



Ashton Vale Pre-School's Admissions Policy

to offer the Free Early Education Entitlement to

2, 3 and 4 year olds

Phone number: 07980065799

Email: ashtonvalepreschool@hotmail.co.uk

Website: www.ashtonvalepreschool.co.uk

Thank you for choosing Ashton Vale Pre-School 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 the Pre-School

Opening Days/Hours

Our opening days/hours are Monday to Friday 08:00 to 16:00.

Session Times

Term time only:

- 15 Free hours will be provided over 3 days per week: 9-12, 9-3, 9-3
- 30 Free hours can be spread over 4 or 5 days per week: 8-4 or 9-3

All year round:

- 12 Free hours will be provided over 2 days per week: 9-3
- 24 Free hours can be spread over 3 or 4 days per week: 8-4 or 9-3

Operational Method

Ashton Vale Pre-School will offer free hours on the following basis:

- Both: All Year Round (47.5 weeks per year) & Term Time Only (38 weeks per year)



All about Free Hours

Ashton Vale Pre-School is registered with Bristol City Council to offer free hours to: 2 year olds from working families / Eligible 2 year olds / 3&4 year olds – universal hours / 3&4 year olds – extended hours

2 year olds from working families

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

2 nd 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 by visiting www.childcarechoices.gov.uk or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500...).

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/freeplacefortwos 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 2nd birthday.

Eligible 2 Year old 2 nd 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

Ashton Vale Pre-School will be able to offer 12/15 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 3rd birthday.

3rd 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

Ashton Vale Pre-School will be able to offer 12/15 universal free hours per week.

3 and 4 year olds – Extended hours (from working families)

Extended free hours are available to children who are 3 or 4 children from the term after their 3rd birthday.

3rd 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 by visiting www.childcarechoices.gov.uk or calling 0300 1234 097 to get an eligibility code (which is 11 digits long and usually starts 500...).

Ashton Vale Pre-School will be able to offer 12/15 extended free hours per week.

Parents of 3 and 4 year olds can use both universal and extended free hours in combination (i.e. 24/30 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 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 extended / 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 expanded or extended free hours.
- 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

The waiting list is arranged in birth order and in addition may consider the following:

1. Age of the child, priority being given to children eligible for the Free Entitlement
2. Length of time on the waiting list
3. Locality of the home to the setting
4. Siblings already attending the setting
5. Whether the child's needs can be met.



All about Payments

Refundable Deposits - We do not charge a deposit

Registration Fees - We do not charge a registration fee

Tax Free Childcare (for paid childcare and consumables)

Ashton Vale Pre-School is registered to offer Tax Free Childcare. Parents can check eligibility and apply for Tax Free Childcare via 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. Ashton Vale Pre-School is a registered provider for tax free childcare. When you join this scheme, you will be given a reference number, please send this via email to our finance officer because without it we will not know who the payment is for and will be unable to allocate the funds to your nursery account.

Invoicing

Once you have accepted a place at Ashton Vale Pre-School and your child starts to attend you will be sent an invoice via Kinderly which will detail your child's hours, whether they are funded, and any chargeable hours. Information is provided for a Bank Transfer [BACs] or you can pay by Childcare Vouchers or a Tax-Free childcare [TFC] account. If you need to pay with cash, complete a green money pocket and ask your key person to put it in the red cash box.

All fees are due in advance of attendance.

Fees will be invoiced on a termly basis and can be paid in full or by instalments. A due date can be found at the top of your invoice. Amended invoices for non-attendance will not usually be provided.

Invoices should be paid in full, and any overpayments will be deducted from the following term's invoice. The Pre-School accepts childcare vouchers from several voucher companies, please speak to our Finance Officer: to obtain all the details you require.



Payment of Paid Sessions

The current hourly rate for funded 2, 3 and 4 year olds is £6.00 per hour for any hours in excess of the child's funded 15 or 30.

The current hourly rate for non-funded children is £4.00.

Payment of Consumables

Charges for Meals

We do not charge for meals. We provide breakfast for those that attend, a mid-morning snack and Parents are asked to bring a packed lunch for their child. For those staying until 4PM we offer a small afternoon snack at 3:30PM.

Charges for Consumables

We do not charge for consumables, parents are encouraged to bring in their own nappies, wipes, sun cream and drinks, except for milk which we provide free of charge.

Charges for Activities – We do not charge for activities.

Voluntary Contribution – We ask for a Voluntary Contribution of £30 per year [£5 per term], with a breakdown of £15 for food contribution – special event food tasting e.g. healthy eating weeks where children prep and serve food for their peers as well as £15 special events contribution, such as activities for cultural celebrations, enhancing provision and creative activities.

Payments from 3rd Parties (Colleges and Universities)

Free hours cannot be claimed at the same time that they are paid for by a third party. The Pre-School will need to receive written confirmation as soon as possible to 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 30 Hours Free Childcare unless they are working the equivalent of 16 hours per week at the national/minimum/living wage.

Sibling Discount – We do not offer sibling discounts.

Late Collections

If you require additional sessions or have been unable to collect your child by the official collection time, we will inform you of the extra amount payable and add these additional charges to your regular fees. In the event of late collection of your child, we reserve the right to charge a late collection fee of £20 for the first 15 minutes and £10 every five minutes thereafter.



Notice Periods

Parents are asked to make a termly commitment. This means that once parents sign the EYR1 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 the Head of Setting directly to discuss this. For additional hours or extra charges the notice period of 4 weeks will still apply.

All about GDPR and Appeals

The General Data Protection Regulation (GDPR) Policy

As a data controller, I 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. Please see our Data Protection Policy and Privacy Notice on our website www.ashtonvaleschool.co.uk.

Appeals Process

If you have any complaints about any aspect of our 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 or call 0117 357 4192.

Signed: Hayley Branson, Head of Setting on behalf of Ashton Vale Pre-School

Date: 05 January 2026

Review Date: 31 August 2026