



# Holyoakes Field First School Nursery Admissions Policy

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### Introduction

Holyoakes Field First School and Nursery is a welcoming, forward looking and inclusive 3-9 school. The school joined Bordesley Multi Academy Trust in May 2019. Prior to re-locating to the new site at Cookridge Close, Holyoakes Field First School has served the community in and around Bridge Street for over 100 years.

Our pupils are at the heart of everything we do. Children, staff, parents, carers and governors share enormous pride in our school. The opportunities offered inspire our children to come to school each day; motivated, enthusiastic and ready to learn. Our core values underpin our curriculum. Our motto of being a 'Happy, Friendly, Fun and Safe' environment for children, families and staff is indicative of the school's positive culture and ethos.

### Application Process

Parents/carers are welcome to apply for a place at Holyoakes Nursery at any point in the year. When a parent/carer contacts the school enquiring about a place for their child in the Nursery, the administration process will be explained. They will be informed whether there is currently a place available for their child and/or when a place may become available.

This policy outlines the arrangements for admission into **Nursery only**. Please be aware that a place in the nursery does not guarantee a place in the school, or give any advantage to the child's application for a Reception place. Parents/carers must apply for a school place through the Worcestershire admissions procedure the year before your child is due to start Reception. Please see our main Admissions Policy, available from the school office or website for further information on how to apply for a Reception place.

Holyoakes Nursery operates during term time only in line with the main school and has capacity for a maximum of 26 children during each session. An application form for a nursery place should be completed and returned to the school office as soon as possible.

Parents who would like a part time place are asked to state a preference for morning or afternoon. However, the nursery may need to take account of the balance between morning and afternoon places so it may not always be possible to fulfil all parents' requests. Parents will need to accept the place offered in writing and will be asked to provide their child's birth certificate and proof of address. Parents will also be asked to bring their child for a visit to the Nursery setting prior to the child starting, to meet staff and familiarise themselves with their new surroundings.

### Sessions

The Nursery operates on a term time only basis. Term dates can be found on the school website. There are ten sessions available each week; two sessions per day. There is also the option to stay for lunch. A small charge may apply if this exceeds the 30 funded hours.

Session times are as follows:

Morning session	8.30am - 11.30am
Lunch session	11.30-12.15pm
Afternoon session	12.15pm - 3.15pm



### Allocation of Nursery Places

Children who will be three before September will be allocated places first. Parents will be notified of their place after the Easter holidays. However, if there are unfilled places available, children who will be three years old by 31<sup>st</sup> December will then be considered for a Rising Three place.

In most circumstances, the school aims to have termly admissions in order to minimise disruption and to support induction arrangements. Children can be admitted to start at the beginning of the term following their third birthday i.e. children born between 1<sup>st</sup> September and 31<sup>st</sup> December may start Nursery in the January after their third birthday if there are spaces available. Children who are born between 1<sup>st</sup> January and 31<sup>st</sup> March may start Nursery after Easter (after their third birthday) if there are spaces available. Unsuccessful applicants will be considered with the next group of applications if requested to by parents.

### Universal Entitlement

All children are entitled to 15 funded nursery hours per week, commencing from the term after their third birthday.

Parents may choose which sessions they would like their child to attend subject to availability. Sessions are usually chosen when the child starts nursery, but these may be changed at a later date if there are spaces available.

Any extra hours booked over the 15 hours per week entitlement will be charged for.

Fees will be payable in advance, via Parent Pay.

### Extended Entitlement

Depending on circumstances, parents may be entitled to claim 30 funded hours per week for their child. This is available from the term after the child's third birthday for families who meet the following criteria:

- Both parents must be working - or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
- Each parent must have an annual income of less than £100,000
- One/both parent(s) is away on leave (parental, maternal etc.) or one/both parent(s) is on Statutory sick pay
- Parents on zero-hours contracts will be eligible, as are those who are registered as self-employed
- One parent is employed and the other parent has either: substantial caring responsibilities and/or disability; is a foster carer with their own three-and four-year-old children

Only a valid 30 Hours Code will guarantee the funding of the extended 15hrs under this entitlement and it is the parent(s)/carer(s) responsibility to provide this.

Parents will be asked to renew their 30 Hours Code every 3 months.

The nursery will not hold a place for a child whose parent/carers is still 'applying' or 're-applying' or has lost their eligibility code.

HMRC will prompt parents by email or text 4 weeks and then 2 weeks before, to renew their 30 Hours Code if they have not reconfirmed their eligibility.



If a 30 Hours Code cannot be renewed, or the parent chooses not to renew the code, after 6 weeks the code will enter a 'grace period'. This is a short period of time in which extended 15 hours can still be offered by the nursery. When the grace period lapses the place will revert to a universal 15-hour place.

If the place is filled by the time the code is refreshed/renewed a further 30hr place can be refused. The financial sustainability of Holyoakes Nursery is essential and therefore we reserve the right to fill any vacant spaces.

An online childcare calculator can be found at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) where parents are able to establish their entitlement and make an application if they qualify.

### Invoicing

Invoices are issued at the beginning of each half term. Payment must be made within 14 days of the date of the invoice. Fees are due regardless of non-attendance and illness.

### Additional Information

- As places in the nursery are limited, parents/ guardians are advised that poor attendance without good cause may lead to withdrawal of the place.
- Please be aware if your child is attending for more sessions than their funded hours, fees will be payable in advance. If a child does not attend nursery for any reason, their session is still chargeable and cannot be swapped or replaced with alternative days. Additionally, we reserve the right to withdraw sessions if nursery fees are not paid.
- Children should be brought to and collected from nursery by a responsible adult over the age of 18 years.
- The school must be notified of any changes to collection/ drop-of arrangements. Staff will not hand over your child to a different adult without prior notification.
- Emergency contact details and medical information must be provided before children can start nursery.