



ST WERBURGHS PARK NURSERY SCHOOL

Reviewed: September 2025

Review date: September 2026

1. Rationale

We aim to provide a clear, consistent and fair admissions procedure for all, particularly where there are more applications than places available. We aim to have a fair and clear way of allocating places.

2. Allocation of Places

Priority is given in the following order:

1. Those children who are defined as 'Children in Care'; or children who were previously in care, but immediately after being in care became subject to an adoption, child arrangements, or special guardianship order.
2. Other children in need. This includes those with a disability, special educational need or who are at significant risk of under achievement.
3. By date of application – first come first served basis.

3. Registration

Parent/carer may register their child as soon as they have reached 12 months old. Registration is through our Application form available via our website or by telephone.

4. Opening hours

We are a term time only provision open 38 weeks of the year.

We are open as follows:

St Werburghs Park Nursery School

8:45-4:30 Monday to Friday.

We are registered with Bristol City Council to offer free hours to

- 2 year olds from working families
- Eligible 2 year olds
- 3&4 year olds – universal hours
- 3&4 year olds – extended hours

Sessions we offer

We offer free entitlement places on the following basis:

St Werburghs Park Nursery School

- 5 mornings (8.45-11.45)
- 5 afternoons (12.30-3.30)
- 2.5 days. Monday and Tuesday (8.45-3.30) and Wednesday morning (8.45-11.45)
- 2.5 days Wednesday afternoon (12.30-3.30, Thursday and Friday (8.45-3.30)
- 30 hours – Monday, Tuesday, Wednesday, Thursday (8.45-3.30) and Friday (8.45-11.45)

All about free hours

2 year olds from working families

Expanded free hours are available to children from the term after their 2nd birthday.

2nd 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/carers must apply visiting [Eligibility checker | Best Start in Life](#) or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500...).

Eligible 2 year olds

Universal free hours are available to some 2 year olds whose parents/carers are on no or low incomes. Parents/carers must apply online for a place with Bristol City Council www.bristol.gov.uk/freeplacefortwo and be checked for eligibility before a free place can be offered.

Eligible 2 year old free hours are available to eligible children from the term after their 2nd birthday.

Eligible 2 Year old 2nd 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. Parents/carers will **not** be able to use both Eligible 2 year old universal hours and expanded hours at the same time.

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/carers must apply via by visiting [Eligibility checker | Best Start in Life](#) 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.

Parents/carers 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 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 extended / free hours. Once the grace period has expired:

- ❖ 2 year olds from working families will have to pay for all childcare provision privately but may be eligible to apply for an Eligible 2 year old place if they meet the criteria (see above for the weblink).

- ❖ 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 Payments

Payment of Paid Childcare

Our regular hourly rate is £8.00 per hour. This is for non-free hours.

Invoicing

We invoice on a monthly basis.

After school paid childcare

Places are allocated on a first come first served basis. We do not offer ad hoc sessions. Your child's paid hours are at risk if payments are not kept up to date.

Late collection fees apply to non-free hours you will be charged £4 for lateness over 10 minutes and £8.00 for lateness over 20 minutes

Additional paid hours are available as follows:

St Werburghs Park Nursery School

Monday to Friday 3:30-4:30

Tax Free Childcare (for paid childcare and consumables)

We registered to offer Tax Free Childcare. Parents/carers can check eligibility and apply for Tax Free Childcare via [Tax-Free Childcare - GOV.UK](https://www.gov.uk/tax-free-childcare) Tax-Free Childcare is the system that is gradually replacing the old childcare voucher scheme - paying for childcare through the employer.

(You must register with HMRC to be paid by paid by Tax-Free Childcare)

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

Notice Periods

Parents/carers are asked to make a termly commitment. This means that once they sign the EYR1 Parental Declaration Form a contract is made. If parents/carers then decide to transfer to another provider, funding will not be re-directed to the new childcare provider until the start following term (Sept, Jan, April). The only group who can give a shorter notice period are Eligible 2 year olds who only need to give 1 months' notice.

For additional paid hours our notice period is one month. Notice should be given in writing.

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.

Complaints

If you are unsatisfied with any decision made has been made through the admissions policy, please contact the Headteacher

Appeals

If you have any complaints about any aspect of my 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.

Linked policies:

- Complaints policy

- Data protection policy