paid for by you. Student parents may not always be eligible for Working Parent Entitlement/ Working Parent Entitlement childcare unless they meet the eligibility criteria found here www.childcarechoices.gov.uk

Sibling Discount

Sadly we are unable to offer a sibling discount.

Late Collections

We charge £20 for the first 10 minutes a child is collected late. For every minute after this we will charge £1 a minute until the child is collected. This will be added to your invoice.

Notice Periods

Parents are asked to make a termly commitment. This means that once parents sign the EYR01 Parental Declaration Form a contract is made. If parents then decide to transfer to another provider, funding will not always be re-directed to your new childcare provider until the start following term (Sept, Jan, April). The only group who can give a shorter notice period are Eligible 2 year olds who only need to give 1 months' notice. Please approach us directly to discuss this. Our 6 week notice period applies when letting us know about leaving the setting and if you wish to reduce your hours. A 13 termtime week notice period applies to confirming your child's hours for a subsequent year. For example, we will need notice of any reduction in your requested September 2026 hours by 20th April 2026

All about GDPR and Appeals



The General Data Protection Regulation (GDPR) Policy

As a data controller, I 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.

<https://1drv.ms/w/c/ee70bba93be9a804/EQSo6Tupu3AggO4AZgAAAAABHFFd3kAcF4RoBesmTlazNQ?e=ctpE7x>

Appeals Process

If you have any complaints about any aspect of our delivery of free hours, please contact us on finance@littlefoxesforest.co.uk. If we cannot support you with your request please contact Bristol City Council. Please email the Family Information Service, askcyps@bristol.gov.uk or call 0117 357 4192.

Providers Signature: Janie Ankers and Lizzie Staite

Date: 18th June 2025

Review Date: 18th June 2026