



Harvills Hawthorn Primary School

Nursery Admissions Policy

2027/2028



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.

30 Hours Free Childcare

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

To ensure continuity and not to disturb the afternoon session, Harvills Hawthorn Primary School will fund the additional 45mins for all 30 hours' children. Therefore, children who claim 30 hours funding will receive 33 hours and 45mins. These sessions will run from 8:45am – 3:30pm Monday – Friday

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 Additional Charges

School Meals

If your child wishes to have a school meal and they are not eligible for free school meals, there will be a charge of **£2.10 per meal**. This is payable through the School Gateway App we ask that all charges are paid for by the end of each week. Children who are eligible for free school meals will receive a meal free of charge.

Snack Money

There is a charge of £6 per term for snack money, payable through the School Gateway App. We ask that this is paid at the beginning of each term to allow us to purchase the food and drinks needed for snack time.

Snack money is used to provide a range of snacks and drinks for the children, including bread, crackers, biscuits and juice. It also helps us provide cooking activities and themed snacks

throughout the year. For example, on Pancake Day we may provide pancakes for the children to enjoy.

Any snack money remaining after purchasing food and drinks is used to purchase resources for the children. This includes consumable resources such as playdough, paints, paper and craft materials, as well as toys, puzzles, books and resources for activities and learning experiences.

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 for 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 add the code to your application form.

You will receive a form in June that will need to be completed and returned alongside your eligible 30-hour code. Once your 30-hour code has been verified by the School Business Manager, 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 - 3.30pm

Tuesday: 8.45am - 3.30pm

Wednesday: 8.45am - 3.30pm

Thursday: 8.45am - 3.30pm

Friday: 8.45am - 3.30pm

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 on site through Rabbit and Moon Childcare (This is a separate provision to school but located on site).

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 for September 2027

The application window will open on 1st October 2026 and will close on 28th February 2027. This window is for children who are due to start in September 2027. No applications will be accepted if your child is due to start nursery at a later date.

You will then be notified by the end of April 2027 whether your child has a nursery place.

All applications must be made electronically via the Harvills Hawthorn Primary School website. **The application form must be completed by clicking the link on the Nursery Admissions page.** No paper applications will be accepted. By completing the form online, your application will be date and time stamped at the time of submittal.

As part of the online application, we also require a photo upload 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.

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 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.

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>

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: September 2026

Next Review Date: January 2027