



Admissions Policy

Review

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Every two years	May 2025	Charlotte Carter	May 2027

Ratification

Role	Name	Signature	Date
Chair of Governors	Enza Phillips	<i>E. Phillips</i>	22/5/25
Head Teacher	Charlotte Carter	<i>C Carter</i>	22/5/25

2-year-olds

There are three ways that 2-year-old children are allocated places:

1. 2-year-old Universal Entitlement for families in receipt of additional government support
2. Working Family Eligibility
3. Parents paying

Universal Entitlement for families in receipt of additional government support

Your 2-year-old may be eligible for free early education and childcare if you are in receipt of any of the following benefits:

- Income Support
- income based Jobseeker's Allowance
- income related Employment and Support Allowance
- support under Part 6 of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- tax credits and have an annual income under £16,190 before tax
- the Working Tax Credit 4-week 'run-on' (the payment you get when you stop qualifying for Working Tax Credit)
- Universal Credit and has an annual income below £15,400

Or the parent/carer:

- is a Zambrano carer (derivative right to reside in the UK under European law as the primary carer of a British child or dependent adult)
- has leave to remain with no recourse to public funds (NRPF) granted on family or private life (Article 8) grounds
- is an 'Appeal rights exhausted' (ARE) asylum seeker receiving asylum support from the Home Office under section 4 of the Immigration and Asylum Act 1999

Or if your child:

- receives Disability Living Allowance
- has an Education, Health and Care Plan (EHCP)
- has a child protection plan
- is looked after by the local authority
- is a member of a travelling family
- has left care but is not able to return home (is under a special guardianship order, child arrangements order or adoption order).

To find out if you are eligible for the free childcare for two-year-olds, you need to apply online by visiting <https://www.bristol.gov.uk/schools-learning-early-years/free-early-education-for-two-years>.

Bristol City Council directly manage eligibility and inform the parent of children who will be eligible for a place. It is the parent's responsibility to contact the School/Centre and provide evidence of eligibility. Spaces are allocated using the following criteria:

1. Children are looked after by the local authority
2. Children who have an education, health and care (EHC) plan
3. Children who have Disability Living Allowance
4. Children who have left care under an adoption order, special guardianship order, or a child arrangements order
5. Children 'in need'
6. Children of 'families with specific needs'
7. Any other children aged 2

Your child will receive 570 hours' free early education over a year. This is equal to 15 hours a week during term time (38 weeks a year). Your child can start their free place from the term after their second birthday (terms are defined as 1 September-31 December, 1 January-31 March, 1 April-31 August).

Working Family Eligibility

2-year-old children within working families may be eligible to receive up to 30 hours of funded childcare (term-time only).

If you are in receipt of funded childcare for a 9–23-month-old child, your child can start **on** their 2nd birthday. If you are not in receipt of funded childcare for a 9–23-month-old child, your child

can start the term **after** their 2nd birthday (terms are defined as 1 September-31 December, 1 January-31 March, 1 April-31 August).

To find out if you are eligible for this funding, and to apply, visit the [Childcare Choices](#) website.

Parents paying

For children who are not eligible for two-year old Universal Entitlement for families in receipt of additional Government support or Working Family Eligibility, parents can pay (see Charging Policy) (<https://stphilipsmarshnursery.co.uk/about/school-policies/>).

Places are allocated on a first come, first served basis.

3-year-olds

All 3 and 4-year-olds in England are entitled to 570 hours' free early education or childcare per year. This is known as **universal free hours**. This is equal to 15 hours a week during term time (38 weeks a year). You can claim from the term after your child's third birthday until they reach compulsory school age (terms are defined as 1 September-31 December, 1 January-31 March, 1 April-31 August).

The School/Centre directly manages admissions. You do not have to apply for the universal 15 hours free childcare funding yourself. When your child has a place, the School/Centre will apply on your behalf.

30 hours eligibility code for working families

Some working families can apply for an extra 570 hours' free childcare per year (30 hours per week, 38 weeks per year). This is also known as **extended free hours**. If you are eligible for the extra hours, you will need to apply for a code to give to the School/Centre to reserve your place. To find out if you are eligible for the extended 30 hours' free childcare, you need to apply online by visiting the [Childcare Choices](#) website.

Please note the following:

- Only a valid 30-hour eligibility code will guarantee the funding of the extended free hours, and it is the parent(s)/carer(s)' responsibility to provide this.
- Parents will be asked to renew their 30-hour eligibility code every 3 months.
- The School/Centre will not hold a place for a child whose parent/carers is still 'applying' or 're-applying' or has lost their eligibility code.
- HMRC will prompt parents by email or text 4 weeks and then 2 weeks before to renew their 30-hour eligibility code if they have not reconfirmed their eligibility.
- If a 30-hour eligibility code cannot be renewed, or the parent chooses not to renew the code, after 3 months the code will enter a 'grace period'. This is a short period of time in which extended 15 hours can still be offered by the School/Centre.
- When the grace period lapses, the place will revert to a universal 15-hour place.

Working family eligibility

To qualify for working family eligibility codes, you need to apply during the term of your child's birthday.

For example, if your child's birthday is between:

- 1 April and 31 August – you must apply within this time for your claim to be valid from 1 September.
- 1 September and 31 December – you must apply within this time for your claim to be valid from 1 January.
- 1 January and 31 March – you must apply within this time for your claim to be valid from 1 April.

The local authority will not accept claims after these dates until the next term.

GUIDELINES

When a parent enquires about a place for their child at the School/Centre, they will be given the opportunity to visit and complete a registration form. It is a good idea to apply as early as possible. All registrations will be entered and held on our waiting list database in line with our Privacy Notices (<https://stphilipsmarshnursery.co.uk/about/school-policies/>).

The Admissions Panel consisting of the Head Teacher, Deputy Head Teacher, School Business Manager, School Administrator, Inclusion Lead and a governor meet to allocate places and key groups.

All registrations are considered and letters offering places for the following September are emailed out during May. Offer letters are sent throughout the year to children offering places for the term after their second/third birthday.

Priority for allocating places will be in line with Bristol City Council's admissions policy:

1. Children who are looked after by the local authority
2. Children who have an education, health and care (EHC) plan
3. Children who have Disability Living Allowance (DLA)
4. Children who have left care under an adoption order, special guardianship order, or a child arrangements order
5. Children 'in need'
6. Children of 'families with specific needs' (e.g. SEND, 'Families in Focus')

All other children aged 2/3 in the order we entered onto our waiting list.

All new children are admitted to the School/Centre in accordance with the School/Centre's induction procedure.

Regular attendance is required to maintain a place. Staff will liaise with parents and other agencies where there is concern about a child's attendance. Please also see the School/Centre's Attendance Policy (<https://stphilipsmarshnursery.co.uk/about/school-policies/>).

Delayed and Deferred Entry

In line with Bristol City Council's guidance, we will consider continuing a place for a child whose parents want to delay entry to primary school. This will only be for summer born children (i.e. children born between April and August) and once discussed at length with staff and agreed by the Head Teacher. A deferred or delayed place would only be guaranteed if we have space as nursery age children take priority. This may mean that we would only be able to guarantee a 15-hour place.

Refundable deposits

We do not currently take any refundable deposits.

Notice Periods

- Privately paying 2-year-olds and 3-year-olds who pay for extended day care/wrap around sessions are required to give 4 weeks' notice to leave the School/Centre.
- Eligible 2-year-olds are not required to give any notice to move to another provider, but we kindly ask for 4 weeks' notice to ensure that another eligible 2-year-old child can start in their place promptly.
- 3-year-olds accessing free hours are required to commit to each term (Sept-Dec, Jan-Mar and Apr-Aug) and can only leave the School/Centre early with the permission of the Head Teacher. Children can stop attending, but the funding claimed from Bristol City Council will remain with the School/Centre until the end of the term.

Appeals/Complaints

All appeals/complaints from parents about the allocation of places will be dealt with using the following process. Please note that the basis of any complaint can only be considered using the allocation process outlined in this policy.

- Parents who are not satisfied should in the first instance speak to the Head Teacher.
- If the decision of the Head Teacher does not satisfy the parent, any concerns should be put in writing to the Governing Body. The Chair of Governors will respond in writing within 4 weeks.
- If the decision of the Governing Body does not satisfy the parent, any concerns should be made to Bristol City Council's Family Information Service (askcyps@bristol.gov.uk).

