

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.

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

- £95 admin/waterproof fee, this includes a set of waterproofs.

See 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 on the 22nd of the month in advance. Invoices must be paid in full by the 1st of the Month.

Notice periods for the free hours and the additional hours –

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.

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. 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.

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

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

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