# Harvills Hawthorn Primary School Nursery Admissions Policy

**2025/2026**

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**

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:

* 13 morning places
* 13 afternoon places
* 13 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.

# 30 Hours Entitlement

The Department for Education (DfE) offers a 30-hour free childcare entitlement to eligible working families in England for children aged 9 months to 4 years.

This entitlement provides up to 30 hours of funded childcare per week during term time (38 weeks).

**Eligibility and Requirements:**Working Parents: Parents must be working at least 16 hours per week.

Child's Age: Children must be at least 9 months old on or before 31 August to be eligible. *(Our Nursery can accept children from 3 years old.)*

Income: Adjusted net income must be below £100,000 per year.

Nationality: At least one parent must have British or Irish citizenship, or settled or pre-settled status.

Regular Income: Regular income is required, with certain income types excluded from the minimum earnings calculation.

Re-confirmation: Eligibility needs to be reconfirmed every 3 months

# Harvills Hawthorn 30 Hours Offer

Harvills Hawthorn Nursery 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](http://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 Rabbit & Moon wrap around provision on the school site. This is to be arranged with them directly.

# 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. We also require a copy of your child's birth certificate as proof of age. This document will be securely destroyed once your child commences attendance at our nursery, or should you decide to withdraw your application.

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.**

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.

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.

*Please note: We require a copy of your child's birth certificate as proof of age. This document will be securely destroyed once your child commences attendance at our nursery, or should you decide to withdraw your application.*

**Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Male/Female**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Does your child attend Private Nursery? Yes/No**

**Name of Setting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Days attended/Number of Hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Adults with Parental Responsibility:   
  
Mother:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Father:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Place Preference (please tick):**

**am (8.45 am - 11.45 am)**

**pm (12.30 pm - 3.30 pm)**

**30 hours: 8.45 am - 3.30 pm, 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://childcaresupport.tax.service.gov.uk/par/app/applynow**](https://childcaresupport.tax.service.gov.uk/par/app/applynow)

**Harvills Hawthorn Primary School Nursery Fees Policy**

This policy outlines the payment structure for nursery fees at Harvills Hawthorn Primary School, specifically covering lunchtime supervision, which is not included in the government-funded 30 hours of nursery funding.

The aim is to ensure clarity and consistency in fee collection while supporting parents in managing their nursery payments.

Fee Structure

1. Lunchtime Supervision Fee:

o A fee of £5 per day will be charged for lunchtime supervision.

o This fee is applicable to all children who have a 30-hour nursery place (all-day place) and require supervision during lunchtime.

2. Payment Method:

o Payments must be made via The School Gateway app.

o Fees are to be paid weekly in advance. Payment Schedule

 Payments for lunchtime supervision fees are due at the beginning of each week.



It is the parents' responsibility to ensure that payments are made on time. Parents will not receive weekly notifications regarding payment due dates.

Non-Payment Consequences

1. Failure to Pay:

o If fees for lunchtime supervision are not paid by the end of the week, parents may be required to collect their child at lunchtime.

o Continued non-payment may result in the withdrawal of the nursery place.

2. Notification:

o Parents will be informed of any outstanding fees via The School Gateway app if payments are not received. Support for Parents

 Parents experiencing financial difficulties are encouraged to speak with the school administration to explore potential support options.

 Information on government subsidies and funding may be provided to assist with childcare costs.

Review of Policy This policy will be reviewed annually to ensure it remains relevant and effective. Any changes will be communicated to parents in a timely manner.

Date of Implementation: May 2025

Next Review Date: May 2026