



St Bonaventure's Pre-School

Admissions Policy

2025/2026

Thank you for choosing St Bonaventure's Pre-School as your preferred childcare provider. Please see below our Admissions Policy which will provide important information about this provision. Please keep a copy for your future reference.

Aims

- To ensure that there is a fair procedure in place for offering spaces.
- To ensure families have clear information regarding the admissions process.

Policy

This setting is open to any child aged 3 to 4 years, term time only, from the September after the child's 3rd birthday.

No child will be unlawfully discriminated against on the grounds of age, disability, gender reassignment, family status, race, religion or belief, sex or sexual orientation.

This setting operates a waiting list and priority for places will be given to:

1. Children accessing 5 full days Monday-Friday
2. Children accessing 4 full days or more Monday-Friday
4. Children accessing 3 full days or more Monday-Friday
5. Children accessing 2 full days or more Monday-Friday
6. Children accessing 15/30 funded hour session only Monday – Friday (10am - 5.30pm)
7. Social Service referrals



Forms Required

Parents/carers must have completed an Application Form, Offer Letter with T's & C's, Registration Form, an EYR01 Form via Funding Loop and show proof of the child's D.O.B, prior to the child attending the setting.

If additional support is required for a child to attend the setting, e.g. a support worker or if a child has medical/developmental needs, our setting will work with the parents/ carers and other relevant professionals prior to admission and will aim to accommodate individual needs.

15/30 hours – Free Childcare

All 3 - 4 years olds living in England are eligible for up to 15hours Free Childcare. Also, another 15hours maybe allocated to children of Working Parents, commencing the term after their 3rd birthday over 38 weeks of the year, term time only, for eligible families.

The 30 hours Free Childcare is made up of 2 parts 15hours Universal and 15hours for Working Parents. Parental eligibility for the Working Parent 15hours of free childcare will be decided by HMRC. Parents must apply 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...).

See link to Online Childcare Calculator: <https://www.gov.uk/childcare-calculator>

St. Bonaventure's Pre-School is able to offer 15 Universal hours and 15 Working Parent free hours per week, term time only for those families who are eligible, across the following sessions.

Monday – Friday

2/4 days 10.00am – 17.30pm for 15/30hours only

All day 8.00am -5.30pm (9hrs 30mns)

Morning session 8.00am – 1pm (5hrs)

Afternoon session 1pm-5.30pm (4hrs 30mins)



30 Hour Code

- Parents/carers are required to reconfirm their eligibility code with HMRC every three months.
- It is the parent/carers responsibility to keep their child's eligibility code valid at all times.
- Verification checks will be made on Bristol City Councils Provider Portal using the following data:
 - a. Your 11-digit eligibility code
 - b. Your National Insurance numbers
 - c. Your child's date of birth
 - d. Your written consent(s) from your signed EYR01 Parental Declaration Form to verify eligibility.

Grace Period:

This enables parents to retain their childcare place for a short period. If a parent/carer becomes ineligible or fails to reconfirm their HMRC code, the extended 15 hours of funded childcare will be withdrawn, at the end of the grace period. Please note that we are unable to hold the extended 15 hours should you become eligible at a later date, as we will reallocate spaces if we have a waiting list.

Grace period end dates depend on which term the parents become ineligible for the 30 hours:

End date of parent(s) eligibility	End date of grace period
1 st January -10 th February	31 st March
11 th February – 31 st March	31 st August
1 st April-26 th May	31 st August
27 th May – 31 st August	31 st December
1 st September – 21 st October	31 st December
22 nd October – 31 st December	31 st March

Please note if you reach the end of your grace period and you have not reconfirmed your code you become at risk of losing your Extended hours.



Fees Payable on Acceptance of Place:

We charge a refundable deposit (Including Free Hours Places): - of £200.00 which is refundable in the following July, providing all fees have been paid in full - see Fees Policy

Charges incurred which are not covered by government funding:

Children accessing hours above their Funded Childcare entitlement.

- Hourly rate for additional Hours - £8.00
- Fruit/snacks – £0.58 per day

Here at St Bonaventure's Pre-school we value the opportunity for the children to share and enjoy a variety of healthy foods together with their friends, and so we charge a voluntary contribution of £0.58 per day to cover the cost of providing Fruit/Snacks.

- Extra-curricular activities (Tennis, Horfield Community Garden, Box of Wonders, Makers Hive, On site Forrest School, and others) - £2.32 per day

St Bonaventure's Pre-School delivers an excellent level of Early Years provision in an environment that provides children with varied and stimulating opportunities both inside and out. This therefore requires ongoing financial expenditure to maintain and enhance our provision. St Bonaventure's Pre-School charges a voluntary contribution of £2.32 per day for these activities.

All fees and charges may be reviewed throughout the year and are subject to change. Please speak with the Manager if you would like to discuss affordability.

To enable you to continue accessing your child's place at this setting you will need to ensure that all outstanding fees are settled in full in accordance with our Fees Policy.



Notice Periods

Parents are asked to make a termly commitment. This means that once parents sign the EYR01 Parental Declaration form a contract is made.

If parents then decide to transfer to another provider, funding will not always be redirected to your new childcare provider until the start of the following term (September, January, April).

This is in line with the local authority's agreement for the provision of the funding. See below:

"I understand that I am making a termly commitment to this claim and cannot change the number of hours claimed once my child's Provider(s) has submitted their termly headcount to Bristol City Council (every September, January, April).

I understand that if I want to change my child's Provider I cannot do so until the start of a new term (i.e. September, January, April) unless I have the express permission of my child's current Provider and Bristol City Council.

I understand that if I over claim for my child's entitlement, steps will be taken by Bristol City Council to reclaim the funding from my child's Provider and that I will be liable to pay for the time at my Provider's standard hourly rate"

Notice periods for fee paying places where some or all fees are payable by parents/carers: 1 month

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 3574192.

St Bonaventure's Pre-School reserve the right to review and make any changes to this Admissions Policy.