



## **PRE - SCHOOL ADMISSIONS POLICY AND PROCEDURE**

It is the Governing Body's intention to make our Pre-School genuinely accessible to children & families from our local area.

St Bernadette Primary and Pre-school is its own admissions authority for Pre-School and in-year admissions.

<b>Review Cycle</b>	<b>Date of Current Policy</b>	<b>Reviewed at SSW/FGB Term 2</b>	<b>Next review Due</b>
Annual	November 2025	November 2025	November 2026

- Amendments - March 26 - Admission intake dates changed

St Bernadette Pre-School is a term time only setting for three year old children or children who are 'rising three' (two years, ten months) at the start of one of the two entry terms (September and April)

## **ADMISSIONS & APPLICATION**

Applications for places should be made as early as possible using the Pre-School's Admission Form, (Addendum 1) which should be delivered to or emailed to the School Office on [preschool.stbernadettep@bristol-schools.uk](mailto:preschool.stbernadettep@bristol-schools.uk) to register for a placement for your child.

Applications should be made at the latest by the final academic week of the terms below. This is to ensure a home visit or a meeting can be arranged before your child is due to start Pre-School and that all relevant paperwork is received.

- Term 4 -Visits for September starters will take place at the beginning of June
- Term 2 - Visits for April starters will take place at the end of February / beginning of March

## **INTAKES**

We have two intakes per year;

1. Start of term one in September
2. Start of term 5 in April.

Your child will become eligible for funding from the start of the term following their third birthday. To qualify for the 15 hour free entitlement, children must be three on or before:-

- 31 August for the autumn term
- 31 March for the summer term.

15 hours funded child care sessions are as follows:-

- 15 hours: Monday, Tuesday, 9am-3pm Wednesday 9am -12pm
- 15 hours: Wednesday 12-3pm Thursday, Friday 9am-3pm

We are pleased to offer working families 15 additional free hours if they meet specific criteria, giving your child a total of 30 free hours per week. Monday to Friday, 9am -3pm.

Parents must apply online for a 30 hour code from HMRC by visiting [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or calling 0300 1234 097. Codes are valid for 3 months at a time and must be reconfirmed (again through HMRC) in order for your child to continue to use their 15 Extended free hours. HMRC will remind families by text / email when it is time to reconfirm. No code is needed for the Universal 15 free hours.

30 hour codes must be presented to the Pre-School before any Extended hours are offered as we must validate your child's code with Bristol City Council. Without a valid code, no Extended free hours can be offered.

You will be required to complete and sign a Parental Declaration Form to receive your child's funding for their Free Entitlement and provide your child's original birth certificate or UK Passport. For safeguarding purposes,

passports from other countries are not accepted (only original birth certificates).

If you stop being eligible for the 15 Extended free hours, there is a short period of time where your child may still be able to access their Extended hours, which is called the 'grace period'. We will let you know if your child's 30 hours code is reaching this point. Once expired, your child will only be permitted to attend sessions covered by their 15 Universal free hours. Additional paid hours may be available.

All places, whether for the core 15 /30 hours or extended paid provision, are allocated on a first-come-first-served basis. When a parent applies for a place they will be informed by email whether they have been successful or whether they will be added to the waiting list.

Once you have received confirmation of your place by email, informing you of sessions allocated to your child and a starting date, you will be required to confirm your child's place by returning the Parental Confirmation Slip (Addendum 2) either by email or delivered to the office. Failure to do so promptly could result in your child's place being lost. Your Contract with Pre-school will start once your signed Parental Confirmation Slip has been received by the School office. A home visit or a remote meeting will be arranged before your child is due to start Pre-School.

To request an increase in the number of sessions for a child, please speak or email to the Pre-school Manager, giving at least one term notice. There may be flexibility for an earlier increase in sessions.

Registration at the Pre-School is **not** a criterion for entry to St Bernadette Catholic E (VA) Primary School; nor does registration at Pre-School give any right of priority. Parent(s) will still need to apply at the appropriate time for a place (or places) for such child or children in the Reception class, using the standard Bristol City Council procedures.

If additional support is required for your child to attend the Nursery, e.g. a support worker or if a child has medication needs, we will work with you and other relevant professionals prior to admission and aim to accommodate individual needs.

## **CHARGES**

Should you wish for your child to start pre-school prior to being entitled to their free hours as a 'Rising Three' meaning they are (two years, ten months) before the eligible dates, a fee will be payable. This is subject to availability, and charges will apply. Our charges are £15.00 per session with a minimum of 15 hours. All fees are payable in advance. Invoices and payment is via our online payment system(Arbor)

Sessions over the Free Entitlement are chargeable at the rate set by the Pre-School. Payment for chargeable sessions is due in advance and if payment is not made children will not be permitted to attend.

A paid Breakfast Club from 8.30-9am is available, at a cost of £2.50 per session. and payment is via our online payment system (Arbor)

A paid Extended day Club from 3pm-3.25pm is available at a cost of £2.50 per session. 16 spaces are available and Payment is via our online payment system (Arbor)

Persistent late collection of your child without prior phone call notification will incur a charge of £1 per minute.

## **OVERSUBSCRIPTION**

- When a waiting list is required, priority for sessions is given to:
  - i) Children already attending the Pre-School and requiring extra hours
- We will endeavour to provide the desired option regarding days and times offered, although this cannot be guaranteed.

## **DATA PROTECTION**

The information you are providing is used by St Bernadette Primary to consider the request for your child(ren) to be admitted into St Bernadette Pre-school. The information is recorded on the computer system and may be shared with other agencies involved in the health and welfare of school children.

For further information please click on the link below [Bristol.gov.uk](http://Bristol.gov.uk)

## **COMPLAINTS AND COMMENTS**

If you have any complaints or concerns, in the first instance please speak to a member of staff at the School Office. If you would like to discuss any aspect of the delivery of the free hours, please contact Bristol City Council by emailing the Family Information Service, [askcyps@bristol.gov.uk](mailto:askcyps@bristol.gov.uk) or calling 0117 3574192.

## **Our Contact Information**

St Bernadette Pre-school  
Gladstone Road  
Hengrove  
Bristol  
BS14 9LP  
Tel. 0117 377 2373  
Email: [preschool.stbernadettep@bristol-schools.uk](mailto:preschool.stbernadettep@bristol-schools.uk)

**Addendum 1**

**Application Form for placement in St Bernadette Pre-School**

PERSONAL INFORMATION			
Child's first name:			
Child's legal surname:			
Child's date of birth:	DD/MM/YYYY	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Documentary proof of DOB required * Please attach a copy of either the child's Birth certificate or Passport	Birth Certificate <input type="checkbox"/>	Passport <input type="checkbox"/>	*If you are unable to email the document then please bring into the office with the application to be photocopied
Child's home address: <i>(If your home address is different, please attach a letter explaining why)</i>	Postcode:		
<b>Applicant's name/Emergency contact 1:</b>			
Relationship of applicant to child:			
Email address:			
Telephone Number/s:			
<b>Emergency contact 2:</b>			
Relationship to child :			
Email address:			
Telephone number/s:			
Nationality:	Language:		
Are they in public care?      Yes/ No	If yes, name of social worker		
Does the child have a sibling registered at the school? Yes/ No	If yes, name of sibling(s):		
Are you eligible for the 15 hr extended Government funded hours and have your 11 digit 30 hour code? To find out if you are eligible please use <a href="http://www.childcarechoicesgov.uk/">http://www.childcarechoicesgov.uk/</a>	Yes		30 hr Code:.....
<b>Please tick your preference for days/sessions*:-</b>			

<b>Beginning of the week</b>	<b>Monday/Tuesday 9am -3pm, Wednesday 9-12 am</b>	
<b>End of the week</b>	<b>Wednesday 12-3 pm Thursday/Friday 9am-3pm</b>	
<b>Full-time</b>	<b>Monday-Friday 9am -3pm (30-hour code required)</b>	

\*Any changes to scheduled sessions will need a terms notice & are subject to availability  
Breakfast club 8.30am-9am & extended club 3pm-3.20pm available (Pre booked & paid for in advance)

Please add any additional comments regarding session preference-

Does your child have any Medical conditions /Allergies that we should be aware of?    Yes / No  
(If yes, please provide further details) (Food, Pollen, Dust, Insect bites etc.)

Does your child have any SEN needs/ Diagnosis that we should be aware of?    Yes / No  
(If yes, please provide details)

**Ethnicity/Language/Religion**

Bristol Education Authority has asked schools to collect data on the Ethnic Origin, Home Language, First Language and Religion of students. This information will be used by the authority to assess the effectiveness of Equal Opportunities policies. The information about individual children will not be disclosed to third parties and will be used for statistical purposes only.

Please tick ONE box for each section below. You may leave any section blank if you wish.

White-British <input type="checkbox"/>	White- Irish <input type="checkbox"/>	White Western European <input type="checkbox"/>	White Eastern European <input type="checkbox"/>
White – traveller or Irish Heritage <input type="checkbox"/>	White Gypsy/Roma <input type="checkbox"/>	Any other white background <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>
White & Black African <input type="checkbox"/>	White & Asian <input type="checkbox"/>	Any other mixed background <input type="checkbox"/>	Indian <input type="checkbox"/>
Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Any other Asian background <input type="checkbox"/>	Black - Caribbean <input type="checkbox"/>
Black - Somali <input type="checkbox"/>	Any other Black <input type="checkbox"/>	Chinese <input type="checkbox"/>	Other black African <input type="checkbox"/>

	background		
Any other Ethnic Group <input type="checkbox"/>			

<b>Language – What is the main language spoken by your child?</b>			
English <input type="checkbox"/>	Bengali <input type="checkbox"/>	Chinese <input type="checkbox"/>	Danish <input type="checkbox"/>
Dutch <input type="checkbox"/>	French <input type="checkbox"/>	German <input type="checkbox"/>	Greek <input type="checkbox"/>
Gujarati <input type="checkbox"/>	Hindi <input type="checkbox"/>	Italian <input type="checkbox"/>	Japanese <input type="checkbox"/>
Korean <input type="checkbox"/>	Punjabi <input type="checkbox"/>	Polish <input type="checkbox"/>	Portuguese <input type="checkbox"/>
Somali <input type="checkbox"/>	Spanish <input type="checkbox"/>	Turkish <input type="checkbox"/>	Urdu <input type="checkbox"/>
Other (please specify)			
Is English an additional language for your child?	YES	NO	
Is your child bilingual?	YES	NO	
What additional languages does your child speak?			
What is your child's nationality?			
What is your child's country of birth?			

<b>Religion</b>			
Buddhist	Christian	Greek Orthodox	Hindu
Jewish	Muslim	Roman Catholic	Sikh
No Religion			
Other (please specify)			
Baptism Certificate seen?	YES	NO	DATE:

Parent/Carer Signature ..... Date

Please return the completed form to: - The School Office, St Bernadette Catholic Primary School, Gladstone Road, Hengrove, Bristol BS14 9LP or return by email [preschool.stbernadettep@bristol-schools.uk](mailto:preschool.stbernadettep@bristol-schools.uk)  
For further information, please contact the school office on 01173 772373

**Addendum 2**

**Confirmation of Place Form**

Child's name:

Parent/Carer's name:

Your child has been allocated a place at St Bernadette Pre-School. This is conditional upon sight of your child's birth certificate/passport to confirm age.

Your child will start on:

Number of sessions allocated:

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
Morning session 9:00 – 12:00					
Afternoon session 12:00-3:00					

\*Additional provision Breakfast & Extended day club will need to be booked and paid for in advance via the Arbor App.

St Bernadette Pre-School

Helen Woods (Manager) [helen.woods@bristol-schools.uk](mailto:helen.woods@bristol-schools.uk)

---

**Parental confirmation slip**

Child's name:

Child's date of birth:

Parent/Carer's name:

We/I confirm We/I accept the place allocated to our child at St Bernadette Pre-School for the days and sessions as set out in the Confirmation of Place Form.

Signed:

Date:

Please return all completed forms to the School Office as soon as possible. Failure to do so promptly could result in your child's place being lost. Your signature of the Parental Confirmation Form confirms acceptance of the place and forms a contract between both parties.

A home visit or a remote meeting will be arranged before your child is due to start pre-school.