



Admissions Policy

Bristol Children's Playhouse is open to every family in the community. No child shall receive less favourable treatment on the grounds of race, colour, ethnic or national origin, religious belief or disability. The preschool list is operated on a first come, first served basis.

Bristol Children's Playhouse offers preschool places for children aged:

- 3-4 years between 09:00 and 15:00 Monday to Friday in term time.
- 2 years between 09:00 and 15:00 Monday to Friday in term time.

Admission criteria:

Where places exist they will be allocated on a first come first served basis. Where places do not exist then a waiting list will be operated, this waiting list will be kept and administered by staff. The Trustees may decide priorities for the waiting list. These could be:

- Children already attending the setting
- Siblings of children already attending
- Children of working/ training parents
- First Response/Social care referrals

For a child to attend BCPH they must be aged between 2 – 4 years

A waiting list of children who cannot be accommodated will be kept and updated regularly

Parents/carers must have completed and signed an up to date registration form prior to starting. These must be completed regularly in line with our registration procedure and any amendments notified to staff immediately.

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

Applying for a place:

2 Year Olds (Robins)

- We have a designated number of places available to 2 year olds. A majority of these are allocated by Bristol City Council but we also have fee paying places available.
- Offer of places will be sent out in advance of the child's start date as soon as the relevant paperwork has been received to confirm their place.
- Children may not start in our 2's preschool before they are two years old. Most children will start with us in the term following their second birthday. Funding for eligible children starts the term after their 2nd birthday.



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- Where there is availability, 2 year olds will be able to pay for places. The ideal minimum number of core sessions will be 3 per week. Each paying place will be assessed on a case-by case basis, dependent on the individual child's needs and development and the availability of places.
- Once your place is allocated, you must adhere to your designated sessions. For example, if your child attends afternoons only, we are unfortunately unable to accommodate a change to mornings. Unfortunately, due to demand, we are unable to offer alternatives for any missed sessions.
- For fee paying places one month's notice will be given by the parent should the place no longer be required. Equally the same notice period will be given by the Playhouse if the place becomes unavailable.
- Dependent on availability and at The Playhouse's discretion, a deposit may be required to secure a fee paying place. This will be deducted from the first invoice once the child is in attendance.
- As we invoice for paying places in advance, we are unfortunately unable to offer refunds or changes to accommodate missed sessions.
- Offer of places remain valid for 10 working days from date of issue. After this date if you have not accepted the place offered, it will be offered to another family.
- Whilst the sessions below are the core sessions for our 2 year olds, we are often flexible to accommodate a variation these hours, depending on current capacity. Please discuss your requirements with our admissions officer upon enquiry and we will do our best to meet your needs.
- Where the demand for two year spaces increases, the Playhouse will work to increase capacity for all session to a maximum of 12.

Robins sessions term time	Monday	Tuesday	Wednesday	Thursday	Friday	MAX PLACES
1st half	09:00 – 15:00	09:00 – 15:00	09:00-12:00	X	X	8
2nd half	X	X	12:00 – 15:00	09:00 – 15:00	09:00 – 15:00	8

3 and 4 Year Olds (Magpies)

For children who are entitled to 15 hours of Free Early Education (this applies to all children from the term after their 3rd birthday):

- Parents are invited to complete an application to join our waiting list at any time.
- Offer of places will be sent out in advance of the child's start date as soon as the relevant paperwork has been received to confirm their place.
- Children may not start in our 3-4's preschool before they are three years old. Most children will start with us in the term following their 3rd birthday.
- Where there is availability, rising 3s will be able to pay for the term prior to becoming eligible for the 15 universal hours. The ideal minimum number of core sessions will be 3 per week. Each paying place will be assessed on a case-by case basis, dependent on the individual child's needs and development and the availability of places.



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- For fee paying places one month's notice will be given by the parent should the place no longer be required. Equally the same notice period will be given by the Playhouse if the place becomes unavailable.
- Dependent on availability and at The Playhouse's discretion, a deposit may be required to secure a fee paying place. This will be deducted from the first invoice once the child is in attendance.
- If spaces are available, further places will be allocated through the year and will we contact parents/carers on a first come first served basis from the waiting list.
- All children will be offered 15 hours. The number of sessions may be increased at extra cost if spaces are available.
- Offer of places remain valid for 10 working days from date of issue. After this date if you have not accepted the place offered, it will be offered to another family.

Magpies sessions term time	Monday	Tuesday	Wednesday	Thursday	Friday	MAX PLACES
1st half	09:00 – 15:00	09:00 – 15:00	09:00-12:00	X	X	19
2nd half	X	X	12:00 – 15:00	09:00– 15:00	09:00 – 15:00	19
30 HOURS	09:00 –15:00	09:00 – 15:00	09:00 – 15:00	09:00 –15:00	09:00 – 15:00	5

3 and 4 Year Olds: 30 Hours entitlement

The government is offering 30 hours per week of free childcare to working parents of 3 and 4-Year-Olds to reduce the cost of childcare and support families to work and progress their careers after having children.

- Eligibility for the 30 Hours Free Childcare will include households where:
 - All parents (whether two-parent family or lone parent) are working and earning the equivalent of 16 hours a week at the National Minimum or Living Wage (includes income received from tax credits or Universal Credit) and/or:
 - One/ both parent/s is away on leave (parental, maternal etc.)
 - One/ both parent/s is on Statutory sick pay
 - Parents on zero-hours contracts will be eligible, as are those who are registered as self-employed
 - One parent is employed and the other parent has either: substantial caring responsibilities/ and or disability; is a foster carer with their own three-and four-year-old children
 - Parents who are in training will not be eligible as they can receive other Government support
 - There is an income cap. If one parent's income exceeds £100k the household will not be eligible

Steps on eligibility for 30 hours entitlement

1. Parent applies to HMRC as a joint application for Tax Free Childcare. If eligible they will get a unique 11 digit code.
2. Parent gives their unique 11 digit code to Provider, who validates it on the Bristol City Council Portal.



3. Child starts using their extra 15 hours from the start of the next term.
 4. Parents have to renew their code every 3 months.
 5. If no longer eligible then the child will carry on with only the Universal 15 Hour Entitlement.
- An agreement is to be made as to which sessions are the Universal 15 hour entitlement and which hours are the extra for the 30 hours entitlement. See Appendix I

Grace period: this enables parents to retain their childcare place for a short period if they become ineligible for 30 hours. The Eligibility Checking Service will inform the setting of the grace period for a child when the parent becomes ineligible. 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
1st January -10th February	31st March
11th February – 31st March	31st August
1st April-26th May	31st August
27th May – 31st August	31st December
1st September – 21st October	31st December
22nd October – 31st December	31st March

2 Year Olds (Robins) transferring to 3 year Olds (Magpies)

If you wish for your child to transfer to the Magpies preschool the term after they are 3, please let your key person know at the beginning of the term they turn 3 and email admin@bcph.org.uk . For example, if they are 3 in January, they will be entitled to start a 3-year-old place after the Easter Holidays.

- If places are available, you will be offered a place in the Magpies room the term before they are 3. Please note that the session time/s and/or day/s may not be the same as what you accessed in the Robins room although we will try our best to keep these as consistent as possible.
- If you accept the sessions, then the staff will arrange for a transition as set out in our Transition Policy.
- All children will be assessed prior to moving to the Magpies room to ensure that this is the right move for them. We will aim to work with the child and their parents/carers to ensure that they are ready for the move. This may affect the transition period and timing.