



# Little Hayes and Speedwell Nursery Schools Federation



## Admissions Policy

### Offer Free Early Education Entitlement to

Under 2s but only from the date of their 2nd birthday/ 2-year-olds from working families / Eligible 2-year-olds / 3 - & 4-year-olds – Universal hours / 3- & 4-year-olds – Working Parent Entitlement hours (from working families)

Little Hayes Nursery School,  Symington Road, Fishponds,  Bristol, BS16 2LL  Phone Number: 0117 9030 405  Email: <a href="mailto:littlehayes.n@bristol-schools.uk">littlehayes.n@bristol-schools.uk</a>	Speedwell Nursery School,  Speedwell Road, Speedwell,  Bristol, BS5 7SY  Phone Number: 0117 9030 329  Email: <a href="mailto:speedwell.n@bristol-schools.uk">speedwell.n@bristol-schools.uk</a>
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**Last review date:** January 2026

**Next review date:** January 2027

Website: [Home - Little Hayes and Speedwell Nursery Schools](#)



Thank you for choosing Little Hayes Nursery School URN: 108895/ Speedwell Nursery School URN:108900 as your preferred childcare provider. Please see below the Admissions Policy which will provide important information about this provision. Please keep a copy for your future reference.

## All About My Business

### Opening Days/Hours

Opening days/hours are:

<i>Days</i>	<i>Opening and closing time</i>
<i>Monday</i>	<i>8:30 – 14:30</i>
<i>Tuesday</i>	<i>8:30 – 14:30</i>
<i>Wednesday</i>	<i>8:30 – 15:30</i>
<i>Thursday</i>	<i>8:30 – 14:30</i>
<i>Friday</i>	<i>8:30 – 14:30</i>

### Session Times/Options are:

Session A – Monday, Tuesday, Wednesday – 15 hours

<i>Day</i>	<i>Session Start Time</i>	<i>Session End Time</i>
<i>Monday</i>	<i>8:30</i>	<i>14:30</i>
<i>Tuesday</i>	<i>8:30</i>	<i>14:30</i>
<i>Wednesday</i>	<i>8:30</i>	<i>11:30</i>

Session B – Wednesday, Thursday, Friday – 15 hours

<i>Day</i>	<i>Session Start Time</i>	<i>Session End Time</i>
<i>Wednesday</i>	<i>12:30</i>	<i>15:30</i>
<i>Thursday</i>	<i>8:30</i>	<i>14:30</i>
<i>Friday</i>	<i>8:30</i>	<i>14:30</i>

Session C – Monday, Tuesday, Wednesday, Thursday, Friday – 30 hours

<i>Day</i>	<i>Session Start Time</i>	<i>Session End Time</i>
<i>Monday</i>	<i>8:30</i>	<i>14:30</i>
<i>Tuesday</i>	<i>8:30</i>	<i>14:30</i>
<i>Wednesday</i>	<i>8:30</i>	<i>14:30</i>
<i>Thursday</i>	<i>8:30</i>	<i>14:30</i>
<i>Friday</i>	<i>8:30</i>	<i>14:30</i>



**Operational Method**

The Nursery Schools will offer free hours on the following basis:

Term Time Only (TTO)- 38 Weeks per year

**All about Free Hours**

The Nursery Schools are registered with Bristol City Council to offer free hours to Under 2s but only from the date of their 2nd birthday, 2 year olds from working families / Eligible 2 year olds / 3&4 year olds – universal hours / 3&4 year olds – Working Parent Entitlement hours

**Under 2s**

We offer places to Under 2s in their final term of eligibility (i.e. from the date they have their 2nd birthday). We are unable to offer places to children younger than 2 years old, due to our current Ofsted registration.

**2-year olds from working families**

Working Parent Entitlement hours are available to children from the term after their 2<sup>nd</sup> birthday.

<b>2<sup>nd</sup> Birthday</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
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...).

From September 2025, this will be the full 30 Working Parent Entitlement hours per week



### **Eligible 2-year olds**

Universal free hours are available to some 2-year olds whose parents are on no or low incomes. Parents must apply online for a place with Bristol City Council [www.bristol.gov.uk/freeplacefortwo](http://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 2<sup>nd</sup> birthday. From September 2025 some parents will be able to use both Eligible 2-year-old universal hours and Working Parent Entitlement hours at the same time, prioritising their Eligible 2-year-old universal hours first.

<b>Eligible 2-Year-old 2<sup>nd</sup> Birthday</b>	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

The Nursery Schools will be able to offer 15 universal free hours per week

### **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 3<sup>rd</sup> birthday.

<b>3rd Birthday</b>	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

The Nursery Schools will be able to offer 15 universal free hours per week.

### **3- and 4-year olds – Working Parent Entitlement hours (from working families)**

The Working Parent Entitlement hours are available to children who are 3 or 4 children from the term after their 3<sup>rd</sup> birthday. 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...).

<b>3rd Birthday</b>	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

The Nursery Schools will be able to offer 15 Working Parent Entitlement free hours per week.

Parents of 3- and 4-year olds can use both universal and Working Parent Entitlement 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 Working Parent Entitlement / 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 Working Parent Entitlement.
- 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 Admissions

### Admissions Methods

Admissions are made on the following basis:

1. Submitting an application online or in person
2. Child will be added to the waiting list
3. Date of child's preferred starting term/Option of session would be noted
4. Contact will be made nearer the time to inform the family if space is available or deferred to the next term due to availability of space.

## All about Payments

### Registration Fees

The Nursery Schools will charge a registration fee of £15 which must be paid by Parents whom request additional hours via day care

### Tax Free Childcare (for paid childcare and consumables)

The Nursery Schools are registered to offer Tax Free Childcare. Parents can check eligibility and apply for Tax Free Childcare via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). Tax-Free Childcare is the system that is gradually replacing the old childcare voucher scheme - paying for childcare through the employer.



## **Invoicing and reminders**

Children whom would like additional hours via day care will be charged admin Fee of £15. This will be followed by an invoice issued in advance with a confirmed start date. This would need to be paid in full before the child joins/starts their additional hours.

The Nursery Schools will invoice Parents and carers on monthly basis.

This will be sent out the last week of the month in advance for the next month.

A 14-day payment term is scheduled

If delayed, a gentle reminder will be issued through a personal conversation or e-mail from the Administrator or Bursar after the initial 14 Calendar days

If delayed again, another reminder will be issued, the Head Teacher will also be informed, and the Parent will be contacted to discuss Payment of the invoice.

If an invoice has not been paid by the time the next invoice is due, a meeting will be held with the Head Teacher, Bursar and parent or carer, to discuss the next steps which will be looked at on a case by case basis.

## **Payment of Paid Childcare**

The Nursery Schools regular hourly rate is £ 9 per hour for 2-year olds and £10 per hours for 3&4-year olds. This is for non-free hours.

## **Payments from 3<sup>rd</sup> Parties (Colleges and Universities)**

Free hours cannot be claimed at the same time that they are paid for by a third party. The Nursery Schools 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 may not always be eligible for Working Parent Entitlement/ Working Parent Entitlement childcare unless they meet the eligibility criteria found here

[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

## **Sibling Discount**

The Nursery Schools do not offer a sibling discount



## **Notice Periods**

Parents are asked to make a termly commitment. This means that once parents sign the EYR01 Parental Declaration Form a contract is made. If parents then decide to transfer to another provider, funding will not always be re-directed to your 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. Please approach me directly to discuss this. For additional hours or extra charges my notice period of 2 weeks will still apply.

## **All about GDPR and Appeals**

### **The General Data Protection Regulation (GDPR) Policy**

As a data controller, The Nursery Schools 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.



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### **Appeals Process**

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](mailto:askcyps@bristol.gov.uk) or call 0117 357 4192.