



Harvills Hawthorn Primary School Nursery Admissions Policy

September 2024

Date for Review: September 2025

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 three, 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.

Morning session: 8:45am – 11:45am, Monday to Friday

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

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

In addition, some eligible families will be entitled to 30 hours per week free provision.

These sessions will run from 8:45am to 3:30pm, Monday to Friday.

A charge will be made for the 45-minute lunchtime period.

We offer a 39-place nursery with places divided as follows:

- 14 morning places
- 14 afternoon places
- 11 full time places (children with a full-time place require one morning and one afternoon place)

In the event that the demand for full time places is lower than the 13 places offered, we will then offer these out as extra 15-hour places to parents on the 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 childcare 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 flexible 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.

Apply now: 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

Harvills Hawthorn 30 Hours Offer

Harvills Hawthorn offers a fixed number of places for the 30 hours entitlement, at the moment this is fixed at a maximum of 13 places.

If you are eligible to a fulltime 30-hour place, you will need to apply via the DFE website, this can be done through the following link:

www.gov.uk/apply-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 with the school office.

Only then, will your 30 hours' place be confirmed.

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.

The pattern of attendance that we offer for a full time (30 hour) place at Harvills Hawthorn is:



Monday: 8.45am-11.45am 12.30pm-3.30pm

Tuesday: 8.45am-11.45am 12.30pm-3.30pm

Wednesday: 8.45am-11.45am 12.30pm-3.30pm

Thursday: 8.45am-11.45am 12.30pm-3.30pm

Friday: 8.45am-11.45am 12.30pm-3.30pm

*A charge will be made for the cost of supervision and a meal during the 45-minute dinnertime period.
This is currently £5 per day (£25 per week).*

Children will be greeted and collected from their Nursery classroom by their Dinnertime supervisor at 11.45am. 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 the food that they would like for lunch (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 on the playground supported by their Dinnertime supervisor, 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 12.30pm.

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 Harvills Hawthorn is:

7.45am-8.45am (Breakfast club)

8.45am-11.45am (Nursery Am)

11.45am-12.30pm (Dinner time)

12.30pm-3.30pm (Nursery Pm)

3.30pm-6.00pm (After-school club)

Flexibility and Top up Hours

If parents require any additional hours on top of the 15 or 30 hours offered, there will be the option to purchase top up hours at the Rabbit & Moon wrap around provision on the school site.

Attendance

Although it is not compulsory for children to attend a Nursery, if you do choose to take up a place at Harvills Hawthorn 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, or 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.



How to apply for a nursery place

All applications must be made via the school office.

Application forms can be downloaded from the school website, following the Nursery Admissions Form link. This form should then be filled out and handed in to the office staff or posted to the school. Application forms can also be obtained via the school office, our Family Support Worker, or a member of the Nursery team.

We do not accept online applications.

You will receive a receipt when the form is handed in. You may apply for a place as soon as your child turns two. They will then start the term following their third birthday (if places are available).

Places will be allocated on a first come, first served basis until all places are allocated, at which point the over-subscription criteria will come into effect. The final decision on when / whether a child is admitted, the number of hours and his / her pattern of attendance rests with the Head Teacher.

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 Harvills Hawthorn, 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, directly to Sandwell LA. Allocation of a nursery place does not guarantee a place in Reception.

Admission oversubscription criteria

Ideally, we would love to offer nursery provision to every child. However, as indicated earlier, we are only able to offer a limited number of places.

Therefore, in the event of oversubscription, places will be allocated according to the criteria outlined below:

- Children looked after by a local authority and previously looked after children
- Children with a Special Educational Need or Disability (SEND)
- Children who have exceptional medical or social needs
- Children on the child protection register
- Children who have a parent employed by the school
- Children who already have siblings in the school
- Children who live in the school's catchment area.

If you feel your child has any other extenuating circumstances, please inform us of this on the application form. These may also be taken into consideration when allocating places.

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



**Nursery Admissions Application Form
Harvills Hawthorn Primary School
Wolseley Road
West Bromwich
B70 0NG**

PLEASE COMPLETE USING CAPITAL LETTERS

Child's Name: _____

Date of Birth: _____

Sex: **Male/Female**

Address: _____

Postcode: _____

Telephone: _____

Email: _____

Today's Date: _____



Names of Adults with Parental Responsibility:

Place Preference (please tick):

am (8.45-11.45)

pm (12.20-3.30)

30 hours: 8.45-3.30, Monday-Friday

30 hours places are subject to eligibility, school must be provided with your 30 hours code as soon as possible to support your application.

A daily charge also applies for the 45-minute lunch period.

Please tick any oversubscription criteria that apply to your child. Please note that, in some categories, you may need to provide evidence.

- Children looked after by a Local Authority and previously Looked After Children**
- Children with a Special Educational Need or Disability (SEND)**
- Children who have exceptional medical or social needs**
- Children on the child protection register**
- Children who have a parent employed by the school**
- Children who already have siblings in the school**

Please name them:

- Children who live in the school's catchment area**

If you feel that there are any other extenuating circumstances that we should consider when allocating places, please write them below:



Please note that completion and submission of this form does not guarantee your child a place in our Nursery.

You will receive a formal offer letter confirming your place.

Key Contacts for Further Information

Sandwell Family Information Service: 0121 569 4914

Harvills Hawthorn Primary School: 0121 557 1034

DFE 30 Hours Free Childcare Application Form:

<https://childcaesupport.tax.service.gov.uk/par/app/applynow>