



ADMISSION POLICY

Brenty & Henbury Children's Centre aims to provide a safe and stimulating environment which is accessible to all children. No child shall be refused admission to our centre on the grounds of race, colour, ethnic or national origin, religious beliefs or disability. We will consistently strive to be able to offer a meaningful and valuable service to the community in which we are placed.

We offer the following places

- Privately paid places in all rooms
- 2 year funded places in the 2-3 rooms.
- FEEE (Free Early Educational Entitlement) funded places in the 2-3 rooms (Children will be entitled 12 hours a week funding the term after their third birthday.)
- FEEE funding in pre-school. (Children have the option to receive 15 hours a week term time only or 12 hrs a week for 48 weeks a year depending on availability.) This option is not available within the 2-3 rooms.
- FEEE funding for Reception aged children. A parent/carer may request for their child to remain at the centre. This will be considered according to the individual child. A joint agreement will be made between parents, staff and other professionals.
- 30 hours FEEE funding for children the term after they are 3. For children in the 2-3 rooms, 24 hours a week for 48 weeks of the year. 30 hours a week option is only available in the Pre-school rooms.

Where the places exist, they will be offered on a first come first served basis. If the Nursery is oversubscribed, a waiting list will be kept and administered by the Management team.

Where places are limited the following criteria will be taken into consideration in this order of priority:

- Children already attending
- Social Care Referral
- Children referred from the Early Years Panel or other partner professionals
- Children of staff
- Children who have an additional need
- Siblings of children already attending
- Children living in our community
- Children who are already on the waiting list
- Children living outside our community

Applying for a place

Prospective parents/carers are encouraged to come for a show around the centre. Expression of interest forms should be completed and are immediately entered onto First steps when received. These are available on the centre's website and can be completed electronically or paper copies can be collected from the centre. As far as possible we aim to match the relevant sessions requested on the expression of interest form.

A £50 deposit is required to secure the space once it has been allocated. £25 is an administration fee & £25 will be deducted from the first month's bill.

Admission forms, which show the children's registration details, must be completed in full prior to any child being left at the Centre and updated regularly. Staff are able to support with the completion of these forms if requested.

2 year funded places.

These places are allocated centrally by Bristol City Council Early Years Team. Children can access a place the term after their second birthday. To access a 2 year old free entitlement place parents must complete a Bristol City Council Admissions form. These can be collected at the centre or completed online. This funding does not include meals so parents/carers will be responsible to pay this.

All children will receive a home visit from 2 members of staff before beginning their settling visits to the room. Please see the settling in policy for more detail.

3 and 4 year old funded places.

All 3 and 4 years olds are entitled to 12/15 hours funding the term following their 3rd birthday. This funding does not include meals so parents will have to be responsible for either paying for hot meals provided in the centre or providing a packed meal for their child.

Some families will be able to access the 24/30 hours funding. This funding is allocated based on certain eligibility criteria. Parents can find out if they are eligible for this funding by accessing www.childcarechoices.gov.uk or www.gov.uk/childcare-calculator. Parents will also be able to complete their application on the childcare choices site.

Privately paid places.

BHCC recommend for children to attend a minimum of 3 sessions per week however children must attend a minimum of 2 sessions a week. Ideally this would be over 2 days. 2 sessions over 1 day are considered however are discouraged as this can prolong the settling in process. BHCC reserve the right to request a child to pick up a third session if they are finding it hard to settle in. Fees are charged monthly in arrears and are due by the 14th of the following month unless prior agreement is reached. Fees are not refundable except in exceptional circumstances, to be determined by the Manager.

The Trustees reserve the right to refuse admission to any child whose behaviour, or the behaviour of the Parent or Carer, is in their opinion detrimental to the Health & Safety of the other children or members of staff.

An appeals process is available if an agreement cannot be reached or a grievance is invoked. The matter should be referred to the Trustees at the earliest possibility.

Statement of pre requisites

A child should be between the ages of 6 months and 5 years.

80% of children admitted should live within the local community.

An agreement to abide by the rules.

An agreement to use the approved procedures and accept the fee structure.

Though there is need for BHCC to be financially sustainable the Charity will seek to support families, wherever possible, during times of crisis if space is available.