



How to apply for a place at Nursery

Step 1. When can my child start Nursery?

Children are eligible for a place at Nursery in the term after their third birthday. Terms start in either January, April or September.

Parents are welcome to visit school to look round, please telephone and make an appointment to see our head teacher.

Prior to the children starting nursery, all families are invited to our 'come and play' sessions each term. Parents and children can visit Nursery to explore the facilities and chat with our staff.

Starting term	Month of birth				
September Autumn Term	April	May	June	July	August
January Spring Term	September	October	November	December	
April Summer Term	January	February	March		

Step 2. How much Nursery time is my Child entitled to?

All children aged 9 months and over are entitled to **15 hours of free childcare per week for 38 weeks per year** (during school term time). Some children may be entitled to an **additional 15 hours** (making a total of 30 hours) if their parents meet the eligibility criteria.

Families who qualify for 30 hours will have:

- Parents who work more than 16 hours per week
- An annual income of less than £100,000
- Live in England

Each nursery session will be 3 hours – either morning or afternoon.

- If you are eligible for 15 hours you can choose 5 sessions per week.
- If you are eligible for 30 hours you can come to all 10 session.

If you are entitled to 15 hours nursery provision, but wish your child to attend more sessions will be charged for the extra time. We charge £15 per 3 hour session.

Step 3. Where can parents get information about their entitlement?

There are a number of schemes available to help parents fund childcare from 9 months old.

The government have launched a website <https://www.beststartinlife.gov.uk/>
Best Start in Life brings together all the government childcare offers in one place.

There is also a Childcare Calculator at www.gov.uk/childcare-calculator where you can see what offers are available to support you and your family.

You can sign up to receive alerts of when to apply. By signing up to the web page alerts you will receive information directly. We encourage you to register as soon as possible.

If you are eligible for a 30 hours free childcare place, please provide us with your eligibility code (DERN number) and your National Insurance Number so that we can verify your eligibility.

Step 4. Completing the 'Application Form' and choosing sessions that suit your family.

You will need to use our nursery application form to apply and make sure you complete the section on session preferences.

If you are eligible for 15 hours you can choose up to 5 sessions per week. If you are eligible for 30 hours you can come to all 10 sessions or the number that suits you. If you choose an afternoon session your child will need to either bring a packed lunch with them or parents can buy a school meal. We will ask you about your child's choice for lunch when school confirms your child's place.

The timings for each session are set out in the table below.

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00-12 noon	Nursery Session	Nursery Session	Nursery Session	Nursery Session	Nursery Session
12noon – 12.15	Transition time. Nursery is open to all children staying all day				
12.15-3.15	Nursery Session including lunch time	Nursery Session including lunch time	Nursery Session including lunch time	Nursery Session including lunch time	Nursery Session including lunch time

Step 5. What happens next?

Once the closing date has been reached, school will contact parents to confirm the place and to ask about their child's lunch preference and if additional hours are needed. Morning club and after school care are also available for wrap around care.

Session	Times	Cost
Early Morning Club (EMC)	8:30am – 9:00am	£5 per session
Extra hours during the day	In addition to your child's nursery time	£6 per hour (£18 per session)
After School Club (ASC)	3:15pm – 5:30pm (Collection from classroom)	£5 per hour (4:30pm or 5:30pm pick up)