Wansdyke Preschool

(Formally Whitchurch Under Fives)

Admissions Policy

to offer the Free Early Education Entitlement to

3&4 year olds – Universal hours / 3&4 year olds – Extended hours (from working families)

Phone number: 0117 903 0218

Email: office@wansdykeschool.org.uk

Website: Wansdyke Primary School - Our Schools

Thank you for choosing Wansdyke Preschool (formally Whitchurch Under Fives) 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. This policy is a revision of the WU5's admissions policy with revisions for contact details and additional charges. No material changes to times, fees or allocation criteria have been made. This policy will be replaced for the Sept 2027 academic year.

All About Our Business

Opening Days/Hours

Our opening days/hours are: Monday to Thursday 8:30-16:00 Friday 8:30-15:30

Session Times

Our session times are: Mornings (8:30/9:00 – 12:00), afternoons (13:00-15:30/16:00), and full days (9:00-15:30, extended 8:30-16:00). Sessions are booked for the academic year.

Operational Method

We will offer free hours on the following basis:

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

All about Free Hours

We are registered with Bristol City Council to offer free hours to 3&4 year olds – universal hours / 3&4 year olds – extended 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

We will be able to offer 15 universal free hours per week

3 and 4 year olds – Extended hours (from working families)

Extended free hours are available to children who are 3 or 4 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

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…).

We will be able to offer 15 extended free hours per week although this is sometimes limited to three full days to be able to reach more families in our area.

Parents of 3 and 4 year olds can use both universal and extended free hours in combination (i.e. 30 free hours per week)

Eligibility Codes (for working families)

- Eligibility codes need to be reconfirmed every 3 months. The eligibilty 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 extended / free hours. Once the grace period has expired:
    ❖ 3 and 4 year olds from working families will only be able to access their universal free hours and must pay for any additional childcare provision.

  If this happens, we will discuss what to do about the sessions you have lost. Codes which are already in their grace period must be reconfirmed before claims can be made for expanded or extended free hours.
- 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.

All about Admissions

Admissions Methods

Admissions are made on the following basis:

1. Children who are 3 years by 31st August and living in the Whitchurch Under Fives catchment area.
2. Children who have just missed the cut off date (September birthdays) who live in the Whitchurch Under Fives catchment area.
3. Children who have applied by our cut off date of December 15th (of the previous year, e.g 15/12/23 for Sept 24 start)
4. Children who are 3 years by 31st August and living outside catchment will be selected by closest first.

All about Payments

Registration Fees

We no longer charge a registration fee.

Tax Free Childcare (for paid childcare and consumables)

We are 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

We invoice on a termly basis.

Payment of Paid Childcare

Our regular hourly rate is £6.00 per hour. This is for non free hours.

Payment of Consumables

We no longer charge a healthy snack charge.

Payments from 3rd Parties (Colleges and Universities)

Free hours cannot be claimed at the same time that they are paid for by a third party. We will need to receive written confirmation as soon as possible can work out which hours are **a)** paid by the college / uni, **b)** covered as free hours and **c)** paid for by

you. Student parents may not always be eligible for expanded / extended childcare unless they meet the eligibility criteria found here www.childcarechoices.gov.uk

Sibling Discount

We do not offer a sibling discount.

Late Collections

We charge £3.00 if a child is collected late and £3.00 per 30 minutes thereafter.

Notice Periods

Parents are asked to make a termly commitment. This means that once parents sign the EYR1 Parental Declaration Form a contract is made. If parents then decide to transfer to another provider, funding will not always be re-directed to your new childcare provider until the start following term (Sept, Jan, April). Please approach us directly to discuss this. For additional hours or extra charges our notice period of a term will still apply.

All about GDPR and Appeals

The General Data Protection Regulation (GDPR) Policy

As a data controller, we 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 our 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 Agreed: 19th November 2025 **Staff member Signed by: Sam Condon** **Signature:** S Condon	**Review Date: 6.10.2026** **Signature: N Buglass** **Review Date: pending for Sept 27** **Signature: N Buglass**