



## **Knowle West Nursery School**

### **Admissions Policy**

Date Agreed: 20<sup>th</sup> May 2026

Review Date: 20<sup>th</sup> May 2026

Signed by: Carlton Bodkin

Signature:

Role of Signatory: Chair of Governors

You are advised that a printed version may not be the latest available version. The latest version, which supersedes all previous versions, is available on the shared drive. Those to whom this policy applies, are responsible for familiarising themselves with the latest version and for complying with the policy requirements at all times.

## **1. Rationale**

Knowle West Nursery School believes that all young children should have an equal opportunity to access care and nursery education. Where the waiting list is oversubscribed, parents need to be aware of the priorities and criteria for admission, and the procedure for allocating places needs to be clearly understood by all.

This policy works in conjunction with the following policies: Complaints, Equalities, Health and Safety and Safeguarding. (Copies can be obtained from the School on request).

## **2. Aims**

Knowle West Nursery School aims to:

- Have a fair and consistent process of allocation.
- Maintain a balance in which all children benefit and thrive whilst upholding equal opportunities.
- Reflect Bristol City Council (BCC) relevant Policies on Early Years Education and current research on the best provision for young children.

## **3. Procedures**

### **Registration**

- When a parent contacts the School to enquire about a place for their child they will be invited to come into the School to complete a registration form and have a view of the room.
- All applications will be considered and places allocated endeavouring for Knowle West Nursery School to be as full as possible at all times with no vacant places left. For sustainability and sufficiency reasons, Knowle West Nursery School can only offer children the sessions in patterns as explained in this policy.

## **4. Settling Procedures for Paying Places**

- Your first invoice will be generated after 3 settling sessions in the Under 3s and EY3 regardless of whether your child is attending the full booked in sessions required. The Nursery will allow 2 missed settling sessions due to illness or unforeseen circumstances. This will be discussed and agreed with the Senior Leadership Team.

## **Allocation of Eligible 2 Year Olds**

- Any places that become vacant during the school year will be allocated on the basis of the criteria listed below in order of priority:
  1. Children aged 2 by the end of December (for January), March (for April) and August (for September) who meet the criteria.
  2. Children who live out of the reach area on an individual basis according to their need. Knowle West Nursery School's reach area includes, Inns Court, Leinster Avenue, Novers, Glyn Vale, Ilminster Avenue West and Filwood Broadway.

## **Allocation of 3 Year Olds (aged 3 by the end of August)**

- Any place that become vacant during the school year will be allocated on the basis of the criteria listed below in order of priority:
  1. Children in Care and Children subject to a Protection Plan
  2. Children in Need (including disabled children)
  3. Children currently at the School at the time of allocation who have held a place within the School for the previous 6 months
  4. Children of families with additional needs ie SEND
  5. Children currently at the School at the time of allocation who have held a place for less than 6 months.
  6. Children who live in the School's reach area who have older siblings here. Knowle West Nursery School's reach area includes, Inns Court, Leinster Avenue, Novers, Glyn Vale, Ilminster Avenue West and Filwood Broadway.
  7. Any other children:
    - a. who live in Bristol in age order, oldest first.
    - b. who live outside of Bristol, in age order, oldest first.

## Allocation of Paying Places – for Eligible 2 Year olds or 3 Year Olds

- Families that have confirmed that they require a place (i.e. have confirmed which sessions they need and have a definite start date) are held on a waiting list. Any places that become vacant during the school year will be allocated on the basis of the criteria listed below in order of priority:
  1. Families on the waiting list in order of the date they joined the waiting list.
  2. Families that have expressed an interest but have not confirmed sessions or start dates and have joined the waiting list.
- Knowle West Nursery School currently have a total of 176 places Term Time Only available at Leinster Avenue – 80 places for under 3's (2-3 years old – Ladybird & Bumblebee) and 78 places for the Nursery (3-4 years old – Fox & Hedgehog). This is based on the Nursery ratio of 1-13 (Teacher led) and the under 3's on a ratio of 1-5 with a BG8/9 lead. An additional enhanced place bespoke room in the Nursery 'Squirrels' could offer up to 18 spaces.

## Allocation of Rising 2s

If a child with 30 hour funding turns 2 after 1<sup>st</sup> September and up to the census date Knowle West Nursery School will be able to offer a session (on or passed the child's second birthday) in line with the schools under 3s ratio. (Please note that all 30 hour eligibility codes must be confirmed ensuring that the validity date is no later than 14<sup>th</sup> September).

For all other rising 2s children with a valid 30 hour code who request a place **after** the census date there will be an option of a paying space (on or passed the child's second birthday) until the next eligibility funding term date. This will allow parents to secure a space until the school is able to receive the eligible funding.

Please note that Knowle West Nursery School do not accept children until they reach the age of two years old.

## 5. Free Childcare for 3 Olds

- **15 Hours Free Childcare (Universal Hours)**

All 3 and 4 Year Old children are entitled to 15 Hours Free Childcare from the term after their 3<sup>rd</sup> birthday (September, January and April). Knowle West Nursery School operates:

- a Term Time Only offer of 15 Hours Free Childcare per week (over 38 weeks per year)

Parents are required to commit to the offer for the full year. Changes will be considered on a case by case basis by the Head Teacher and depend on availability of sessions at the time of the request.

- **30 Hours Free Childcare (Extended Hours)**

The government offers working parents the opportunity to double their child's universal 15 Hours Free Childcare if they meet and sustain certain eligibility criteria. These 15 Free Extended Hours, together with every child's 15 Free Universal Hours, these make a total of 30 Hours Free Childcare. As Knowle West Nursery School operate on a Term Time Only basis, children can access:

- a Term Time Only place for 30 hours Free Childcare per week (over 38 weeks per year) Monday-Friday 8.45-2.45

- **Applying for 30 hours Free Childcare** - Parents can check eligibility via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) and can apply for 30 hours Free Childcare and Tax-free Childcare at the same time.
- **Getting a 30 Hours Code** - HMRC will issue a family with a unique 30 Hours Code for the child. This will be an 11- digit 30 Hours Code (which usually begins with 500...). Parents must present their National Insurance number, child's date of birth and **written** consent from the parent (in the format of an EYR1 Parental Declaration Form) to verify eligibility. The 30 Hours Code will not change and must be verified by the School before offering any extended free childcare.
- **Three-month renewal cycle for 30 hours Free Childcare** - Parents will be prompted every 3 months by HMRC to reconfirm the details they entered are still correct. This will usually be by email or text 4 weeks before the code expires, then again, 2 weeks before if they have not reconfirmed. Parents are responsible for maintaining a valid 30 Hours Code. If parents miss the deadline, their child's 30 Hours Code becomes ineligible and the grace period will come into effect.

- **Grace periods for 30 hours Free Childcare** - Any child who has a 30 Hours Code which becomes ineligible during the first half of a term, will be funded until the end of that term or for as long as they remain under compulsory school age, whichever is shorter. Any child who has a 30 Hours Code which becomes ineligible during the second half of a term, will be funded until the end of the following term or for as long as they remain under compulsory school age, whichever is shorter. In the event of a child losing their eligibility, Knowle West Nursery School will:
  - reduce the amount of time your child attends the School each week to just the universal hours. In the event of this scenario, Knowle West Nursery School reserves the right to fill the vacant hours with another child.

## 6. Free Childcare for Eligible 2 Year Olds

- Some children are able to claim their Free Hours a year earlier if their parents meet the eligibility criteria. Parents must apply online [www.bristol.gov.uk/freeplacefortwo](http://www.bristol.gov.uk/freeplacefortwo) and once the School has confirmation from Bristol City Council that the family is eligible we will contact them to confirm what is available at each School and booked in accordingly.
- If current availability is not acceptable to the family we hold their details until a suitable space is available.

### 2 year olds from working families

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

2 <sup>nd</sup> 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](http://www.childcarechoices.gov.uk) or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500...).
- Between Sept 2024 and August 2025, only half of the child’s expanded hours are available. Knowle West Nursery School will able to offer 15 expanded free hours per week. From Sept 2025, this will be the full 30 expanded free hours per week (see 30 Hours Free Childcare (extended hours) for further information).

Please visit Gov.uk for statutory guidance for Early Years Foundation Stage (EYFS) framework for more information : [www.gov.uk/government/publications/early-years-foundation-stage-framework-2](http://www.gov.uk/government/publications/early-years-foundation-stage-framework-2)

## 7. Sessions and Charges

- Free Sessions start at 8.45am until 2.45pm Monday to Friday. Knowle West Nursery School has chosen to cap the number of free hours to 6 per day to ensure children attend over more than 1 day per week, building on their independence and readiness for school.
- Parents can choose from the following session patterns:
  - **Term Time Only Free Sessions (for 2-3 Year old children – Under 3s)**
    - 2 and ½ days (Monday 6 hours, Tuesday 6 hours and Wednesday Morning 3 hours) (15 Universal or 15 Expanded Hours)
    - 2 and ½ days (Wednesday afternoon 3 hours, Thursday 6 hours and Friday 6 hours) (15 Universal or 15 Expanded Hours)
  - **Term Time Only Free Sessions (for Nursery aged children – EY3)**
    - 5 x full days (6 hours per day) (15 Universal Hours and 15 Extended Hours under the 30 Hour entitlement)
    - 2 and ½ days (Monday 6 hours, Tuesday 6 hours and Wednesday Morning 3 hours) (15 Universal Hours)
    - 2 and ½ days (Wednesday afternoon 3 hours, Thursday 6 hours and Friday 6 hours) (15 Universal Hours)
  - **All sessions are subject to availability at the School**
- For 30 Hours, parents can share their child's hours with another provider (no more than 2 in any 1 day) but Knowle West Nursery School will prioritise those applications who require 15 or 30 hours in order to ensure that the School is as full as possible at all time, therefore ensuring our sustainability.
- Free Hours are not funded by Bristol City Council on any Bank holidays. When free hours fall on a bank holiday, the hours will be lost and are not reallocated.
- Hourly rates are reviewed annually including meal costs and a price list can be obtained from Reception.
- Our Tax Free Childcare number is 50004845005.
- Late pick up charge will be applied on the discretion of the Children's School.
- Invoices are issued Monthly in Advance. The first invoice issued on the start date of the child until the end of the current month and monthly in advance thereafter.

- Payments are due on the 1<sup>st</sup> of the current month. A letter will be issued from the Bursar to families in the event of late payment.

## **Wraparound Sessions**

- Wraparound sessions are made up of 'Early Drop Off' from 8.15-8.45 and 'Late Pick Up' from 2.45-3.30 – no meals will be included in these sessions. There will be a maximum of 8 children per day in the 3-4 year old classes and a maximum of 4 children in the Under 3's classes. Wraparound sessions will be allocated on a first come first served basis.

## **8. Notice Periods / Leaving Knowle West Nursery School/ Non Attendance**

- Privately paying 2 Year Olds and Wraparound Sessions are required to give 4 weeks' notice to leave the School
- Eligible 2 Year Olds are not required to give any notice to move to another provider, but we kindly ask for 4 weeks' notice to ensure that another Eligible 2 Year Old child can start in their place promptly.
- 3 Year Olds access Free Hours are required to commit to each term (Sept-Dec, Jan-Mar and Apr-Aug) and can only leave the School early with the permission of the Head Teacher. Children can stop attending, but the funding claimed from Bristol City Council will remain with the School until the end of the term.
- Knowle West Nursery School can only claim for the number of free hours a child attends (up to the limit of 30 hours) per week. Regular non-attendance of free sessions is defined as an 'unexplained absence of a child for more than 1 session per week for consecutive weeks totalling 2 calendar months'. Parents of child with regular non-attendance will be invited to discuss the matter with the Head Teacher and risk losing their place if no satisfactory reason is provided. In this instance Knowle West Nursery School reserves the right to ask the parent to change their sessions with a maximum of 4 weeks' notice.

## **9. Appeals / Complaints**

- All appeals / complaints from parents about the allocation of places will be dealt with using the following process. Please note that the basis of any complaint can only be considered using the allocation process outlined in this policy.
  - ❖ Parents who are not satisfied should in the first instance speak to the Head Teacher.
  - ❖ If the decision of the Head Teacher does not satisfy the parent, any concerns should be put in writing to the full Governing Body. The Chair of Governors will respond in writing within 4 Weeks.

- ❖ If the decision of the Governing Body does not satisfy the parent, any concerns should be put to Bristol City Council's Family Information Service, [askcyps@bristol.gov.uk](mailto:askcyps@bristol.gov.uk) or call 0845 129 7 217.

## 10. The General Data Protection Regulation (Regulation (EU) 2016/679) and Privacy Notice

- The General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR) puts in place certain safeguards regarding the use of data by organisation's. GDPR gives rights to those (known as data subjects) about whom data is held. This includes:
  - - the right to be informed about when we collect and use your personal data
    - the right to know why we collect your data and who you share it with
    - the right to know how long we keep it for.
- For the purposes of the Data Protection Legislation, Bristol City Council is the Data Controller and Knowle West Nursery School is the Data Processor. The use and privacy of parent and child data is very important to Bristol City Council. [Bristol City Council's Data Protection Policy](#) and [Privacy Notice](#) are available online.
- The processing of parent and child's personal data to enable the payment of the Free Entitlement constitutes a legal basis for processing (as an exercise of official authority vested in the controller - [GDPR Article 6\(1\)\(e\)](#)) and as such means parents' and child's rights are affected. Parents and children will not be able to request:
  - the right to erasure
  - the right to portability
  - the right to object.

This policy will be reviewed annually, but the School reserves the right to amend this policy at other times. All changes will be sanctioned by the Governing Body.

Last reviewed 27<sup>th</sup> March 2024

## Induction for New Arrivals Appendix

### Rationale:

All pupils arriving at Knowle West Nursery School, regardless of the time of entry are entitled to the same welcome and induction.

They may be new to the local area and perhaps new to the country.

They may have limited understanding of the English language.

New arrivals need to integrate quickly, feel happy and confident and begin to achieve.

### Aims:

- To welcome new children and their families to the life of Knowle West Nursery School
- To support new children and their families with induction procedures
- To gather and share accurate information
- To enable new children to make good progress

### What do new children and their families need?

- A welcoming, safe and stress-free environment within the Nursery School
- To feel that they belong and feel part of the community of the centre
- To have their bilingualism recognised when English is an additional language
- To feel that they are part of and included in all activities
- To see themselves, their culture, identity and any additional languages reflected in the centre
- To have an identified key person at the centre for the child and their family
- To have effective communication with the centre
- To have current information about the centre, local community and available services.

### The Child's Experience

The new child may:

- Have been to another setting in England or in another country
- Have had no previous pre-school experience or an interrupted experience
- May be familiar with one or more languages
- Be highly motivated
- Be gifted and talented
- Have additional needs
- Be used to a different educational system