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Little Gems Wickwar Admissions Policy – May 2026

Equalities Impact Assessment (EIA)

This policy has been screened to ensure that we give 'due consideration' to equality of opportunity and has been agreed and formally approved by the appropriate reviewing and ratification Committee.

Author	Deb Williams	Date reviewed	May 2026
Position	Headteacher	Date ratified	19 th May 2026
Document status	Ratified by Little Gems working party	Next review date	Summer 2027
EIA approved by	FGB	Reviewing committee	FGB

EIA = due consideration of potential adverse impacts on the following groups: age; disability; gender and gender reassignment; marriage and civil partnership; pregnancy and maternity; racial groups; religion or belief; sexual orientation

Thank you for choosing Little Gems Wickwar 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.

There is no automatic right of transfer from Little Gems Nursery to Alexander Hosea. Admissions to Alexander Hosea are managed by South Glos Council

<https://life.southglos.gov.uk/kb5/southglos/directory/advice.page?id=GLu6GUIMkpw&familychannel=2-2&channel=family>

Opening Days/Hours

Little Gems opening days/hours are: 8am-5:30pm term time only. Little Gems is based in Alexander Hosea Primary School and follows South Glos term dates and the school INSET days. We offer Term Time Only at Little Gems for 38 Weeks Per Year.

<https://life.southglos.gov.uk/kb5/southglos/directory/advice.page?id=atD1tfGcubw&familychannel=2-7&channel=family#May>

Session Times

Free sessions: 9-12 or 12:00-3:00 or full day 9:00-3:00 Payable sessions: 8-9am; 3-3:30pm; 3:30-5:30pm

Eligible Children

Most children will begin the nursery in the September following their third birthday.

However:

- Children born between 1 September and 31 December may be offered an early start from the start of Term 3 (January) following their third birthday, if places are available.

- Children born between 1 January and 31 August are not eligible for an early start.

Free Childcare

Information about funding you could be entitled to can be found at [Childcare & Early Years Education - Best Start in Life](#)

We will be registered with South Gloucestershire Council to offer free hours to 3 & 4 year old's

Once a place is offered, we will request from you the free government hour codes.

The **Universal Entitlement of 15 Free Hours** is offered to all 3- and 4-year-olds the term after the child's 3rd birthday (and to some eligible 2 year-olds).

The **Extended Entitlement of 15 Free Hours** or **30 Hours Free Childcare** is only offered to 3- and 4-year-olds and is based on the family meeting certain eligibility criteria.

- Parents must apply via by visiting www.childcarechoices.gov.uk or calling 0300 1234 097 for the extended 15 free hours to get a 30 Hour Code (which is 11 digits long and usually starts 500...).
- 30 hour codes need to be reconfirmed every 3 months. The 30 hour code will remain the same after reconfirmation. It is the parent/carer's responsibility to keep their child's 30 hour code valid at all times.
- Verification checks will be made on South Gloucestershire Council's Provider Portal, using the following data:
 - a. Your 11-digit 30 Hours Code
 - b. Your National Insurance Number
 - c. Your child's date of birth
 - d. Your written consent from your signed EYR1 Parental Declaration Form to verify eligibility.

Once the code is verified, you will be contacted to discuss sessions.

- Grace Period – If you do not reconfirm the 30 hour 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 15 extended free hours. Once the grace period has expired, your child can only access their universal 15 free hours. 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 extended free hours.
- Bank Holidays are not funded by South Gloucestershire Council. If your free hours fall on a bank holiday, the free session will not be rescheduled.

Admissions Methods

We will fairly select children to attend on the following criteria:

1. Siblings of children who live in Wickwar and attend AHS.
2. Children who live in Wickwar.
3. Siblings of children who attend AHS and live within 3 miles of AHS (as the crow flies according to www.gps-coordinates.net/distance).
4. Children of staff who have worked at the school for more than 2 years.
5. First come, first served.

Application windows will open throughout the year and applications will be considered after the window deadline closes. This will be communicated through the school website.

Admissions to Little Gems does not automatically guarantee admission to Alexander Hosea Primary School. Admissions to Alexander Hosea Primary are managed by South Glos Council.

Admin Fees (for places in addition to government funded hours)

An administration fee of £50 is required to secure a place for hours in addition to the free Government funded sessions: breakfast club 8-9am; afterschool club session 1 (3-3:30pm); or afterschool club session 2 (3:30-5:30pm). An admin fee is not required for children accessing the Government Funded sessions only.

Payment of Childcare

Cost of Paid Sessions

Current Costs of Daily Sessions

Sessions	Time	Universal Allowance (free hours)	Paid Hours
Breakfast club	8-9am	N/A	£8 (including a light breakfast)
Morning – Session 1	9am – 12pm	3 hours	£18.00
Afternoon – Session 2	12.00pm – 3.00pm	3 hours	£18.00 (plus £2.95 for lunch if purchasing through school)
Full day with lunch club	9.00 – 3.00pm	6 hours	£36.00 (plus £2.95 for lunch if purchasing through school)
Afterschool club part 1	3:00-3:30pm	N/A	£3
Afterschool club part 2	3:30-5:30pm	N/A	£15 (including a light tea)

A minimum of 3 sessions (9am-12pm or 12-3pm) a week is required to register at Little Gems.

Meals and Snacks

- a) For the free childcare session 12-3pm, parents may choose to buy a lunch from Alexander Hosea Primary at a cost of £2.95 per day or bring a packed lunch for their child.
- b) For the free childcare sessions (9-12 and/or 12-3pm), parents may choose to buy snacks at £1 per 3-hour daytime sessions or provide a piece of fruit from home.
- c) For additional breakfast club a light breakfast is included in the price. For additional afterschool club part 2 a light tea is included in the price.

Charges for Consumables

There is no regular charge for consumables.

Parents must provide their own consumables (eg wipes, nappies, sunscreen, lotion etc).

Charges for Activities

There is no regular charge for activities. Where special events/activities are offered, parents will be asked for a voluntary contribution to cover the costs.

Late Collections

If your child has not been collected 5 minutes after the end of the session has ended, a £10 charge will be levied and for every 10 minutes thereafter.

Childcare Vouchers, Tax Credits, Tax-Free Childcare

Parents can check eligibility and apply for Tax Free Childcare via www.childcarechoices.gov.uk.

This is only for paid childcare and not free hours.

Invoicing

Parents will be invoiced for additional hours and/or charges

- Parents whose children only receive their free hours with Little Gems and don't pay for any additional hours or meals, don't need an invoice.
- Parents who buy anything from Little Gems (hours, meals, or consumables) will receive an invoice detailing the charges, and specifically which sessions were free. The free sessions will be shown as £0.00 charge, so parents can clearly see what they are NOT paying for.

Notice Periods

Parents of 3- and 4-year-olds are asked to make a termly commitment. This means that once parents sign the Parental Declaration Form

<https://www.gov.uk/government/publications/free-early-years-provision-and-childcare-model-agreement/parental-declaration-form-guidance#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). Please approach the school to discuss this. For additional hours or extra charges my notice period of 4 weeks will still apply.

The General Data Protection Regulation (GDPR) Policy

Please see Alexander Hosea [Data Protection Policy and Privacy Notice](#).

Appeals Process

If you have any complaints about the delivery of the Admissions Policy, please contact the Headteacher.