



Nursery Admission Policy - 30 hours

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This policy will be used to determine admission arrangements for children wishing to start nursery. All admissions decisions can be justified by reference to the following criteria.

After reaching the age of 3, children are entitled to apply for 15 hours a week of free learning and care in an early years setting. This can commence from the start of the term following their third birthday, if places are available. The patterns of attendance that we offer are outlined below.

Sept 2021:

Morning session: 8:30am – 11:30am, Monday to Friday

Afternoon session: 12:30pm – 3:30pm, Monday to Friday

Most children will attend either all morning sessions or all afternoon sessions.

However, some eligible families will be entitled to 30 hours per week free provision. These sessions will run from 8:30am to 3:15pm, Monday to Friday. A charge will be made for the 45-minute lunchtime supervision period.

We offer a 39-place nursery with places divided with a maximum of:

- 26 full time places (children with a full-time place require one morning and one afternoon place totalling 6 hrs funded and 45 minutes lunch provision)

- 13 morning sessions.

In the event that the demand for full time places is lower than the 26 places offered, we will then offer these out as individual 15-hour places (either am or pm) to parents on the waiting list. Any extra 15-hour places will be allocated to parents on the waiting list by the last school day in February or beyond if places exceed the waiting list.

How to apply for a nursery place

All applications must be made via the school office. Application forms can be requested through the school website, following the Nursery Admissions Form link. Or by requisition and application form via the school office 0121 526 2669. We require you to provide your child's original birth certificate and we keep a copy for our records with parents consent . You will receive a receipt when the form is handed in.

Children whose 3rd birthday falls after 31st August 2021 may be offered a place in January 2022 or April 2022, if places are available. If places are not available, these children will be considered for entry to nursery in September 2022.

Children born between 1 September 2017 and 31 August 2018 will be eligible for consideration in the first instance.

Where the number of applicants for either the 15 hour or the 30 hour offer exceeds the number of places available then priority will be given to:-

1. Children who are in public care and children who were previously in public care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children in respect of whom a referral about the child's special needs has been received from a healthcare or education professional;
3. Children with a sibling who will be attending the school at the time of admission
4. Children prioritised by distance measured in a straight line from the child's home to the preferred school's centroid point (as determined by the Governing Body)
5. Where space is still available the school will consider admitting children born between 1st September 2018 and 31 August 2019 and who meet the local authority funding criteria.

In the event of oversubscription in any category priority will be given to children on the basis of the distance between the home address and the centroid point of school (as determined by the Governing Body) with priority being given to those living closest to the school.

All distances will be calculated as the crow flies.

Notes:

1. Head teachers will take account of parental preference for either the morning or afternoon session as far as possible but are not obliged to comply if to do so would prejudice the delivery of effective education or the efficient use of resources.
2. In the event of refusal to allocate a place on the basis of capacity there is no right of appeal.
3. All places will be offered provisionally in the first instance pending the outcome of the primary admissions procedure.
4. Head teachers will decide when children are to be admitted. Although Head teachers will try to comply with parents' wishes, there is no guarantee that children will be admitted at their preferred time.

Please be aware that nursery places are in high demand. As a result, good attendance is expected if your child is offered a place. Children whose attendance is deemed to be poor could be at risk of losing their place. At Old Park, we expect all children to maintain a minimum of 96% attendance.

If you need any help completing your nursery application form, please ask for support at the school office.

Please note that applications for a place in Reception are made separately. These applications are made directly to Sandwell LA. Allocation of a nursery place does not guarantee a place in Reception.

In the event of oversubscription, children will be placed on a waiting list.

DFE 30 Hours Entitlement

From September 2017, 3 and 4 year olds whose parents are working will be entitled to 30 hours of free child care per week. The aim is to help families by reducing the costs of childcare, to support parents to increase the number of hours they work and/or encourage them into employment. However, this increase will only be available to families who meet certain criteria.

Who will be eligible?

The additional hours will be available to families where:

- Both parents are working (or the sole parent is working in a lone parent family); • Both parents are working includes circumstances where:
 - o One or both parents are temporarily away from the workplace on parental, adoption, maternity or paternity leave;
 - o One or both parents are temporarily away from the workplace on statutory sick pay;
 - o One parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring; or
 - o One parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits.

- Each parent has a weekly minimum income equivalent to 16 hours at national minimum wage or living wage (parents do not necessarily need to actually work 16 hours a week, but rather their earnings must reflect at least 16 hours of work at national minimum wage or national living wage). • Neither parent has an income of more than £100,000 per year. • Foster carers are only eligible for the extended entitlement for their own children (if they meet the criteria); they are not eligible for children that they foster.

The definition of 'working' will include employed and self-employed persons and parents on zero hours contracts who meet the criteria.

Many parents have irregular work patterns and the government are keen that the childcare is offered flexibly to meet parent's needs. Parents who are studying and grandparents or other family members with parental responsibility for a child aged 3 or 4 will be eligible for the extended entitlement if they meet the above criteria.

Important - if your child is in Reception, you can't get free childcare. Once your child is of compulsory school age, they're no longer eligible.

You're **not eligible** if:

- you're in receipt of a childcare grant, you're a full-time student/an intern
- you're not entitled to receive public funds.

When and how can you apply?

The 30 hours will be delivered in every area of England from September 2017.

You can now check if you're eligible and apply for the 30 hours free childcare scheme.

<https://www.gov.uk/30-hours-free-childcare>

The date your child can start depends on your child's birthday. Your child is eligible:

- from the term following their third birthday until they reach compulsory school age
- if they usually live with you – you do not have to be their parent. However, foster carers are exempt.

Old Park 30 Hours Flexible Offer

Old Park offers a fixed number of places for the 30 hours entitlement, at the moment this is fixed at a maximum of 26 places. This may be reviewed in line with the demand for 30-hour places.

If you are eligible to a full time 30 hour place, you will need to apply via the DFE website, this can be done through the following link <https://www.gov.uk/30-hours-free-childcare>.

Once you receive confirmation through the DFE website that you are eligible for a 30 hour place, you will need to share this information with the school office.

Please note that parents/carers are responsible for checking termly that they are still eligible to receive 30 hours free childcare for their child.

You will receive a reminder each term from the DFE to do this through your [government gateway childcare account](#). Once your eligibility has been confirmed, you will be provided with a code that you will need to share with the school office. This code is needed to ensure that your child still receives their 30 hours free childcare.

It is parents responsibility to inform Old Park immediately if your circumstances change and you are no longer eligible for 30 hours free childcare.

The school will notify you of the date that your child's 30 hours free childcare nursery place will be withdrawn.

If your 30 hour eligibility ceases then your child would automatically be allocated a 15 hour place, we would let you know if this place will be an am or pm session. Should you wish to pay privately for the additional 15 hours then there would be a £75 weekly charge, this is in addition to the daily lunch supervision charge.

The pattern of attendance that we offer for a full time (30 hour) place at Old Park Primary is:

8.30am-11.30am 12.15pm-3.15pm Daily

A charge of £5 per day (£25/week) for supervision during the 45 minute dinner time period is payable in advance at the beginning of each week. This will include a meal.

Payments are made through SchoolComms. Further information can be found in the online payments booklet.

The school meal will need to be selected by the parent in advance using School Grid (the school caterer Dolces booking system). Further information can be found in the online payments booklet.

It is preferred that children have a school meal but if your child has particular dietary requirements then it is possible for parents to send a packed lunch. May we ask that parents refrain from swapping from school dinners/packed lunches on a daily basis. Parents will need to inform the school office in advance of any meal changes as this will impact on your child's payment plan. The daily charge to parents of pupils who bring their own packed lunch remains at £5/day (£25/week).

Charges are applicable during your child's absence. Refunds are only given in the event of a school closure.

Children will be greeted and collected from their Nursery classroom by their Dinnertime supervisor at 11.30am. Their Dinnertime supervisor will take them to the dinner hall to support and supervise them throughout the dinnertime period. They will be supported in:

- Developing independence in Health and Self-care skills e.g. washing and drying hands before lunch.
- Selecting their sides and pudding (taking into account any allergies or dietary preferences).
- Helping to further develop skills such as cutting food up effectively etc.
- Reinforcing table manners and social skills around the dinner table.

They will also spend time in the EYFS playground supported by their Dinnertime supervisors, giving them a chance to continue to develop their play and social skills with others, before being taken back to the Nursery setting to begin the afternoon session at 12.15pm.

If parents require further childcare on top of the government funded 30 hours, top-up hours can be purchased. The maximum pattern of attendance across a day of childcare at Old Park is:
7.45am-8.30am (Breakfast club - Early Bird) - contact school office for costings
7.45am-8.30am (Breakfast club) - contact school office for costings

For after school provision please contact the Patch Day Nursery on 0121-526-2669 press 1 for hours and costings.

Attendance

Although it is not compulsory for children to attend a Nursery, if you do choose to take up a place at Nursery, the expected attendance is 96%. If your child's attendance falls below this, the attendance officer will then monitor and review. If there is no improvement then a target will be set, from this point if your child is absent from school for 5 sessions (for Part-time) or 10 sessions (for Full-time) within a four week period, the Nursery place will be withdrawn and offered to the next child on the waiting list.

Appendix 1



REQUEST FOR A SCHOOL NURSERY PLACE

When completed this form should be returned to OLD PARK PRIMARY SCHOOL.

Child's First Name	Child's Surname	Date of Birth			Male/ Female*
		Day	Month	Year	

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Are there any other names used by your child? If so, please give details:		
Name of adult with parental responsibility:		
Relationship to the child:		
Your Home Address (including Postcode):		
Your contact number:	Home:	
	Mobile:	
	Work:	
Email Address:		
Does your child live with you at this address? If "No" please provide the address where your child lives:		
Name of person child lives with:		
Relationship to child:		
Is your child an asylum seeker/refugee?	Yes	No
If you have arrived in Britain within the last 3 years, please state Month and Year of entry and include a copy of your child's passport and visa.	Month:	Year:
Is your child in public care (Look after by the Local Authority)?	Yes	No
Does your child have a brother or sister at Old Park Primary School?	Yes	No
If so, please give details:	Name:	Date of Birth:
Name of previous Provider (if applicable):	Dates From:	To:

Which session you would prefer your child to attend: Please indicate with a tick (✓)		
Morning (8.30am – 11.30am)	Afternoon (12.30pm – 3.30pm)	Either
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you require 30 hours if we can provide this?	Yes	No

Do you know if you are eligible for 30 hours? https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-	Yes	No
Would you require Breakfast Club? (starts at 7.30am or 7.45am)	Yes	No
Are you making this application on medical grounds?	Yes	No
Does your child have a Statement of Special Educational Needs (EHCP)?	Yes	No
Do you consider your child has a disability?	Yes	No
If yes, please state the nature of the disability: Please give details of any other agencies (e.g, Social inclusion and Health) involved with your child:		

If any of your contact details change, please inform the school immediately as we will be unable to offer you a place.

Data Processing Statement: The school is registered with the information Commissioners Office for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE. All data is processed in line with the EU General Data Protection Regulation (GDPR). For more

Sandwell MBC policy of providing nursery education is based on the DfE Code of Practice for the provision of Free Nursery Education Places for Three & Four Year Olds. You are allowed to access up to 15 hours of nursery education at a maximum of two settings, however, you must not exceed the 15 hours entitlement. By signing this application form you agree to abide by the Councils Policy.

information, view our policy on our website www.oldparkprimary.com