



Early Education & Childcare

Admissions, Bookings & Funding Policy

Aims

- To ensure BS3 Community's Early Education & Childcare Services are accessible to the local community and that places are allocated in-line with the Equal Opportunities and Inclusion Policy.
- To communicate the procedures for offering and managing places (fee paying and funded), and the rationale behind these to families.
- To promote smooth and stress-free transitions to the setting, ensuring children are secure and thriving in our setting and parents/ carers are fully informed in this process.

Accessibility

BS3 Community Development aims to ensure all services are accessible to all sections of the local community. The organisation aims to communicate about its services across the local area and admissions are managed in-line with our charitable objectives and related statutory requirements, outlined by the [Early Years Foundation Stage](#) and [Bristol City Council's Free Early Education Entitlement information](#) (as applicable).

BS3 Community exists as a charity to improve the lives, wellbeing and happiness of people living and working in the BS3 postcode and surrounding area. We are committed to identifying the level of need for specific services in the local area and to continually evaluating the need and opportunity to adapt and evolve our existing provision. This includes consultation with stakeholders including our Board of Trustees, our staff, our parents/carers, the Local Authority, schools, and other local early years provisions.

Sessions & Options

BS3 Community provides early education and childcare for children aged nine months to five year olds at the Southville Centre and Chessel Centre. Both sites provide an All Year Round provision, offering full-day and half-day sessions. These sessions are:

| Full day | Morning | Afternoon |
|------------|------------|------------|
| 8am to 6pm | 8am to 1pm | 1pm to 6pm |

The All Year Round provisions are open for 49.7 weeks of the year (closed during Christmas period and on Bank Holidays). Our minimum booking across the week is ten hours (so one full day or two half day sessions). This is for the benefit of the children who attend with us – children find it very difficult to fully settle with fewer than ten hours a week. These sessions are offered in the following rooms:

| Centre | Room | Number of full time places available | Age range |
|-------------------|----------------|--------------------------------------|---|
| Southville Centre | Beauley Room | 15 places | Nine months to two years old |
| | Leighton Room | 24 places | Two years to three years old |
| | Stackpool Room | 35 places | Three years plus |
| Chessel Centre | Pearl Room | 24 places | Nine months to two years, nine months old |
| | Ruby Room | 32 places | Two years, nine months plus |

Term Time Only nursery provision

The Southville Centre also has Term Time Only provision for children aged 2 years, nine months and above. Please note parents/carers must provide a packed lunch and snack for the Term Time Only provision. This service is delivered in the Raleigh Room, with 28 full-time places available for children aged two years, nine months to five years old in line with their government funding.

There are two attendance options for Term Time Only provision (subject to availability):

Group One - Monday and Tuesday, 9am to 3pm, and Wednesday 9am to 12noon

Group Two - Wednesday, 12noon to 3pm, Thursday and Friday, 9am to 3pm

We also have limited availability for children to attend for 30 hours, subject to eligibility for extended funding– Monday to Friday, 9am to 3pm

Children attending the Term Time Only nursery are able to access funding between the hours of 9am and 3pm. We also offer wraparound sessions outside of these core funded hours, which can be paid for privately:

| Session | Times | Price |
|---|---------------|--------------------|
| Morning wraparound with breakfast (toast, fruit etc) | 8am to 9am | £7.80 per session |
| Morning wraparound without breakfast | 8.30am to 9am | £3.80 per session |
| Afternoon wraparound with a light tea (Monday to Thursday only) | 3pm to 5pm | £15.60 per session |

Wraparound sessions can be booked as a regular pattern or ad hoc sessions, subject to availability and prior booking.

All Year Round nursery provision

For the period 1 April 2024 to 31 March 2025 the following fees apply for BS3 Community Early Education & Childcare sessions:

| Session Costs | | | |
|----------------------|--------------------|----------------|---------------|
| | Under 2 yrs | 2-3 yrs | 3+ yrs |
| Morning | £46.40 | £45.30 | £44.10 |
| Afternoon | £45.00 | £44.00 | £42.60 |
| Full Day | £81.30 | £79.00 | £78.10 |

All session fees, with the exception of breakfast, include snacks and meals (please see below for information regarding our Consumables Charge to access food on funded sessions). No sibling discounts are offered.

Parents are required to provide nappies/ pull-ups and wipes for their child(ren), where these are required.

Invoices are issued on a monthly basis and payment is required within 30 days. For fee-paying sessions (and additional hours above and beyond funded entitlements) we are able to accept childcare vouchers or tax-free childcare payments (which offer up to 20% top-up to all payments credited, up to the value of £2,000 per child per year) More information is available at: [Tax-Free Childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/tax-free-childcare).

Our unique reference numbers for tax free childcare are as follows:

The Southville Centre nursery
50027860825

The Chessel Centre nursery
50027860841

Where other funded schemes, or third-party payments may apply, we may require advance written confirmation. Payments from third parties are accepted.

Parents claiming Universal Credit can also get support from the government for childcare costs. You can find more information about this scheme here: [Universal Credit childcare costs - GOV.UK \(www.gov.uk\)](https://www.gov.uk/universal-credit-childcare-costs)

Bank holidays, and closure dates (Christmas week) are not charged or funded by government funding. All other sessions will be charged (or funding allocated against them) regardless of whether a child attends. Sessions, whether fee-paying or funded, cannot be swapped or re-allocated.

The notice period for cancelling fee-paying sessions is 30 days. Cancellation should be submitted in writing, via email to family.services@bs3community.org.uk.

Notice for funded sessions (with the exception of families in receipt of Two Year Funding Entitlement) will be dictated by the term dates set by Bristol City Council (more information to follow).

Working Family Funding Entitlement

Many families will be entitled to access Government funding for their child to support working families. Families are eligible to apply so long as all parents in the household are earning the equivalent of 16 hours per week at minimum wage and earn no more than £100,000 (each). Families are required to apply for their funding at www.childcarechoices.gov.uk

From April 2024 working families who meet the above requirements can access 11.5 hours of funding per week (for 49.7 weeks of the year) from the first full term after their child turns two and from September 2024, working families who meet the above requirements can access 11.5 hours of funding per week (for 49.7 weeks of the year) from the first full term after their child turns nine months old. Please note that a Consumables Charge will be added to fully funded sessions (see below).

To enable families in receipt of Working Family Funding to access their full 11.5 hours per week in the All Year Round provision, families can choose to book a 1.5 hour core funded session, held on either Mondays or Fridays between 1pm and 2.30pm. Please note that this session can only be accessed using funding and is not available for private payment. This session can only be accessed on the days and times stated. Core-funded hours can be booked subject to availability and eligibility for funding as part of a regular booking.

From September 2025, all working families who meet the above requirements can access 23 hours of funding a week (over 49.7 weeks of the year) from the January, April or September after their child turns 9 months old. Please note that a Consumables Charge will be added to fully funded sessions (see below).

To enable families in receipt of Working Family Funding to access their full 23 hours per week in the All Year Round provision, families can choose to book a 3 hour core funded session, held on either Mondays or Fridays between 1pm and 4pm. Please note that this session can only be accessed using funding and is not available for private payment. This session can only be accessed on the days and times stated. Core-funded hours can be booked subject to availability and eligibility for funding as part of a regular booking.

Please be aware that working families must apply for their funding and identify themselves to the charity in writing in order to receive paperwork that will validate their funding claim.

If eligible, parents will receive an 11-digit code, which is valid for 3 months. After 3 months parents should receive a prompt from HMRC to renew this code. If the code is not renewed it will become ineligible and a grace period will come into effect. Once this has expired, funding will cease, and private fees will be applied to sessions booked. BS3 Community is not involved in the generation or renewal of this code and cannot issue reminders or contact HMRC on behalf of parents. Details of grace periods can be found on Bristol City Council's website.

Families must [apply for Working Family Funding directly with HMRC](#). They must then complete an EYR1 form and provide ID for their child. Signing the EYR1 form constitutes a contract of one funded term, meaning that you are committing to a full term of funding allocation with BS3 Community. There is no entitlement to reclaim or reallocate this funding if the space is no longer required, or you choose to leave our service part-way through a term. However, where exceptional circumstances apply, please contact us and we will discuss this with you.

Two-Year Funding Entitlement

Some families who do not meet the Working Family funding thresholds may also be entitled for support for their child from the January, April or September after they turn two. Full information about eligibility can be found at

www.bristol.gov.uk/freeplacesfortwos. Eligible families can claim 570 hours a year, by accessing 11.5 hours of funding per week for our 49.7 week opening period.

To enable families in receipt of Two Year Funding Entitlement to access their full 11.5 hours per week in the All Year Round provision without accessing a part-funded session, families can choose to book a 1.5 hour core funded session, held on either Mondays or Fridays between 1pm and 2.30pm. Please note that this session can only be accessed using funding and is not available for private payment. This session can only be accessed on the days and times stated. Core-funded hours can be booked subject to availability and eligibility for funding as part of a regular booking.

Recipients of Two Year Funding Entitlement are not permitted to split their funding between providers.

Where children are accessing fully funded sessions through Two-Year Funding Entitlement, and are in receipt of Early Years Pupil Premium, this additional funding can be used to pay for their Consumables Charge for the duration of their eligibility for this funding.

Families must [apply for Two-Year Funding Entitlement funding directly with Bristol City Council](#) but can be supported in their application by emailing family.services@bs3community.org.uk or calling 0117 923 1039. They must then complete an EYR1 form and provide ID for their child. Please note that families who are accessing sessions via two-year funded entitlement are required to give 30 days' written notice to cancel their bookings.

Bristol City Council does not allow children to claim Two Year Funding Entitlement AND Working Family Funding at the same time.

Three- and four-year old funding – Universal Entitlement

All children aged 3 or 4 years old are entitled to 'universal' funding, claiming 570 hours a year.

Children can access 15 hours of Universal Funding a week for 38 weeks of the year in our Term Time Only provision at the Southville Centre OR 11.5 hours of Universal Funding a week for 49.7 weeks of the year in our All Year Round provisions at the Southville and Chessel Centres. All sessions are offered subject to availability.

To enable families attending in the All Year Round provision who are in receipt of Universal Funding to access their full 11.5 hours per week, families can choose to book a 1.5 hour core funded session, held on either Mondays or Fridays between 1pm and 2.30pm. Please note that this session can only be accessed using funding and is not available for private payment. This session can only be accessed on the days and times stated. Core-funded hours can be booked subject to availability and eligibility for funding as part of a regular booking.

Please note that a Consumables Charge will be added to fully funded sessions in the All Year Round provision (see below).

To access universal entitlement, parents are required to complete a Bristol City Council EYR1 form and to provide a passport or birth certificate to verify eligibility. Signing the EYR1 form constitutes a contract of one funded term, meaning that you are committing to a full term of funding allocation with BS3 Community. There is no entitlement to

reclaim or reallocate this funding if the space is no longer required, or you choose to leave our service part-way through a term. However, where exceptional circumstances apply, please contact us and we will discuss this with you.

Three- and four-year funding - Expanded Entitlement

Some working families of three- and four-year olds will be entitled to receive expanded funding and access 1,140 hours a year.

Children can access 30 hours of Expanded Funding a week for 38 weeks of the year in our Term Time Only provision at the Southville Centre OR 23 hours of Expanded Funding a week for 49.7 weeks of the year in our All Year Round provisions at the Southville and Chessel Centres nurseries.

To enable families in the All Year Round provision who are in receipt of Expanded Funding to access their full 23 hours per week, families can choose to book a 3 hour core funded session, held on either Mondays or Fridays between 1pm and 4pm. Please note that this session can only be accessed using funding and is not available for private payment. This session can only be accessed on the days and times stated. Core-funded hours can be booked subject to availability and eligibility for funding as part of a regular booking.

Parents need to apply via HMRC for expanded hours and can check eligibility via www.childcarechoices.gov.uk. If eligible parents will receive an 11-digit code, which is valid for 3 months. After 3 months parents should receive a prompt from HMRC to renew this code, if the code is not renewed it will become ineligible and a grace period will come into effect. Once this has expired, funding will cease, and private fees will be applied to sessions booked. BS3 Community is not involved in the generation or renewal of this code and cannot issue reminders or contact HMRC on behalf of parents. Details of grace periods can be found on Bristol City Council's website.

In the event that a child is no longer eligible for the extended entitlement, parents have the option to either pay for these hours or reduce the number of sessions the child attends.

Please note that a Consumables Charge will be added to fully funded sessions in the All Year Round provision (see below).

To access expanded entitlement, parents are required to complete a Bristol City Council EYR1 form and to provide a passport or birth certificate to verify eligibility. Signing the EYR1 form constitutes a contract of one funded term meaning that you are committing to a full term of funding allocation with BS3 Community. There is no entitlement to reclaim or reallocate this funding if the space is no longer required or you choose to leave our service part-way through a term. However, where exceptional circumstances apply, please contact us and we will discuss this with you.

Consumables Charge – All Year Round provision

Because the funding is for education only, we ask that families attending in our All Year Round provision pay a "consumables" charge to help our charity pay for items such as:

- Snacks
- Meals
- Seasonal treats

Stay and Play parent resources
Outings and excursions
Events, e.g. Light Up the World Around You
Parental resources
Mindfulness activities and yoga
Bespoke items for sleep support e.g. white noise machines
Spare clothing and stock items of consumable products

Our consumables policy has been calculated in conjunction with Bristol City Council and is set at £12 for a full day and £6 for a half day. Please note that these charges are only added to fully funded sessions, as they are built into our pricing structure for privately paid for and part funded sessions. Consumables Charges will not apply to core funded 1.5 hour or 3 hour sessions accessed in the All Year Round provision

Families who are unable or unwilling to pay their Consumables Charge

Families who are living in economic hardship (e.g. families with Two Year Funding Entitlement – NOTE this is not Working Family Funding); families with vulnerable or looked after children, or children who are not living with their biological parents; families who experience a sudden and unavoidable change in circumstance, e.g. (homelessness) will be able to discuss their personal circumstances with us for individual assessment regarding the Consumables Charge. If you believe your family falls into this category, we will ask that you identify yourself to us by emailing family.services@bs3community.org.uk or calling us on 0117 923 1039 to arrange a meeting. Due to the large numbers of families with siblings registered with us, we are unable to include families accessing maternity or paternity leave in this category.

Where a family is entitled to Early Years Pupil Premium (EYPP), they can elect to pay their Consumables Charge using this additional funding. We will contact families in receipt of EYPP individually regarding this arrangement.

Families who are entitled to Working Family funding who do not wish to pay the Consumables Charge will be asked to move their child to our Term Time Only setting at the Southville Centre as soon as their child turns two years and nine months and provided that space is available, where they will be able to access their funded hours without the requirement to pay any Consumables Charge. Details about sessions and hours in the Term Time Only nursery can be found above.

For families entitled to Working Family funding who do not wish to pay the Consumables charge with children younger than two years and nine months, they will be asked to provide all food and snacks for their child, ensuring that food adheres to our Food and Snack Requirements List. Where we are unable to safely deliver care to all children in the cohort because of breaches to this List (e.g. food containing an allergen that would risk the safeguarding of another child in our care or a member of our team), parent/carers will be expected to collect their child immediately and the food provided cannot be consumed on our site.

Families should also note that the Consumables Charge is not itemized and if they choose to opt out of this charge, their child will not benefit from any of the additional items listed, including participation in trips and events, non-EYFS treats and activities, whether these are planned in advance or undertaken in the moment.

Waiting List Communication

Families who wish to join the All Year Round nursery waiting list will be asked to complete a Waiting List Form and to pay a non-refundable administration fee of £25 for sessions that are exempt from funding. Please note that this fee is not a deposit and does not guarantee sessions at our nurseries, rather it goes some way to helping the charity to finance the administration of the waiting list. Families who wish to join the Term Time Only nursery waiting list, who are in receipt of Two Year Eligibility and families who hold a valid Working Family Funding code at the point that they join the All Year Round waiting list (and who are applying for funded sessions only) will not be asked to pay an administration fee. Please be aware that we will require a copy of your funding code and your National Insurance Number in order to verify your funding status. Please also note that this fee will not be refunded to families who subsequently produce a Working Family Funding code and National Insurance Number – this information must be included on your waiting list form at point of application and will be verified prior to your application being processed.

Please note that your application will not be processed until we have received both your form and, where applicable, payment. It is only once we have all the relevant information that we will add you to the waiting list.

Families who join the nursery waiting list should expect confirmation by email that their application has been received and processed. Parents/carers are always welcome to contact us to discuss the progress of their application. In most cases we aim to allocate new All Year Round nursery spaces approximately 2-3 months ahead, new Term Time Only spaces one term ahead.

In order to manage the waiting list effectively we request that parents contact us via email or telephone the nursery if any information relating to an application changes – including where a space is no longer required.

Allocation of Places

Where services are over-subscribed for All Year Round spaces at the Southville Centre and Chessel Centre nurseries, the charity has agreed the following priority for admissions:

1. Children of employees of BS3 Community (to facilitate working)
2. Looked after or vulnerable children
3. Internal Waiting List (for children already registered with us) and places for siblings of registered children, whilst they are attending with us (historical sibling priority does not apply)
4. Families living within the BS3 postcode area
5. Families living outside of the BS3 postcode area

Where services are over-subscribed for Term Time Only spaces at the Southville Centre nursery, the charity has agreed the following priority for admissions:

1. Children already attending and not starting school in September (returners and deferrers)
2. Looked after or vulnerable children
3. Siblings of children attending BS3 Community Development settings, whilst they are attending with us (historical sibling priority does not apply)
4. Families living within in the BS3 postcode area

5. Families living outside of the BS3 postcode area

Within these priority groups, places are offered on a first-come first-serve basis via email. Places will always be confirmed by us in writing.

Retainers

In order to ensure our services are financially sustainable, for fee paying spaces, it is the policy of the charity to ask for a Nursery retainer equivalent to one month's fees; this equates to 1/12th of what we would anticipate you would pay annually. This retainer supports the organisation in ensuring families who reserve places are committed to using them and protects us against unpaid fees. We are always happy to discuss alternative arrangements with families who feel unable to pay the Nursery retainer in the time frame given. A Nursery retainer will be returned to families when a child leaves the nursery, providing any outstanding fees have been paid in full. In the event of a nursery place being cancelled prior to a child starting at the nursery, this retainer is non-refundable and will be used to cover the first month's fees for the reserved place.

Retainers will not be charged for children booking for fully funded sessions only, however BS3 Community reserve the right to request a retainer should a family add paid-for or partially funded sessions to their booking at a later date.

On receipt of payment, the charity designates Nursery retainers to a 'Retainer Account' which is audited externally, and funds held are covered by the Financial Services Compensation Scheme. The charity does not accrue interest on retainers.

Please note that regardless of a family's position on the waiting list, we cannot hold spaces open where there are others actively waiting to access them. This includes where families are eligible for funding and spaces are available in advance of the start of term.

Settling Sessions

All Year Round Nursery

Once a place has been offered each child is assigned team member to act as a Key Person. This person will take responsibility for contacting families and arranging appropriate settling-in sessions. The first of the settling-in sessions (The First Meeting) will always require parents/ carers to stay with their child to allow their child an informal introduction to the nursery and for parents and the Key Person to have time to communicate about specific needs and personalities. During this visit a 'Starting Nursery Form' will be completed with parents: information from this will be used to ensure children are provided with the most appropriate nursery experiences.

Subsequent settling-in sessions will be organised to meet the needs of the specific child, this process usually takes approximately two weeks, but it is important that child, parent and practitioners are confident before a child attends their full sessions. Individual Key People keep records of their Key Children's progress during this period.

The settling process is viewed as an essential part of ensuring children have a positive time at nursery and we will be flexible in extending this period and offering families additional support if needed. Parents are expected to respect the professional judgment of nursery staff if they feel a child needs additional settling sessions before their official start date.

In some situations, home visits, or an informal meeting within the centre, may also be organised. For example, this may be considered beneficial if a child has special educational needs, if there is anxiety around attachments, or if a child has been struggling with the settling-in process.

Term Time Only Nursery

Settling sessions for the Term-Time Only group take place for new children over the first 2-3 weeks of term. In September, when the group has the biggest intake, the class is divided into smaller groups to allow Practitioners to provide more support to individual children. Parents are always invited to attend the first session with their child and are given key information about the nursery day during this session. Please note that BS3 Community reserves the right to schedule up to five inset days a year.

Privacy Policy (Data Protection)

BS3 Community Development takes data security and privacy very seriously because we know that confidentiality and the protection of information is a fundamental feature of our relationship with our service users. When we use your personal data, we are required to do so in accordance with the General Data Protection Regulation (GDPR). We are responsible as ‘controller’ of your personal data for the purposes of the GDPR. We will use your personal data in accordance with your engagement with us and your instructions, the GDPR, other relevant UK legislation and our professional duty of confidentiality. You can read our full policy here: <https://bs3community.org.uk/data-protection-policy-2/>

Appeals

If you have a concern or complaint about any aspect of your delivery of the free hours, you may either refer to our Complaints Policy or contact Bristol City Council to discuss your complaint further. The contact information for Bristol City Council Family Information Service is: askcyps@bristol.gov.uk / 0117 357 4192.

Reviewed: January 2024

Next date for review: January 2025

Related documentation:

- *Information Pack – issued at point of offer*
- <https://www.bristol.gov.uk/schools-learning-early-years/free-early-education-for-two-years>
- <https://www.bristol.gov.uk/schools-learning-early-years/15-and-30-hours-free-childcare-for-three-and-four-year-olds>
- <https://www.childcarechoices.gov.uk/>
- [SEND Policy](#)