Cheddar Grove Pre-School Admissions Policy

Offer of the Free Early Education Entitlement to

3 & 4 year olds – Universal hours and 3 & 4 year olds – Working Parent Entitlement hours (from working families)

Phone number: 0117 9030418

Email: office@cheddargroveschool.org.uk

Website: www.cheddargroveschool.org.uk

Thank you for choosing Cheddar Grove Pre-School as your preferred childcare provider.

Please see below the Admissions Policy which will provide important information about this provision. Please keep a copy for your future reference.

Principles

The early education provision made for 3-4 year olds must be in accordance with the following principles of the Early Years and Childcare Service:

- Services should be child-centred.
- All activity should promote educational achievement.
- Universal service including service for Children in Need, ie non-stigmatising.
- Consistent quality across services with measurable outcomes.
- Recognition that staff development is crucial to quality.
- Consistent curriculum offered across settings.
- Partnership with parents.
- Family support services integrated with childcare and education crucial to holistic childcare approach.
- All provision should adopt integrated equalities approach.
- Inclusive provision.
- Partnership with other providers: Best Value approach to provision.
- Services should be locally accessible.
- The strategic objectives of the Early Years and Childcare Service are listed below and will inform the planning of all Local Authority funded provision:
- To maximise the impact of all early years resources in order to promote equity and lifelong learning
- To align resources so that Children in Need and children of families with specific needs have access to the services they need
- To have an inclusive system of neighbourhood planning which secures the involvement of all stakeholders and sectors of the community
- To design and implement a city-wide recruitment and training strategy allied to regeneration activity and local capacity building
- To develop a neighbourhood model which requires the integration of early education, childcare, provision for children with SEN and family support.
- To design and implement an investment strategy to realise the principle of opportunity for all supported by a mixed economy of provision and associated neighbourhood commissioning infrastructure (i.e.: to involve local people in deciding which early years services should be available in their local area and how these services might be most appropriately provided).
- To design and implement systems for monitoring and evaluating the effectiveness of service delivery across the city including the collection of relevant data and consultative documentation
- To ensure that all provision operates a local sustainable environment policy

Opening Days/Hours

Cheddar Grove Pre-School opening days/hours are:

Days	Opening and closing time
Wraparound Care – Breakfast Club	7:30am - 9am
Monday	9am – 3:15pm
Tuesday	9am – 3:15pm
Wednesday	9am – 3:15pm
Thursday	9am – 3:15pm
Friday	9am – 3:15pm
Wraparound Care – After School Club	3:15pm – 5:45pm

Session Times

Cheddar Grove Pre-School session times are:

Willow *(Monday, Tuesday & Wednesday morning)*

Day	Session Start Time	Session End Time
Monday	9am	3:15pm
Tuesday	9am	3:15pm
Wednesday	9am	11:30am
Thursday	NO SESSION	NO SESSION
Friday	NO SESSION	NO SESSION

Cherry *(Wednesday afternoon, Thursday & Friday)*

Day	Session Start Time	Session End Time
Monday	NO SESSION	NO SESSION
Tuesday	NO SESSION	NO SESSION
Wednesday	12:45pm	3:15pm
Thursday	9am	3:15pm
Friday	9am	3:15pm

30 hours *(Monday - Friday)*

Day	Session Start Time	Session End Time
Monday	9am	3:15pm
Tuesday	9am	3:15pm
Wednesday	9am	3:15pm
Thursday	9am	3:15pm
Friday	9am	3:15pm

Cheddar Grove Pre-School offers free hours on the following basis:

- Term Time Only (TTO) - 38 weeks per year

Cheddar Grove Pre-School is registered with Bristol City Council to offer free hours to 3 & 4 year olds – universal hours and 3 & 4 year olds – Working Parent Entitlement hours.

3 and 4 year olds – Universal hours

Universal free hours are available to all children who are 3 or 4 (as long as they are living in England). Free hours are available to all children from the term after their 3rd birthday.

3rd Birthday	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Eligible from…	Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan	Jan	Jan	Jan

Cheddar Grove Pre-School are able to offer 15 universal free hours per week.

3 and 4 year olds – Working Parent Entitlement hours (from working families)

The Working Parent Entitlement hours are available to children who are 3 or 4 children from the term after their 3rd birthday. Parents must apply via by visiting www.childcarechoices.gov.uk or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500…).

3rd Birthday	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Eligible from…	Apr	Apr	Apr	Sep	Sep	Sep	Sep	Sep	Jan	Jan	Jan	Jan

Cheddar Grove Pre-School are able to offer 15 Working Parent Entitlement free hours per week.

Parents of 3 and 4 year olds can use both Universal and Working Parent Entitlement free hours in combination (i.e. 30 free hours per week). These hours can be used in one setting or split across two settings; if you wish to split your hours, please inform Cheddar Grove School office on how funding is being allocated.

Eligibility Codes (for working families)

- Eligibility codes need to be reconfirmed every 3 months. The eligibility code will remain the same after reconfirmation. It is the parent/carer's responsibility to keep their child's eligibility code valid at all times.
- Verification checks will be made on Bristol City Council's Provider Portal, using the following data:
    a. Your 11-digit eligibility code
    b. Your National Insurance Number(s)
    c. Your child's date of birth
    d. Your written consent(s) from your signed EYR1 Parental Declaration Form to verify eligibility.

  Once the code is verified, you will be contacted to discuss sessions.
- Grace Periods – If you do not reconfirm the eligibility code and the code becomes invalid, the 'grace period' starts. The grace period is a short period of time where a child can still access their Working Parent Entitlement / free hours. Once the grace period has expired:
- 3 and 4 year olds from working families will only be able to access 15 hours universal free hours and Cheddar Grove Pre-School may not be able to accommodate preferences for beginning or end part of the week.
- Codes which are already in their grace period must be reconfirmed before claims can be made for Working Parent Entitlement.

Admissions Methods

Admissions applications will be reviewed in the Spring Term for allocation for the following September. Whilst we endeavour to accommodate applicant's preferences, it is not guaranteed that we will be able to offer preferences chosen.

Admission for a place in January (children turning 3 after September) will only be considered if the current three & four year old provision is not full. Admissions forms will be reviewed in the Autumn Term for allocation in the following January should spaces be available.

Contact will only be made with applicants if spaces are available, and you meet the criteria below.

Priority for allocating places will be as follows (in order of priority):

1. Children in Care aged 3 by the end of August (30 hours)
2. Children in Care aged 3 by the end of August (15 hours)
3. Children in Need aged 3 by the end of August (30 hours)
4. Children in Need aged 3 by the end of August (15 hours)
5. Other children aged 3 by the end of August who are children of families with specific needs (30 hours)
6. Other children aged 3 by the end of August who are children of families with specific needs (15 hours)
7. Siblings within Cheddar Grove Primary School (30 hours)
8. Siblings within Cheddar Grove Primary School (15 hours)
9. Existing Pre-School Children who became 3 after September (30 hours)
10. Existing Pre-School Children who became 3 after September (15 hours) (Point 3 below)
11. The distance in a straight line from home to school (as the crow flies) (30 hours)
12. The distance in a straight line from home to school (as the crow flies) (15 hours)

Part-time places can be offered to children who become 3 on or after September if all attempts to fill the places as above have been exhausted.

Offers for a 30hr place will be offered on the basis of meeting the 30hr entitlement criteria and proof of a valid code at the time of allocations.

The School will not hold any places vacant for children (in Need or otherwise) who might apply for places during the school year. Vacancies arising during the year will be filled as soon as possible.

If a parent chooses to delay their child's date of entry to reception class, the pre-school place for that child will not generally continue unless it is recognised that the child has very exceptional needs and the delayed transfer is agreed by parents, both head teachers and by the relevant officer of the Local Authority.

The Academy Governance Committee is involved with the allocation of places in the Pre-School.

Pre-School classes have been established by the Local Authority as area provision therefore priority cannot be given to children who are anticipated to continue attending the school in the reception class.

It should be made clear to parents that:

- Admission to a pre-school class does not guarantee an automatic right to continued education in the same school and whether or not the child has attended a Local Authority nursery is not taken into consideration in the allocation of places in Year R.
- Whilst more than one pre-school may offer a place to the same child, only one of the offers for their child may be taken up;

- Regular attendance is required to maintain a place in the nursery class or school, but close liaison should take place with health visitors or social workers as appropriate if there are concerns regarding a child's attendance.
- Any discrepancies regarding allocation of places, that are brought to the attention of the school, will be followed up in accordance with local authority procedure.

Payments

Tax Free Childcare (for wraparound childcare)

Cheddar Grove Primary School is registered to offer Tax Free Childcare. Parents can check eligibility and apply for Tax Free Childcare via www.childcarechoices.gov.uk. Tax-Free Childcare is the system that is gradually replacing the old childcare voucher scheme - paying for childcare though the employer.

Invoicing

Cheddar Grove Pre-School invoice on a monthly basis.

Cheddar Grove Pre-School only offer free funded hours and as such, your monthly invoice will show your free hours as a £0.00 charge on the invoice.

Notice Periods

Parents/Carers are asked to make a termly commitment. This means that once parents/carers sign the EYR01 Parental Declaration Form, a contract is made. If parents then decide to transfer to another provider, funding will not be re-directed to your new childcare provider until the start of the following term (Sept, Jan, April). Please approach Cheddar Grove School office directly to discuss this.

The General Data Protection Regulation (GDPR) Policy

As a data controller, Cheddar Grove Pre-School & Primary 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.

Data-Protection-Handbook-Oct-2023.pdf

Appeals Process

If you have any complaints about any aspect of Cheddar Grove Pre-School's delivery of free hours, please contact Bristol City Council to discuss your questions

and concerns. Please email the Family Information Service, askcyps@bristol.gov.uk or call 0117 357 4192.

Date: November 2025