

Filton Avenue Nursery School and Children's Centre

Admissions and allocations policy (updated March 2023)

Rationale

All eligible 2 year olds and 3 to 4 year old children should have an equal opportunity to access Early Years provision. Parents and carers must be aware of the priorities and criteria for admission to the Nursery School and the procedure for the allocation of places.

Aims

- To have a fair and consistent process of allocation.
- To maintain a balance in which all children benefit and thrive whilst upholding equal opportunities.
- To ensure all applicants are equally valued and that families are able to express their and their children's needs.

Eligible 2 year olds

If you're the parent or carer of a two year old and you receive certain benefits you could be eligible to apply for a free early education place. You can check by using the following link – www.bristol.gov.uk/freeplacefortwos . Once approved, children can start a nursery place the term after their 2nd birthday. Places for Eligible 2 year olds are awarded on a first come, first served basis only and the admissions criteria below does not apply.

All 3 and 4 year olds

All children are eligible for universal 15 free hours per week over 38 weeks of the year from the term after their 3rd birthday, however children from working families can double this entitlement to 30 hours. Parents and carers can check by using the following link – www.childcarechoices.gov.uk . Once eligible for 30 hours, parents and carers will be issued with an 11 digit '30 hour code' which they must present to the Nursery School in order for their eligibility to be verified before the child starts. The code has to be reconfirmed every 3 months and remains the parent or carer's responsibility to keep valid. If a child's '30 hour code' becomes ineligible, only their universal 15 free hours will be available.

Session Days and Times

Our current free session times are Monday to Friday 08.45 to 11.45 or 12.30 to 15.30 term time only (Paid breakfast, tea and additional morning or afternoon sessions are available. Please use the following link - <https://filtonavenue.org/child-care/costs/>).

Our current free session times are:

- Option A – Monday-Friday 8.45-11.45 Total 15hrs
- Option B - Monday-Friday 12.30-15.30 Total 15 hrs
- Option C – Monday, Tuesday 8.45-15.30, Wednesday 8.45-10.15 Total 15hrs
- Option D – Thursday, Friday 8.45-15.30, Wednesday 8.45-10.15 Total 15 hrs

30 hours only

- Option E – 8.45-15.30 4 days a week, 8.45-11.45 one day a week (the half day will be put in place and be the same day every week for the year – you choose which day you wish to have as your half day before your child starts).

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.

Admissions information

When a parent enquires about a place for their children in the Nursery School, they will be given the opportunity to visit and complete a registration form. It is a good idea to apply as early on in the year as you can as we only have limited 30 hour spaces. We can accept registrations for 3 and 4 year olds following the 2nd birthday. All registrations will be entered and held on our waiting list database in line with our Privacy Notice - <https://filtonavenue.org/wp-content/uploads/2019/12/Privacy-Policy.pdf> .

Admissions Process

An admissions panel will convene (which includes the Head teacher, staff member and at least one governor) to ensure a fair and transparent process in the allocation and offer of places at Filton Avenue Nursery School. All applications will be considered and places offered to children in the first week of May (first week of November for children starting in January) by letter to parents/carers, who will be asked to confirm acceptance in writing. All parents will be offered a home visit prior to the children starting at nursery and will be given an information leaflet. All parents and carers will be asked to complete an EYR1 Parent Declaration and a copy of their child's birth certificate will need to be seen.

Due to demand for lunch spaces, priority will be given first to 15 hour (Options C and D) and then the 30 hour option.

Priority for allocating nursery places will be as follows:

1. Children 'Looked after' aged 3 by the end of August.
2. 'Children in Need' aged 3 by the end of August.
3. Other children aged 3 by the end of August who are children of families with specific needs (eg. SEND, 'Families in Focus').
4. Any other children aged 3 by the end of August. If there are too few places priority will be given as follows:
 - a) Children who live in Bristol who have older siblings enrolled at the nursery.
 - b) Any other children who live in Bristol.
 - c) Children who live outside Bristol but have siblings in the nursery.
 - d) Other children who live outside Bristol but who are cared for in the local area.
5. January intake will use the above criteria but for children who are 3 by the end of December.

We also have a limited number of charged day care places. These are allocated on a first come first served basis, according to vacant spaces using the above criteria.

Once accepted we have an expectation that children will be able to attend regularly to ensure they access their free entitlement and to gain beneficial experiences to achieve their full potential through the curriculum - <https://filtonavenue.org/nursery-3-4-years/curriculum/>

Refundable deposits

We do not currently take any refundable deposits.

Sibling discount

We do not currently offer any discounts for siblings, however if oversubscribed for places in the nursery, siblings will be prioritised.

Late collections

Children feel sad if they are not collected on time. If you collect late you will be asked to sign a book. If it happens more than 3 times you will get a letter and be charged a fine of £10.

Childcare Vouchers, Tax Free Childcare and Tax Credits

For any paid costs at nursery (including wraparound fees), parents can pay using childcare vouchers (if they are already part of a scheme offered by their employer), or by Tax Free Childcare (an online account managed by HMRC). Parents and carers can check eligibility and apply for tax Free Childcare via www.childcarechoices.gov.uk.

Notice Periods

Parents of 3 and 4 year olds are asked to make a termly commitment. This means that once parents or carers sign the EYR1 Parental Declaration Form, a contract is made. If parents or carers then decide to transfer to another provider, funding will not always be re-directed to your new childcare provider until the start of the following term (Sept, Jan, April). Please talk to the office staff directly to discuss this. For wraparound or extra charges a notice period of a month will apply. There is no termly commitment required for Eligible 2 year old's free hours.

The General Data Protection Regulation (GDPR) Policy

As a data controller, Filton Avenue Nursery School 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.

Appeals Process

If you have any complaints about any aspect of the delivery of free hours, please contact the Nursery School in the first instance. If your concern cannot be resolved, please then contact Bristol City Council to discuss your questions and concerns. Please email Family Information Service – askcyyps@bristol.gov.uk or call 0117 357 4192.