

# 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.

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.
- Social Service referrals/ vulnerable children.
- Siblings of children currently attending Little Foxes, or siblings of children who have left the setting in the previous academic year.
- Children of employees.
- 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. 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 administration/ 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.

## **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**

- £95 admin/waterproof 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-funded hours will be sent to you monthly on the 22<sup>nd</sup> of the month in advance. Invoices must be paid in full by the 1<sup>st</sup> of the Month.

## **Notice period**

If you decide to remove your child from Little Foxes Forest School part-way through the term, we require one month's notice to terminate the funding and reallocate it to a new provider. If you decide to increase your child's free hours mid way through the term, please note that we cannot always implement the change until the next term, according to the funding deadlines set by Bristol City Council.

## **Late collections**

If you believe you will be late collecting your child please inform us 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 £10 for the first 15 minutes then £15 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.

## Government Funding

### 2 year olds from working families

Expanded hours are available to children from the term after their 2<sup>nd</sup> birthday.

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

Parents must apply via by visiting [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500...).

Between Sept 2024 and August 2025, only half of the child's expanded hours are available. We are able to offer 15 expanded hours per week . From Sept 2025, this will be the full 30 expanded hours per week.

### Eligible 2 year olds

Universal 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](http://www.bristol.gov.uk/freeplacefortwos) and be checked for eligibility before a place can be offered.

Eligible 2 year old hours are available to eligible children from the term after their 2<sup>nd</sup> birthday.

### Eligible 2 Year old 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

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We will be able to offer 15 universal hours per week. Parents will **not** be able to use both Eligible 2 year old universal hours and expanded hours at the same time.

### 3 and 4 year olds – Universal hours

Universal hours are available to all children who are 3 or 4 (as long as they are living in England). Funded hours are available to all children from the term after their 3<sup>rd</sup> 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

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

### 3 and 4 year olds – Extended hours (from working families)

Extended hours are available to children who are 3 or 4 children from the term after their 3<sup>rd</sup> 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 must apply via by visiting [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500...).

I will be able to offer 15 extended hours per week

Parents of 3 and 4 year olds can use both universal and extended 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 extended / free hours. Once the grace period has expired:
  - 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.
- 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.

<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

### **Payment for Consumables**

The government funding covers everything that is set out in the Early Years Foundation Stage (EYFS). It does not cover the cost of anything not covered in the EYFS, these items are considered consumables.

Consumables include: the enhanced ratio needed to be outdoors, meals and snacks, trips and enrichment. A full list of consumables can be found in appendix 1.

If you would not like to pay for consumables, we are not able to offer you core hours sessions (9:30am-2:30pm). This is due to the enhanced ratio needed to be safely outside. We are able to offer tea club sessions as these are inside and in our garden area.

Univeral and Extended hours

Little Foxes: £13 per child per session.

Mini Foxes: £17 per child per session.

Breakfast club £4

Tea club a £7

Eligible two year old children

These children will pay a 50% reduced voluntary supplement. This rate will continue to apply after they turn 3 to help ensure continuity for families.

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

We accept payments from the tax free childcare account. We also accept childcare vouchers. Please see our website for details of all the providers we are registered with, and their respective codes.

Parents/carers 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 though the employer.

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

# **Appendix 1**

## **Consumables list**

### **Food**

Reviewed March 2024

Breakfast

Morning Snack

Extra fruit

Lunch

Tea club snack

Tea club dinner

### **Trips/ Enrichment**

Bus fares

Taxi fares

St Werburghs trip

Yoga teacher

Bill the music man

Paul the drumming man

Fairy story experience

Christmas theatre performance

### **Items**

Christmas gifts

Woodwork materials

Sculpture three weeks

Cooking weeks

Graduations scrolls

Hygiene

Wet wipes/ Nappies/ Nappy sacks

Topping up sun cream

Spare clothes

### **Parties**



Halloween

Easter

Christmas

Graduation party

## **Ratio**

Enhanced child to adult ratio to allow us to safely be in a public woodland.

1:5 for Little Foxes

1:4 for Mini Foxes