Carterhatch Infant School

Admission Criteria for Extended Nursery

Written: May 19
Reviewed: October 26
Next Review: October 27

It is important that you read these criteria carefully before completing your application for a full time place at Carterhatch Infant School Nursery.

You must have been offered and accepted a part time place in our Nursery to be eligible for a full time 30 hour place. Parents must also meet the criteria set by the Department for Education. Parents will need to provide the school with a code once they have completed online registration with HMRC.

Your 30 hour place cannot begin until the term after your code is issued.

Morning Nursery sessions are from 8.40am to 11.40am.

Afternoon Nursery sessions are from 12.20pm to 3.20pm.

Flexible options to use your 30 Hour Code:

- Access both morning and afternoon sessions, Monday to Friday, collecting your child at 11.40am and returning for the afternoon session at 12.20pm.
- 4 full days, including breakfast club and lunchtime: 7.45am until 3.20pm, (just over 7½ hours per day).
- 4½ days: 8.40am to 3.20pm for 4 full days and a morning or afternoon session on the 5th day.
- 5 full days: 8.40am to 3.20pm, using your 30 hours for 4½ days and paying for the extra 3 hours and 20 minutes on the 5th day. These additional hours will be charged at a rate of £8.50 per hour.

Please note we are unable to accommodate shortened sessions across the 5 days, as this disrupts the class.

Any fees must be paid a **month in advance** to secure your additional hours. **A late payment charge of £10 may be applied if fees are not paid on time.**

Any sessions you have booked will be chargeable regardless of attendance. This includes if your child is ill and does not come to school/is sent home.

Breakfast Club attendance, in addition to your child's funded 30 hours, is charged in line with an hourly rate of £8.50. Children arriving between 7:45am and 8:14am will be charged £7.80. Those arriving from 8:15am onwards will be charged £3.55. All Breakfast Club fees must be paid via the Arbor App.

If your child stays for the lunch hour, a school lunch can be provided at a cost of £2.75 per day. Alternatively, you may provide a healthy, nut free packed lunch. Please speak to a member of staff for further information.

If there are fewer applications for full time places at our Nursery than there are places available, everyone is offered a place.

If there are greater applications for full time places at our Nursery than places available, then the following criteria will be used to offer a place.

These criteria are in order of priority:

1. Children with a brother or sister who will be attending the Infant school when the child joins Nursery.

2. Children whose parent is a member of staff who has been employed at the school for one or more years at the time of application.

3. Children living nearest to the school measured as the crow flies, that is in a straight line from the child's home to the main front entrance to the school.

When it is not possible to admit all applicants who have applied for a full time place, a waiting list will be compiled taking into account the criteria listed.

Carterhatch Infant School admission arrangements take into account the requirements of the Race Relations Act.

Application Form for an Extended Place at Carterhatch Infant School Nursery

Name of child: _____

Date of birth: _____

Address: _____

Have you accepted a part time place in Nursery at Carterhatch Infant School? Yes / No

Are you eligible for additional free hours? (see appendix 1 for the criteria) Yes / No

If Yes please provide the following information when it is issued by HMRC – if you do not have it at the time of making this application, please ensure you provide it to us as soon as you receive it. Your 30 hour place cannot begin until the term **after** your code is issued.

Eligibility code: | | | | | | | | | | | |

Parental National Insurance Number: | | | | | | | | | |

Parent's Name: _____

Parent's date of birth:__ __ / __ __ / __ __ __ __

Morning Nursery sessions are from 8.40am to 11.40am.
Afternoon Nursery sessions are from 12.20pm to 3.20pm.

Flexible options to use your 30 Hour Code:

- Access both morning and afternoon sessions, Monday to Friday, collecting your child at 11.40am and returning for the afternoon session at 12.20pm.
- 4 full days, including breakfast club and lunchtime: 7.45am until 3.20pm, (just over 7½ hours per day).
- 4½ days: 8.40am to 3.20pm for 4 full days and a morning or afternoon session on the 5th day.
- 5 full days: 8.40am to 3.20pm, using your 30 hours for 4½ days and paying for the extra 3 hours and 20 minutes on the 5th day. These additional hours will be charged at a rate of £8.50 per hour.

Please note we are unable to accommodate shortened sessions across the 5 days, as this disrupts the class.

Any fees must be paid a **month in advance** to secure your additional hours. **A late payment charge of £10 may be applied if fees are not paid on time.**

Any sessions you have booked will be chargeable regardless of attendance. This includes if your child is ill and does not come to school/is sent home.

If your child stays for the lunch hour, a school lunch can be provided at a cost of £2.75 per day. Alternatively, you may provide a healthy, nut free packed lunch. Please speak to a member of staff for further information.

Breakfast Club attendance, in addition to your child's funded 30 hours, is charged in line with an hourly rate of £8.50. Children arriving between 7:45am and 8:14am will be charged £7.80. Those arriving from 8:15am onwards will be charged £3.55. All Breakfast Club fees must be paid via the Arbor App.

Parent's Name: _____

Signature:_____Date:_____

Appendix 1

30 hours criteria and eligibility checking process

The current universal entitlement for all 3 and 4 year olds will continue to be 15 hours per week for 38 weeks.

The new entitlement is an extension of the current entitlement and provides an additional 15 hours of free early education for children where parents are eligible.

30 hours for working families eligibility criteria

You can usually get 30 hours free childcare if you (and your partner, if you have one) are:

- in work – or getting parental leave, sick leave or annual leave
- each earning at least the National Minimum Wage or Living Wage for 16 hours a week.

This earnings limit does not apply if you're self-employed and started your business less than 12 months ago.

You're not eligible if:

- your child does not usually live with you
- the child is your foster child
- either you or your partner has an income over £100000

If you cannot work you may still be eligible if your partner is working, and you get Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance or Employment and Support Allowance.

Eligibility checking process

- Apply online at

  https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds

- HMRC will check your eligibility. If parents are eligible, they will be given an ELIGIBILITY CODE.
- Please provide us with your ELIGIBILITY CODE, National Insurance Number(s) and child's date of birth.
- We will verify the eligibility and consider the application for the nursery place and the additional hours.