



## Admissions Policy

### Safeguarding and Welfare Requirements

- Child Protection
- Special educational needs
- Staff:child ratios
- Key person
- Health
- Safety and suitability of premises, environment and equipment
- Information and records

### Overview

The aim of this document is to explain the technical and administrative side of how we work. It covers applying for places, booking sessions, making changes, paying fees and obtaining funding.

### Eligibility

ECCC can provide places to children from the age of six months until the September after their fourth birthday. Places are only offered on a year-round, on-going basis (not Term-Time Only or for short periods e.g. during the summer holidays).

Places are available to children's whose parents or carers live or work within our catchment area (see Appendix 1). ECCC recognises the value of continuity of care, so exceptions are made for families who move out of the catchment area after taking up a place and families outside the catchment area with an older child already attending the Centre.

## Visiting ECCC

Finding the right nursery is a big decision. Parents, carers and other key family members are welcome to make an appointment to look round the Centre, meet staff and ask questions. Settings vary in size and approach and offer a wide range of different session times and opening patterns. As such, we recommend making a list of priorities to help narrow down the options.

## Waiting Lists

Due to consistently high demand, ECCC operates a strict waiting list policy for private admissions. How this works varies slightly for each age group, so the process for each room is detailed below:

### **Tiny Tots & Tiny Stars (6 months to 2 years)**

Private places only. Children can be added to the waiting list from two months old. Families on the waiting list are asked to detail the sessions they are looking for and if possible, any alternative patterns they may be able to accept. Waiting families are offered available sessions in turn, around three months ahead of availability. If available sessions are not taken when offered, they may be accepted by families lower on the waiting list and there is no guarantee of what will be available in the next round. Offers are made with a required start date or range of start dates, so sessions cannot be accepted early and then deferred until required.

### **Sunshine (2 years to 3 years)**

Private places and funded sessions. Private intake is via the waiting list process as described above. Funded places are allocated by Bristol City Council and applications for places (new and already attending children) are made via their website (see Appendix 2). Funded places are for 12 hours per week, 47.5 weeks per year. Please ask Centre staff if you require any assistance with the application process.

### **Rainbow (3 years to 4 years)**

Private places and funded sessions. ECCC does not intake new children into Rainbow, so there is no waiting list process for this age group. All children are entitled to 12 hours of funded sessions per week from the term start (September/January/April) after their third birthday and from September 2017 many children are also entitled to a further 12 “extended hours” per week (see

Appendix 3). The extended 24 hours is often called “30 hours”, which is based on a Term-Time Only 38-week year. ECCC is open 50 weeks per year and funded sessions are provided 47.5 weeks per year. Private sessions are available for unfunded weeks when the Centre is open, with these periods usually falling around Easter and the end of August.

Due to high levels of demand and the impact of extended FEEE funding, it is no longer possible for us to guarantee places in Rainbow for all attending children. As such, allocation of Rainbow places will be subject to application from May 2018 and parents/carers will be informed whether a place will be offered at least six months in advance.

Places in Rainbow will be allocated subject to availability at the point each child will turn three years old. Places cannot be deferred and children cannot remain in Sunshine until a Rainbow place becomes available unless the delay is agreed by senior management and is under 4 weeks. Priority allocation will also be given in the following circumstances:

- A) Children in care, children previously in care and children subject to a special guardianship order.
- B) Children in need, including those with a disability, special educational need or those at significant risk of under-achievement (as determined by the Centre’s Senior Management Team). The definition of special educational need will be children with a formal SEN diagnosis or those with a current Individual Education Plan at the Centre.
- C) Children currently or previously receiving Free Early Education for 2 Year Olds at the Centre.
- D) Children who have will/have a sibling attending the Centre at the point of admission into Rainbow.
- E) Children of Centre staff who are employed at the point of admission into Rainbow.

## Registration

Once offered sessions have been accepted and a target start date agreed, the formal registration process begins. There is a range of forms to confirm children's personal information, family details and any medical requirements. We'll also need to take copies of the full birth certificate, two documents demonstrating the parent or carer's current address and check that the NHS vaccination schedule has been completed appropriately for the child's age.

We require that all attending children are vaccinated where possible, so to protect those that cannot be vaccinated through 'herd immunity' and ensure that they can have safer access to Early Years childcare and education. For this reason, exceptions to the Centre's vaccination requirements can only be granted where a formal medical exemption is provided.

Lastly, signing two copies of the Contract ensures that our terms and conditions are known and understood by parents, as well as making it clear what parents can expect from ECCC.

There is a £40 Registration Fee for private places, to cover the cost of the Registration, Induction and Settling-in Visits.

Registration is free for funded places, but the £40 Registration Fee is applied where there is a mixture of private and funded sessions or when any private sessions (one-off or on-going) are added to an initially entirely funded booking.

For funded places for two-year-old children, a mandatory home visit is completed by two Centre staff prior to induction. This visit helps families meet staff and have our services explained to them in a comfortable environment.

## Induction

Once Registration is complete, an Induction is booked in the child's room. This session allows parents & carers to talk to their child's Keyperson, view the room's routine and complete an "All About Me" to tell us the child's likes, dislikes and any other personal information. The Keyperson will also explain our requirements with regards to the supply of nappies, wipes, creams and clothing – as appropriate to the age group.

## Settling-in Visits

After Induction, a series of Settling-in Visits will be arranged to lead up to the child's targeted start date. Children adjust to nursery at their own pace it can be hard to predict exactly when a child will be ready to start. As such, we offer as many Settling-in Visits as needed and the start date won't be fully confirmed until room staff and parents/carers are confident that the child is ready.

## Starting and Sessions

When a child first joins ECCC, we offer up to two weeks of phased sessions. This means that during these weeks booking patterns can be reduced by prior agreement (to half-days or fewer days). Only these sessions will be charged during this period.

### Our Sessions:

ECCC is open Monday to Friday, 50 weeks per year (two-week Winter closure).

- 08:00 – 09:00 Morning Wraparound Session
- 09:00 – 12:50 Morning Main Session
- 13:00 – 16:50 Afternoon Main Session
- 16:50 – 17:50 Afternoon Wraparound Session

Sessions are booked to a regular, weekly pattern and all booked sessions will be charged regardless of attendance. At least three half-day main session must be booked. Sessions can be given up or reduced with 4 weeks' notice, but cannot be held open without the full fees being charged and may not become available again once cancelled.

- Regular booking patterns can be varied periodically by agreement with the office and subject to availability. A "Change of Days" form will need to be completed for each variation.
- Additional 'one-off' sessions and wraparounds are offered subject to availability.
- Additional regular sessions and wraparounds are offered subject to availability and may be granted on an on-going or time-limited basis.

All enquiries about bookings should be made to the office. Room staff cannot advise about availability, arrange additional sessions or make booking variations. All bookings are subject to a 4-week notice period for cancellations but increases and variations may be possible on shorter notice when circumstances allow.

## Fees

Session prices vary between rooms and all fees can be viewed on posters in the office, around the Centre and on our website ([www.eastonccc.org.uk](http://www.eastonccc.org.uk)). Fee increases may be made at the discretion of the Centre's Management Committee (a board of Parent Trustees) and a fee increase is considered each year to offset cost inflation and ensure the Centre's financial security. Fee increases are normally scheduled to take effect each September and the details of any changes are publicised at least three months in advance.

Fees are invoiced monthly for the full calendar month. Invoices are issued at the start of the month and due for payment by the middle of the month. Fees are only charged for days the Centre is open, not for closed days such as Bank Holidays. Inset Days or the two-week Winter Break.

Fees can be paid directly by credit or debit card (excluding American Express), cash and bank transfer. We also accept a wide variety of vouchers and payment via the newly introduced HMRC "Tax Free Childcare" (TFC) program that will be replacing all voucher schemes by 2020.

Our TFC provider reference number is: 50003259056

Eligibility info and TFC application forms are available on the Gov.uk website:

<https://childcare-support.tax.service.gov.uk/par/app/eligibility>

ECCC's Late Fees of £1 per minute are charged when a child is collected after their designated session end time (12:50, 16:50 or 17:50). Two reminder slips will be issued for late collections of up to 10 minutes, before any charge is made. Late collections of more than 10 minutes will incur Late Fees without reminder slips having been issued. We ask that parents contact the Centre before collection time to advise that they will be or might be late and make arrangements for someone else to collect their child wherever possible.

ECCC does not charge for additional items such as meals, snacks, drinks, sun cream or excursions. This applies to both private and funded places. No discount is offered for families with multiple children attending the Centre.

ECCC is a charity and we work hard to keep our fees considerably below all local private and Council settings. Following a consultation with service users in 2017, we decided not to offer a holiday allowance or any other “fee free” periods – as they would require regular fees to be increased to preserve the Centre’s viability.

We understand that circumstances can change and families may find it difficult to pay their fees each month. We are happy to work with families to find a solution that works for everyone – through payment plans, session reductions or helping families facing difficulties obtain external support. We encourage families who are finding it difficult to pay their fees to speak to the office to see what support can be offered. As a non-profit organisation, it is vital for us that expected fees are paid on time every month. As such, accounts that fall into arrears without an agreed recovery plan in place are subject to cancellation and reallocation of private sessions. Funded sessions can be maintained regardless of account arrears.

## Food and Dietary Requirements

We believe that healthy and stimulating food is an important part of nursery life, so we have a full-time chef on site to prepare meals for the children. The full-day includes:

- Breakfast                      08:00 to 08:45
- Snack                              10:00 to 10:30
- Lunch                              11:30 to 12:30
- Tea                                 15:00 to 15:45     (15:45 to 16:30 in Rainbow)

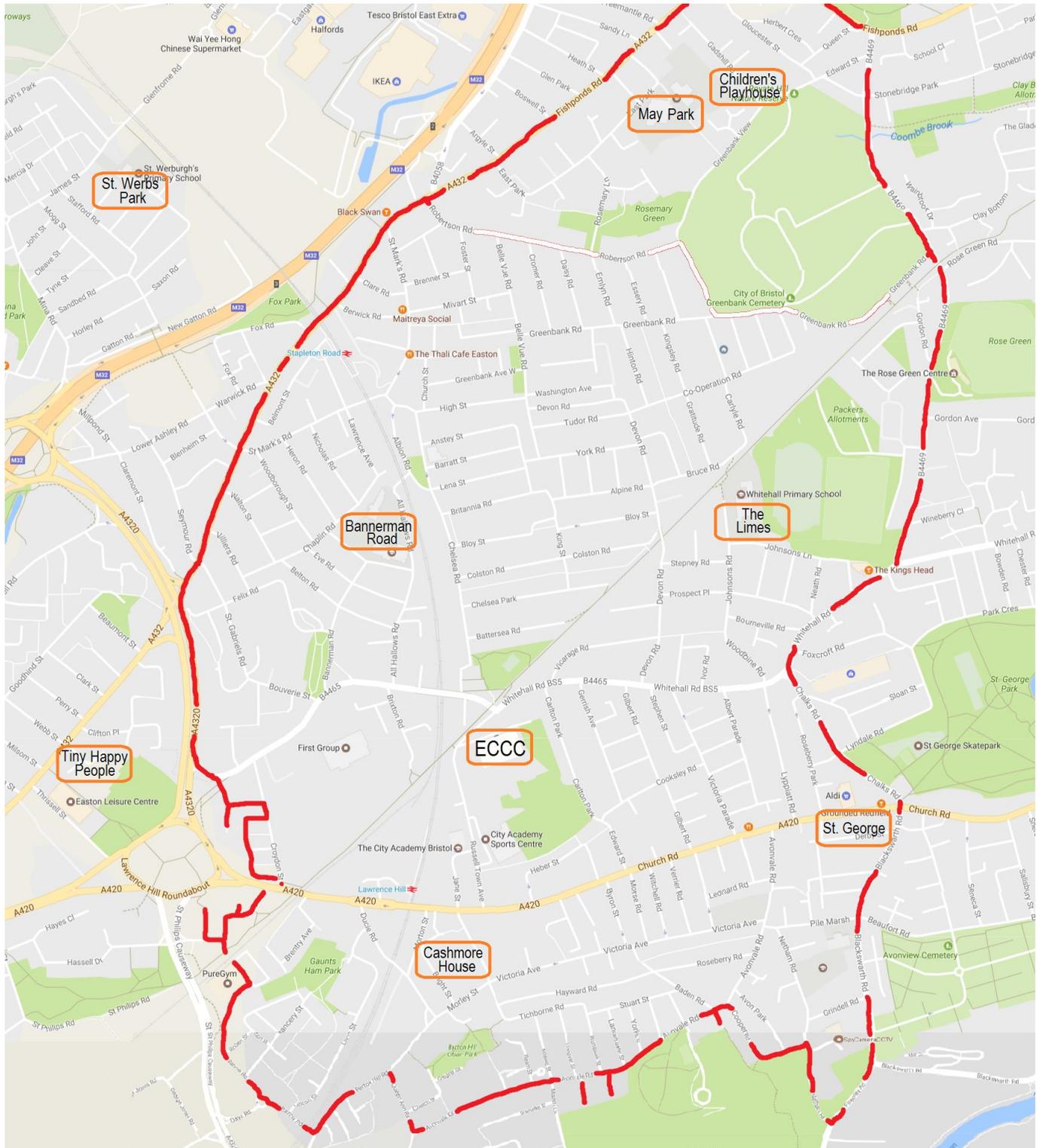
Weekly menus are displayed outside each room, showing all meals along with any applicable vegetarian option. All meat served at ECCC is Halal and sourced locally from Pak Butchers. We also use the Fruit & Veg Market in St Phillips and try to ensure that our menus offer variety and reflect seasonal changes as well as the diverse communities we serve.

We are happy to work with families to accommodate children’s medical or cultural dietary requirements. Where practically possible, we will offer alternative dishes or ingredients and look to ensure that all children are able to participate in mealtimes and feel that they are eating similar food to their peers. Approved recipes are used

when preparing dishes and no nut, pork or shellfish products are ever used. Any queries about allergies or ingredients should be directed to the office.

To ensure the safety of all attending children, we do not allow packed lunches to be brought in and ask that no outside food is consumed in or brought to the Centre. Parents and carers wishing to provide birthday cakes to share with their children's class are asked to speak to room staff to make the necessary arrangements. We ask that any birthday or other celebratory cakes are shop-bought and supplied with the full packaging, so that the exact ingredients can be confirmed to parents. We're sorry, but we cannot accept any home-made items – however tasty.

# Appendix 1: ECCC Catchment Area



Our catchment area includes the areas of Easton, Lawrence Hill, Barton Hill and Redfield contained by Fishponds Rd to the north, Royate Hill/Gordon Rd/Whitehall Rd/Chalks Rd/Blackswarth Rd to the east, Avonvale Rd to the south and St. Philips Causeway/Stapleton Rd to the west. A more detailed version of this map is on display at the Centre and any enquiries about eligibility should be made to the office.

## **Appendix 2: Free Early Education for 2 Year Olds**

- Eligible children can receive 12 hours of funded sessions.
- Applications are made directly to Bristol City Council. Applicants can state if their child is already attending a setting – or if they have a preferred setting.

[www.bristol.gov.uk/schools-learning-early-years/free-early-education-for-two-years](http://www.bristol.gov.uk/schools-learning-early-years/free-early-education-for-two-years)

- Eligible children will be allocated to a setting, who will contact the applicant to offer a place and explain the registration process. If no places are available at the preferred setting the child may be allocated to an alternative local setting.
- Children already attending ECCC will be automatically accepted into a funded place once their eligibility is confirmed and can convert existing private bookings into funded bookings.
- Funded sessions can begin from the first term start date after the child's 2<sup>nd</sup> birthday (September, January, April)
- Once funded is granted, it remains in place until the child is eligible for 3 and 4 Year Old Funding (see Appendix 3) – eligibility is not rechecked or revoked.
- Funded sessions are available as 3x four hour sessions per week.
- Funded sessions are 9:00-12:50 and 13:00-16:50, Monday to Friday.
- Weekly bookings for 2 Year Old Funding places are available as:
  - 3x four-hour sessions.
- All booking requests are subject to availability.
- Private sessions can be booked in addition to funded sessions.
- No Registration Fee is charged for exclusively funded places – but a £20 Registration Fee will be charged if private sessions are later added on a one-off or ongoing basis.

## **Appendix 3: Free Early Education for 3&4 Year Olds**

### **A - 12 Free Hours (Universal)**

- All children are entitled to 12 hours of funded sessions per week, 47.5 weeks per year.
- Funded sessions can begin from the first term start date after the child's 3<sup>rd</sup> birthday (September, January, April)
- Children already attending ECCC will be automatically accepted into a funded place and can convert existing private bookings into funded bookings.
- Applications for universal funding are processed by ECCC.
- Parents will be asked to complete an application form (EYR9) and to re-sign it termly.
- Once the Universal funding is granted, it remains in place until the August after the child turns 4.
- Children attending private sessions in addition to their funded place will be invoiced monthly for the full cost of all sessions - with the equivalent value of their funding deducted from each invoice.
- Funded sessions are 9:00-12:50 and 13:00-16:50, Monday to Friday.
- Weekly bookings for Universal Funding (12 hours) are available as:
  - 3x four-hour sessions.
  - Deduction of total value of funding from invoice for 13+ hours of private bookings.
- All booking requests are subject to availability.
- Bank holidays are never funded days. Routine sessions missed due to bank holidays cannot be rescheduled.
- Private "additional hours" can be booked at the Centre's normal private fee rate.
- Universal Funding can only be varied at the start of each term (September, January, April).
- Universal Funding can only be transferred to another setting mid-term in extenuating circumstances and with the original setting's consent.

## B - 12 Free Hours (Extended)

### (Sometimes known as '30 Hours Free Childcare')

- Eligible children are entitled to an extra 12 hours of funded sessions per week, 47.5 weeks per year – making 24 hours with the Universal funding.
- Extended funding can begin from the first term start date after the child's 3<sup>rd</sup> birthday (September, January, April)
- Children already attending ECCC will be automatically accepted into a funded place and can convert existing private bookings into funded bookings.
- Capacity limitations means that adding extra sessions to use a full Extended entitlement at ECCC is subject to availability and may not always be possible.
- Parents can take up sessions at multiple providers to access their full entitlement.
- Applications for Extended funding are processed by HMRC and successful applicants will receive an 11-digit code to pass to providers with their National Insurance number(s).
- Parents can check eligibility and apply via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)
- Parents will also be asked to complete an application form (EYR9) and to re-sign termly.
- HMRC will prompt parents to reconfirm their application every 3 months. If the deadline is missed, the code will become invalid and funding withdrawn after a grace period.
- If a child becomes ineligible for Extended funding during the first half of a term, they will be funded until the end of that term. If they become ineligible during the second half of a term, they will be funded until the end of the following term.
- Booked sessions that become unfunded due to changes in eligibility must either be paid for privately after the grace period expires, or given up to be allocated to other children. Sessions that have been given up may not be available if eligibility is later re-established.
- Weekly bookings for Universal + Extended Funding (24 hours) are available as:
  - 6x four-hour sessions.
  - 4x five-hour sessions + 1x four-hour session.
  - Deduction of total value of funding from invoice for 25+ hours of private bookings.
- All booking requests are subject to availability.
- Bank holidays are never funded days. Routine sessions missed due to bank holidays cannot be rescheduled.
- Private "additional hours" can be booked at the Centre's normal private fee rate.

- Funding can only be varied at the start of each term (September, January, April).
- Funding can only be transferred to another setting mid-term in extenuating circumstances and with the original setting's consent.

### **Funding Queries**

Queries about any aspect of the free hours provision at ECCC should be made to the General Manager, James Rideout – 01179 392550 – [jrideout@eastonccc.org.uk](mailto:jrideout@eastonccc.org.uk)

Queries about funding in general or any issues ECCC are unable to resolve should be raised with Bristol City Council's Family Information Service – 0845 1297217 - [askcyps@bristol.gov.uk](mailto:askcyps@bristol.gov.uk)