



SEA MILLS PRIMARY SCHOOL

Aspire • Believe • Succeed

Admissions Policy

Reviewed and approved by:	Full Governors Meeting
Date approved:	9 th December 2020
Date of next review:	December 2021

Updates :

Purpose

The purpose of this policy is to inform all staff, parents and governors about the school's responsibilities and protocols around admission into the nurseries, Reception class and other classes throughout the primary years. This policy should also make clear the school's stance on deferrals.

Aim

Sea Mills Primary School aims to provide a fair and transparent admissions system for all children. Sea Mills Primary School adopts Bristol City Council's Admission Arrangements as set out below.

Where there are more applications than places available at a Community or Controlled School, allocations will be made in the following order of priority as set out in sections 1, 2 and 3 below.

Initial allocations will involve only those applications received by the published closing date and accepted as 'on time'. Priority is not given to first preferences. Bristol City Council aims to meet the highest preference possible for every applicant by applying the published oversubscription criteria equally to all applications for a school.

- 1. Children in Care or children who were previously in Care but immediately after being in Care became subject to an adoption, residence, or special guardianship order**
 - Children in care are children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989.

2. Siblings

- Where there are siblings in attendance at the preferred school or paired junior school and who will still be on roll in the year of entry.
- Sibling refers to brother or sister, half brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling.

3. Geography

- Children living closest to the school as measured in a direct line from the home address to the school. The home address is where the child spends the majority of the time and is living with the person who has parental responsibility and is the main 'carer' as defined in section 576 of the Education Act 1996 (documentary evidence may be requested). If a child regularly lives at more than one address, the LA will have to reach a conclusion about which should be counted as the main address when allocating places. This will normally be the address where the Child Benefit is paid and where the child is registered with a doctor.
- Home to school distances will be measured in a direct line from a point on the home address as held by the Local Authority to a central point within the main school building using the Local Authority's computerised mapping system.

Tie-breaks

Where there are more applications than there are places remaining within a particular category, siblings will be given priority. After this, direct line distance from home to school will be used as a tie-break. Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the preferred school as measured in a direct line from the building to the school; the available place(s) will be allocated by drawing lots. Any offer of a place determined by random allocation will be overseen by a member of staff from the Legal Division of Bristol City Council. Distances will be measured in a straight line from the child's home address to the school, using the Local Authority's computerised measuring system.

Special Educational Needs

Children with Education Health Care Plans follow the transfer arrangements set out in the SEN Code of Practice and associated regulations and are not subject to the general admission arrangements. Other children without an Education Health Care Plan will be subject to the general admission arrangements.

In year admission

In year applications are when a parent/carer wants to move their child from the primary, infant, junior or secondary school they go to now to a different one. This happens outside of the normal admissions process. Parents might want to make an in year application if they have recently moved. Parents/carers should speak to their current Head Teacher before deciding to change their child's school.

Before a parent/carers makes an application, Sea Mills Primary School recommends that parents/carers visit the school and discuss a change of school with the Head Teacher.

Apply to change schools

Parent/carers should apply through Bristol City Council's website or make a paper application. Parents/carers should check their email address is correct before submitting, so all email correspondence is sent to the correct email account.

When to apply

Parents/carers can make an in year application at any time during the year, but it should be less than six school weeks before parents/carers want to move. If their child is offered a school place, parents/carers should take it up as soon as possible.

If parents/carers are in the process of moving, they will need to provide documents to confirm their new address.

Late applications

Any applications received after the submission date will be regarded as "late" applications except in very exceptional circumstances. If a parent/carers feels their circumstances are exceptional, they should forward a letter of explanation with their completed application form to Bristol City Council. This includes any change of preference which is received after the submission date even if the original application was an "on time" application.

For oversubscribed schools, late applications received after submission date but before 1st September will be considered after the initial round of allocations together with original applicants refused a preference that have lodged a formal appeal or have asked to remain on a waiting list.

In all cases the admissions criteria will be used to determine the allocation of any places that may become available within the school's admission number. Any late applicants refused a preference will be informed that they can lodge a formal appeal and/or remain on a waiting list. There will be no priority given to the length of time an applicant has spent on the waiting list or indicated that they wish to appeal.

Primary school new reception admissions appeals

Right to appeal

Sea Mills Primary School recognises that parents/carers have a right to appeal to an independent appeal panel against the decision by Bristol City Council to refuse their child a place at our school.

Make an appeal

Parents/carers should read the primary school new reception admissions appeal procedure for information on presenting their case to the appeals panel:
<https://www.seamillsprimary.org.uk/school-admissions/>

Infant class size appeals

To make an infant class size appeal, parents/carers should read Bristol City Council's infant class size appeal guidance notes which can be found on their website.

Parents/carers should send their appeal to:

School Admissions (Parkview)
PO Box 3176
Bristol
BS3 9FS

Infant class size appeals

Government legislation means that infant classes (reception, year 1 and year 2) with one teacher cannot contain more than 30 pupils.

At the appeal, the independent appeal panel can only look at whether:

- the admission arrangements were lawful;
- the admission arrangements were incorrectly applied and a parent/carer's child should have been offered a place;
- it was unreasonable or perverse (in law) to refuse a parent/carer's preference.
The appeal panel would need to be satisfied that the decision was so completely absurd or outrageous that no reasonable person, with the same facts would have made that decision.

It is unlikely that a decision that makes it impossible for a parent/carer to transport all their family to school on time or even impossible for them to continue working would be considered perverse.

If the admissions authority refused a place to a child who had to move house under a witness protection scheme, a panel might decide that the decision is perverse. This decision is up to the panel.

'Unreasonable' here means that an admission authority's decision is not rational in light of the admission arrangements in terms of its legal responsibilities or is outrageous in its defiance of logic. It is extremely difficult to win an infant class size appeal on this ground.

Appeal hearing

Parents/carers are encouraged to come and speak at the appeal hearing.

If an appeal is dismissed

When an appeal is dismissed, there is no automatic right to a second appeal. A second appeal can only be granted if a relevant and significant change in circumstances has occurred since the original appeal was heard. A significant change in circumstances would include:

- a sibling has been offered a place or started at the preferred school since the original appeal and this information was not known at the time of the original hearing
- parents/carers have moved house so that the home address is significantly closer to the preferred school
- new evidence which could not have been introduced at the time of the original appeal hearing is introduced and supported by, for example, a letter from a doctor, psychologist or social worker.

What happens if places become available in the year group at a parent/carer's preferred school?

If places become available after the start of the appeal hearings but before the decisions are made, they will be allocated in accordance with the published criteria to children whose parents have lodged a formal appeal or have decided to remain on the waiting list together with any late applications received.

If places become available after meetings of the independent appeal panel but before 1st September, they will be allocated in accordance with the published criteria to children whose parents have an outstanding application for a place at the school.

From 2nd September, if a parent/carer is still interested in a place if one becomes available they should see Bristol City Council's guidance on in year admissions.

What happens if a parent/carer does not want their child to start school in September but later in the school year?

Legally children do not have to be in full-time education until the term after their fifth birthday. This is the compulsory school age. Parents/carers can request that the date their child is admitted to school is deferred until later in the school year or until their child reaches age 5 in that school year.

It is important to consider this decision carefully. The vast majority of children start in September and some parents consider it better for their child to start school then with others in their class to help their child settle in and adjust to school life.

Deferred admissions dates

If a parent/carer decides to defer entry, they must still apply for their place by the January submission date to ensure a place at the school is kept open for their child. They cannot defer entry to reception beyond term 5 (April after Easter). If the place has not been taken up by the beginning of Term 5, their place at the school will be lost

and they will need to put in a fresh application for a place in Year 1 at our school – however there is no guarantee of a place at our school.

Delayed admission

Children born between 1st April and 31st August do not have to start school until the following September. If parents/carers wish to delay their child's entry they need to be aware that:

- They must make a fresh application for a Year 1 place.
- Their child will be joining in Year 1 and not reception.
- There is no guarantee that their preferred school will have a place in Year 1.

Summer Born Children

The term 'summer born' is used to refer to children born from 1 April to 31 August. These children are not required to start school until a full school year after the point at which they could first have been admitted. There is flexibility for parents who do not feel their child is ready to start school before compulsory school age. They may defer the date their child is admitted to school until later in the school year following their fourth birthday, providing they do not defer beyond the point at which they reach compulsory school age, or beyond the start of the final term of that school year.

Children born in the summer term, however, are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning year 1. A parent may wish their child to be admitted to Reception, rather than year one, at this point, they may request that they are admitted out of their normal age group. If a parent requests their child is admitted out of their normal age group, the admission authority (BCC) for our school must make a decision on the basis of the circumstances of the case and in the best interest of the child concerned.

Parental decision to delay their summer born child's admission to school until compulsory school age

While most parents are happy for their child to start school in the September following their fourth birthday, some parents will have concerns about whether their child will be ready for school at this point, and will consider delaying their entry until compulsory school age. It is important that parents know all the options available to make an informed decision.

Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to delay a child's entry to school, Bristol City Council recommend that parents visit the schools they are thinking of applying for. The teachers will be able to explain the provision on offer to children in the Reception class, how it is tailored to meet the needs of the youngest pupils and how the needs of these pupils will continue to be met as they move up through the school. They may also be able to allay any concerns parents may have about their child's readiness for school.

It is also important to note that, whether they attend a primary school or an early years setting during the academic year following their fourth birthday, children will

receive the Early Years Foundation Stage curriculum, which is largely based around learning through play.

How to make an application for summer born children to delay admission to school until compulsory school age

- Parents/carers are to make an application for their child's normal age group by the January submission date, together with their written reasons for wishing to delay admission until their child is of compulsory school age.
- Parents will receive the response to their request before primary national offer day in April.

Please note, as per the School Admissions Code (Dec 2014) there is no right of appeal if a parent/carer request to delay entry to school.

If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, a parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year by the closing of the January submission date.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Admission to the 2 and 3 Year Old Nurseries

The local authority has delegated the admissions of nursery children to the governing body of community and voluntary controlled schools. Parents/carers wishing to apply for a place must complete the Sea Mills Primary School Admissions application form available from the school office and submit it directly to the school in accordance with the school's submission dates.

Claiming for free childcare

The date a parent/carer can start claiming depends on their child's birthday.

Child's birthday

1 January to 31 March

When childcare can be claimed

The beginning of term on or after 1 April

1 April to 31 August

The beginning of term on or after 1 September

1 September to 31 December

The beginning of term on or after 1 January

Admission to the 2 Year Old Nursery

Eligible 2 year olds can receive 570 hours free early education over a year. Sea Mills Primary School provides this as 15 hours a week during term time (38 weeks a year).

We offer morning and afternoon sessions (3 hours duration) and all day sessions (6 hour duration), timings for which are;

Morning session : 9.00am-12.00pm

Afternoon session : 12.00pm-3.00pm

All day session : 9.00am-3.00pm

Families may choose a combination of these hours according to availability.

A child can start in their free place from the term after their second birthday.

A child might be eligible if their parent/carer receives any of these benefits:

- Income Support
- Income based Jobseeker's Allowance
- Income related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- tax credits and have an annual income under £16,190 before tax
- the Working Tax Credit 4-week 'run-on' (the payment you get when you stop qualifying for Working Tax Credit)
- Universal Credit and has an annual income below £15,400

Or the parent/carer:

- Is a Zambrano carer (derivative right to reside in the UK under European law as the primary carer of a British child or dependent adult)
- Has Leave to remain with no resource to public funds (NRPF) granted on family or private life (Article 8) grounds
- Is an 'Appeal rights exhausted' (ARE) asylum seeker receiving asylum support from the Home Office under section 4 of the Immigration and Asylum Act 1999

Or if their child:

- receives Disability Living Allowance
- has an Education, Health and Care Plan (EHCP)
- has a child protection plan

- is looked after by Bristol City Council
- is a member of a travelling family
- has left care but are not able to return home (are under a special guardianship order, child arrangements order or adoption order)

Admission to the 2 year old nursery for children entitled to a free funded place are allocated during North Bristol Panel Meetings chaired by a representative of Bristol City Council. Families need to apply for funded place through the Bristol City Council website

<https://www.bristol.gov.uk/schools-learning-early-years/free-early-education-for-two-years>

These referrals will be given to a member of Sea Mills Primary School and contact will be made with the family in order to confirm if a space is available and if so, agree a session pattern.

Admissions for the 2 year old nursery for paid places will be made subject to the same admissions procedure as for the 3 Year old nursery, provided there are available spaces after **known** funded places have been allocated.

Please note that children in the 2 year old nursery who attend for a full day will need to be provided with a packed lunch. Capacity for providing school lunches is not available to children attending the 2 year old nursery.

Admission to the 3 Year Old Nursery

All children will be eligible for admission to a nursery class in our 3 year old nursery in the term after they turn three years old although admission will be subject to an application being made and a place being available. They can receive 570 hours free early education over a year. Sea Mills Primary School provides this as 15 hours a week during term time (38 weeks a year). This is offered as a 2 ½ day block as follows;

Option 1: Monday & Tuesday all day (9.00am-3.00pm) + Wednesday morning (8.45am-11.45am)

Option 2: Wednesday afternoon (12.15pm-3.15pm) + Thursday & Friday all day (9.00am-3.00pm)

We are not able to provide the 15 hours free childcare in any other pattern of hours or days.

We also offer a 30 Hour option comprising the following session pattern;

Monday to Friday inclusive (9.00am-3.00pm)

Further detail regarding 30 Hour Childcare (Extended Free Entitlement) can be found on Pages 11-14 of this Policy document.

If parents are NOT eligible to receive 30 free hours of childcare but wish to use more than their 15 free hours entitlement, additional sessions can be purchased. Additional sessions are defined as a morning (9am – 12pm) or an afternoon session (12pm – 3pm). These are charged at £20 each and are subject to availability.

Tax Free Childcare Accounts and Childcare Vouchers can be used towards the payment of any additional hours as well as childcare provided in our Breakfast Club and After School Club. Parents/carers should speak to our office staff to find out more.

ADMISSION TO THE SCHOOL'S NURSERY DOES NOT GUARANTEE ADMISSION TO THE RECEPTION CLASS AT THE SCHOOL. APPLICATIONS FOR RECEPTION MUST BE MADE THROUGH A SEPARATE APPLICATION FOLLOWING BRISTOL CITY COUNCIL'S PROCEDURES AS SET OUT ABOVE.

Please note that for children in the 3 year old nursery who attend for a whole day, lunch can either be purchased from the school or parents can provide their child with a packed lunch.

When the nurseries are oversubscribed for a three year old place, or in the case of being oversubscribed for a paid two year old place, applications for entry will be ranked according to the following criteria:

- 1. Children who are currently attending the school's 2 Year Old Nursery.**
There may be occasions, based on individual circumstances, where a child does not start in the three year old nursery the immediately in term after they turn three (when they have been attending the two year old nursery) if it is considered best for them to remain in the two year old nursery for all or part of the following term. In these circumstances, a place in the three year old nursery would be held for the child.
- 2. Children in Care or children who were previously in Care but immediately after being in Care became subject to an adoption, residence, or special guardianship order.**
 - Children in care are children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989.
- 3. Siblings**
 - Where there are siblings in attendance at Sea Mills Primary School and who will still be on roll in the year of entry.
 - Sibling refers to brother or sister, half brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling.
- 4. Geography**
Children living closest to the school as measured in a direct line from the home address to the school.
 - The home address is where the child spends the majority of the time and is living with the person who has parental responsibility and is the main 'carer' as defined in section 576 of the Education Act 1996 (documentary evidence may be requested). If a child regularly lives at

more than one address, the school will have to reach a conclusion about which should be counted as the main address when allocating places. This will normally be the address where the Child Benefit is paid and where the child is registered with a doctor.

Home to school distances will be measured in a direct line from a point on the home address as held by the school to a central point within the main school building using the Local Authority's computerised mapping system.

If the school is unable to fulfil the parents' first choice, the school will offer the alternative choice of session (1 or 2) if available. The parent can choose to either accept the alternative or be added to the waiting list for their first preference.

Appeals against Admission Decisions

Parents who wish to make a complaint about the way the school has applied admissions criteria should follow the school's complaints policy which can be found on the school website.

30 Hours Childcare – The Extended Free Entitlement for Three and Four Year Olds (EFE)

The extended free entitlement for three and four year olds means that eligible children are entitled to 1,140 hours of free early education per year.

Eligible children are:

Children aged three and four years in families where:

- both parents are working (or the sole parent is working in a lone parent family) and
- each parent (or the sole parent in a lone parent family), earns on average, a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW), and less than £100,000 per year.

Working includes employed and self-employed persons.

Parents (mothers/fathers/other carers) do not necessarily need to actually work 16 hours a week, but rather their earnings must reflect at least 16 hours of work at NMW or NLW. This means that a working parent who is over 25 needs to earn a weekly minimum equivalent of £139.52 whereas a working parent who is 21 needs to earn weekly minimum equivalent of around £131.20 (at 2020's rates). Parents on zero contract hours who meet the criteria are included in the entitlement criteria.

There are some exceptions from two parent rules. Children will also be entitled if:

- both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity or paternity leave
- both parents are employed but one or both parents is temporarily away from the workplace on adoption leave
- both parents are employed but one or both parents is temporarily away from the workplace on statutory sick pay

- one parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring; or
- one parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits.

Children aged three and four years whose families do not meet the eligibility criteria are still entitled to 570 hours of free childcare per year.

You can apply from when your child is 2 years and 36 weeks old.

All families will be able to buy additional hours if session availability allows.

Guidelines for admission to up to 30 hours free childcare

- The school will check original copies of documentation to confirm a child has reached the eligible age on initial registration for all free entitlements. We reserve the right to retain paper or digital copies of documentation to enable the local authority to carry out audits and fraud investigations. Where we retain a copy of documentation, we will ensure that we store it securely and delete it when there is no longer a good reason to keep the data.
- The local authority has a responsibility to ensure that a child has a free entitlement place no later than the beginning of the term following the child and the parent meeting the eligibility criteria for the free entitlements. We deliver the free entitlements consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.
- Government funding is intended to cover the cost to deliver 15 or 30 hours a week (if Term Time Only) of free, high quality, flexible childcare. It is not intended to cover the cost of meals, consumables, additional hours or additional services.
- Alongside the 30 hours eligibility code, which is the child's unique 11-digit number, and original copies of documentation, we will acquire written consent from, or on behalf of, the parent to be able to receive confirmation and future notifications from the local authority of the validity of the parent's 30 hours eligibility code. Once we have received written consent from the parent, we will verify the 30 hours eligibility code with the local authority.
- The local authority will confirm the validity of 30 hours eligibility codes. The local authority will complete audit checks to review the validity of eligibility codes for children who qualify for 30 hours free childcare at 6 fixed points in the year, both at half-term and at the end of term across the year (in line with the dates as listed in the table below). It is the local authority's responsibility to inform us where a parent has fallen out of eligibility and of the grace period end date.

Date Parent receives ineligible decision on reconfirmation:	LA audit date:	Grace Period End date:
1 Jan – 10 Feb	11 February	31 March
11 Feb – 31 March	1 April	31 August

1 April – 26 May	27 May	31 August
27 May – 31 August	1 September	31 December
1 September – 21 October	22 October	31 December
22 October – 31 December	1 January	31 March

- A child will enter the grace period when the child's parents cease to meet the eligibility criteria set out in the Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016, as determined by HMRC or a First Tier Tribunal in the case of an appeal. Local Authorities will be able to access information about whether a child has ceased to meet the eligibility criteria and entered the grace period via the Eligibility Checking Service. The grace period end date will automatically be applied to eligibility codes.
- Only a valid code will guarantee the funding for the extra 15 hours. It is the parent's responsibility to provide this. If they have lost their code, they must contact HMRC. The school will not 'hold' a place for a child whose parent is still 'applying' or 'reapplying' or has lost their code.
- The school reserves the right to offer a limited number of places offering 30 hours childcare.
- Parents may receive eligibility codes before their child is three but they can only start claiming their 30 hours place the term following the child's third birthday or the term following the date the eligibility code was issued (whichever is the later). If a child is taking up their universal 15 hours entitlement and a parent becomes eligible for 30 hours part-way through the term, the parent can start claiming their additional hours from the start of the first full term following the date on which they received their code. Parents are encouraged to apply for the extended entitlement the term before they wish to claim their place.
- Parents cannot claim 30 hours free childcare once their child has reached compulsory school age (the term following their fifth birthday). Due to the three monthly cycles of reconfirmation, and to allow for those children who do not reach compulsory school age until a while after their child turns five, some parents may still have a code after their child reaches compulsory school age. It is therefore important that providers check the age of the child as well as the code.
- Parents cannot claim their 30 hours in addition to a full time reception place in a maintained school or academy. Therefore, parents cannot use their eligibility code to claim their 30 hours if their child is in a full-time reception place.
- Parents need to agree and complete the school's Declaration Form (EYR1) about each setting their child attends for their early education entitlement of 15 or 30 hours per week in order to ensure that funding is paid fairly between them. A child can attend a maximum of two sites in a single day and if a child attends more than one setting, funding will be split fairly between the settings. During the Coronavirus pandemic, we reserve the right to limit attendance to one Setting only.
- Applications received after the submission date will be treated as late applications.

Paid Places in the 2 Year Old and 3 Year Old Nurseries

1. Should a parent/carer wish to take up a fee paying place within our 2 year old early education environment, they will be required to initially complete our Admissions Application form.
2. Morning and afternoon sessions each cost £20, with a full day session costing £40 and are offered on a term time only basis.

Mornings : 9.00am-12.00pm (£20.00)

Afternoons : 12.00pm-3.00pm (£20.00)

All Day : 9.00am-3.00pm (£40.00)

Parents can request morning or afternoon sessions in our 2 year old room, but Sea Mills Primary School requests a minimum a 3 sessions be taken from outset.

Sessions in our 3 & 4 year old Nursery are offered on the following 15 hours per week session pattern basis (a Paid Place agreement is on the assumption that the child's Universal Funding Entitlement is already being used);

- a) Monday & Tuesday all day (9.00am-3.00pm) + Wednesday morning (8.45am-11.45) equivalent to £100.00 per week
- b) Wednesday afternoon (12.15pm-3.15pm) + Thursday & Friday all day (9.00am-3.00pm) equivalent to £100.00 per week

Additional fee paying sessions are available to our existing 3 & 4 year old Nursery Room pupils over and above their 15 hours per week Universal Funding entitlement subject to availability and agreed as one-off sessions, or agreed on a term by term basis if numbers allow.

3. Invoices will be produced on a monthly basis, by the 19th of the preceding month to which it relates and full payment of the invoice must be made by the 1st of the month to which it relates (please see the table below for confirmation);

Monthly sessions for:	Invoice produced by:	Payment due by:
September	19 th August	1 st September
October	19 th September	1 st October
November	19 th October	1 st November
December	19 th November	1 st December
January	19 th December	1 st January
February	19 th January	1 st February
March	19 th February	1 st March
April	19 th March	1 st April

May	19 th April	1 st May
June	19 th May	1 st June
July	19 th June	1 st July

When the dates in the table above fall on a weekend, the date will revert to the next working day.

The first invoice for a new 2 year old paid place may have to cover the first couple of months if the child's first fee paying session falls after the invoice production date of the 19th. Subsequent invoices will follow the above production pattern.

If parents/carers do not clear the monthly invoice as outlined above, we reserve the right to withdraw their child's place. We would not wish to put you in to financial difficulties through establishing arrears in respect of monthly childcare invoices, therefore if you are unable to clear your invoice, please speak to us immediately.

4. Payment of the invoices can be made via online transfer, by BACS, by childcare voucher or via your Tax Free Childcare Account*. When making payments online by BACS or via childcare voucher, you must ensure you quote the invoice number for which the payment is being made, as the 'Payment Reference'. No payments should be issued via these electronic methods without quoting the relevant invoice number to which it relates.

*When paying by Tax Free Childcare Account, these payments contain their own unique payment reference which is advised to you by HMRC when you make the payment. This reference will not change and is made up of your child's first initial followed by the first 3 initials of their surname, followed by 5 numerical digits and the ending '...TFC'. So for example, Joe Bloggs would be along the lines of JBLO12345TFC. It is very important you let us know what your payment reference **is**, but also when you have made each payment in order that the funds can be traced and allocated to your invoice accordingly.

Bank details for electronic payments/vouchers/Tax Free Childcare Account payments are;

Sort Code : 56-00-05 (Nat West, Corn Street, Bristol)

Account Number : 22383344

Account Name : Bristol City Council Schools General Account

Your Payment Reference : Your invoice number (or when making Tax Free Childcare Account payments, your own unique reference number as outlined above)

Should parents/carers wish to pay via childcare voucher, we kindly request confirmation of which childcare voucher provider they are using to ensure we have their details on file.

5. Any increase in the session rate we charge will be notified at least 6 weeks in advance of the increase taking effect.
6. Sessions cannot be swapped with other children.
7. Session charges will still apply during periods of absence through sickness and personal holidays. Sessions are not charged during periods of closure of the School (during school holidays and 5 INSET days per academic year).
8. If we are unfortunately unable to accommodate any further intake at the point of an enquiry/request, due to maximum capacity being reached, we operate a waiting list whose eligibility criteria reflect the following order of priority;

Priority for 2 Year Old and 3 Year Old Nursery Paid Places
<p>1. Children who are entitled to 2 Year Old or 3 Year Old Early Years Free Educational Entitlement and choose to use that within our nursery.</p> <ol style="list-style-type: none"> a) Children in Care or children who were previously in Care but immediately after being in Care became subject to an adoption, residence, or special guardianship order. b) Siblings c) Geography
<p>2. Paid places for 2 or 3 Year Olds</p>

When a space becomes available, we will contact parents/carers to offer them the next available place. If they wish to not take up the offer at that time, we will make the offering to the next in line on the waiting list, at which point the first parent/carer will be removed from the list.

9. We require 1 months' written notice of intention to cease a child's sessions. Please note all sessions due up to and including the leaving date advised in parent's written notice of cessation will still be due for payment.
10. We provide fruit and milk (dairy) during each session.

Monitoring and Reviewing

All staff are expected to follow this policy when advising prospective parents and admitting children.

The governing body will ensure that:

- The admission arrangements are reviewed annually and consultation takes place with all other admission authorities when necessary;
- The admission arrangements are made available to parents and potential parents;
- Any complaints are addressed fairly.