

# Noah's Ark Pre-school

*Supporting children and families with God's love and practical care*



## Admission Procedure

It is our intention to make our setting accessible to children and families from all sections of the local community. This policy should be read in conjunction with our **Equalities Policy**. We aim to ensure that all sections of our community have access to the setting through open, fair, and clearly communicated procedures.

We are open Monday to Friday during term time.

- Monday 8.45am – 5.00pm
- Tuesday 7.45am – 5.00pm
- Wednesday 7.45am – 5.00pm
- Thursday 7.45am – 5.00pm
- Friday 8.45am – 3.30pm

Sessions are 3 hours (morning: 8.45am – 11.45am and afternoon: 12.30pm-3.30pm) and can be extended by joining our Breakfast, Lunch and Tea clubs.

Breakfast club (7.45 – 8.45am) and is available on Tuesday, Wednesday and Thursday mornings subject to space being available.

Lunch Club (11.45 – 12.30) is available Monday to Friday. Children bring in their own lunch which is eaten in the Orange or Yellow room.

Tea Club (3.30 – 5pm) and is available on Monday, Tuesday, Wednesday and Thursday subject to space being available. (Full details on our website.)

### Application for Places

Those wishing to apply for a place at Noah's Ark are invited to visit the setting before applying. Application forms are available from the office. Places will be allocated in Term 4 (March) ready for the September intake and throughout the year as spaces are available.

### Allocation of Places

When the number of children on the waiting list exceeds the number of places available, we arrange our waiting list in accordance with the date of application. We recognise that there may be circumstances for some children and their families that might take precedence over allocation on a first come, first served basis. These could include:

- Children with special educational needs which can be met at Noah's Ark.
- Children where a sibling has attended Noah's Ark.
- Special family circumstances e.g., new to area, parental illness etc.

Once a place has been offered, parents and carers are invited to discuss any change in circumstance or preference before accepting a place. An offer must be accepted as soon as possible and, in any event, within 3 weeks by returning a signed acceptance form and, if appropriate, the registration fee.

We recommend that all children attend a minimum of 4 sessions per week. In their Pre-school year we suggest that children attend a minimum of 5 sessions per week.

# Noah's Ark Pre-school

*Supporting children and families with God's love and practical care*



## Admission for Funded Places

Parents and guardians are responsible for ensuring that all necessary documentation is completed and signed to access their funded hours. Parents with a Working Parent code must have their code verified by us before confirmation of their child's place. An outline of funding eligibility criteria is below. If you have any further queries, please speak to a member of staff.

**Free Early Years Education Entitlement (FEEE)** -All FEEE entitlements at Noah's Ark are funded at 38 weeks. We accept the following funded places:

- **Universal FEEE for 3 & 4-year olds:** up to 15 hours a week. Families of all 3 & 4-year-olds can claim this entitlement following their child's 3<sup>rd</sup> birthday and not before the start of the next entitlement period which commences at the start of Term 1, Term 3 or Term 5.
- **Working Parent Entitlement for 3 & 4-year olds:** up to 15 further free hours taking the claim to no more than 30 hours a week. Eligibility for this is validated by HMRC. To check your eligibility please visit: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). If you are eligible for the extended FEEE HMRC will allocate you an 11-digit code.

To validate your claim for extended FEEE you will need to present your HMRC 11-digit code to Noah's Ark so that it can be checked. Verification of a code must be done by **31<sup>st</sup> August for the start of Term 1, 31<sup>st</sup> December for start of Term 3 and 31<sup>st</sup> March for start of Term 5**. If you do not bring your code in, you WILL NOT be eligible for the EXTENDED funding and will be liable to pay for the additional hours over the universal FEEE. The charge for this is detailed in the **Fees and Finance Policy**.

Eligibility codes need to be reconfirmed every 3 months. Parents will receive notification from HMRC that their code needs to be renewed. The eligibility code will remain the same after reconfirmation. It is the parent/carer's responsibility to always keep their child's eligibility code valid. Please ensure you let Noah's Ark pre-school know when your code has been renewed.

- **Working Parent Entitlement for 2-Year-olds:** up to 30 hours funded hours are available to children from the term after their 2<sup>nd</sup> birthday. Parents must apply at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or calling 0300 1234 097 to get an eligibility code (which is 11 digits long).

To validate your claim for extended FEEE you will need to present your HMRC 11-digit code to Noah's Ark so that it can be checked. Verification of a code must be done by **31<sup>st</sup> August for the start of Term 1, 31<sup>st</sup> December for start of Term 3 and 31<sup>st</sup> March for start of Term 5**. If your code has not been verified by these dates you WILL NOT be eligible to claim the working parent entitlement for that period and will be liable to pay for the hours your child does. The charge for this is detailed in the Fees and Finance Policy.

Eligibility codes need to be reconfirmed every 3 months. Parents will receive notification from HMRC that their code needs to be renewed. The eligibility code will remain the same after reconfirmation. It is the parent/carer's responsibility to always keep their child's eligibility code valid. Please ensure you let Noah's Ark pre-school know when your code has been renewed.

# Noah's Ark Pre-school

*Supporting children and families with God's love and practical care*



- **Eligible 2 year-olds:** up to 15 hours universal free hours are available to some families on low incomes. To ascertain eligibility for Eligible 2 year olds, families will need to apply directly to the local authority. Parents must apply online for a place with Bristol City Council [www.bristol.gov.uk/freeplacefortwos](http://www.bristol.gov.uk/freeplacefortwos) and be checked for eligibility before a free place can be offered.

Reviewed by Sophie Turner 19<sup>th</sup> May 2025

Signed.....date.....  
Print name... Role.....