

Harvills Hawthorn Primary School  
Nursery Admissions Policy  
September 2019  
Date for Review: September 2020



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 3, 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. **Please see page 4 for more information on the 30 Hours Flexible Offer at Harvills Hawthorn.**

We offer a 56-place nursery with places divided as follows:

- 20 morning places
- 16 afternoon places
- 10 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 10 places offered, we will then offer these out as extra 15-hour places to parents on the waiting list. Any extra 15-hour places will be allocated to parents on the waiting list by the last school day in February.

In the event that the number of parents who are eligible and wish to take up a 30-hour place is above the 10 places offered, we will endeavour to

support parents and carers to find another provider who can work in partnership with us to enable you to receive your full entitlement of 30 hours (15 hours in an Am or Pm session at Harvills Hawthorn and 15 hours elsewhere).

### DFE 30 Hours Entitlement

From September 2017, 3 and 4 year olds whose parents are working will be entitled to 30 hours of free child care 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 a 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:
  - One or both parents are temporarily away from the workplace on parental, adoption, maternity or paternity leave;
  - One or both parents are temporarily away from the workplace on statutory sick pay;
  - One parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring; or
  - 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), This equates to a minimum income requirement for a parent/carer over the age of 25 of £115.20 a week or for 21 to 24-year-olds of £107 a week.
- 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](#)**

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 Flexible Offer**

Harvills Hawthorn offers a fixed number of places for the 30 hours entitlement, at the moment this is fixed at a maximum of 10 places. This will be reviewed in line with the demand for 30-hour 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 [Apply now](#). Once you receive confirmation through the DFE website that you are eligible for a 30hour place, you will need to share this with the school office.

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 45minute dinnertime period.**

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 our Breakfast Club and After School Club.

#### Breakfast Club:

7.45am-8.45am £2.50 including breakfast

Children will be taken from Breakfast club to their Nursery class by the Breakfast club staff.

#### After School Club:

3.30pm-6.00pm £5.00 including a light snack

Children will begin the first part of After school club in their Nursery class. At 4.30pm, they will then be taken over to the After-school club building and will need to be collected from there by 6pm.

#### 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 online. Application forms can be downloaded from the school website, following the Nursery Admissions Form link. This form should then be filled out and emailed to

[nurseryadmissions@harvillshawthorn.sandwell.sch.uk](mailto:nurseryadmissions@harvillshawthorn.sandwell.sch.uk)

To apply for a nursery place starting in September 2020, we will be accepting applications between 1<sup>st</sup> October 2019 and 16<sup>th</sup> December 2019. Forms must be completed during this time period and returned by the end of the working day (4pm) of Monday 16<sup>th</sup> December 2019.

**Please note that any applications received before this date will not be considered.** Any applications which are sent before this date will need to

be re-sent during the correct time period. Any applications received after 16<sup>th</sup> December 2019 will be considered late. Late applications will only be considered if spaces are still available and will be reviewed by 5<sup>th</sup> June 2020. Once you have emailed your nursery application form, you will receive a message confirming that we have received it. You will then receive a letter informing you of your home visit by no later than 24<sup>th</sup> February 2020. Home visits will take place by 17<sup>th</sup> April 2020 and children's initial visits to the Nursery will take place by 26<sup>th</sup> June 2020, ready for them to start Nursery in September.

Please see below for the opening and closing application dates for the next three academic school years:

Academic Year	Application Opening Date:	Application Closing Date:
2019-20	01.10.18	10.12.18
2020-21	01.10.19	16.12.19
2021-22	28.09.20	14.12.20

Children whose 3<sup>rd</sup> birthday falls after 31<sup>st</sup> August 2020 may be offered a place in January 2021 or April 2021, if places are available. If places are not available, these children will be considered for entry to nursery in September 2021.

Places will be allocated on a first come, first served basis until all 50 places are allocated, at which point the over-subscription criteria (page 7) 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 headteacher.

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 and emailing 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. The deadline for Reception

applications is Wednesday 15<sup>th</sup> January 2020. Any applications after this date are not guaranteed to be offered a place at your first choice school. A workshop will be available for parents who need support applying for a Reception place at Harvills in the Autumn Term. Information regarding this to follow in the Autumn Term.

#### 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 live in the school's catchment area.
- Children who already have siblings in the school.
- Children who have a parent employed by the school.

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.

#### Home Visits

Home visits are carried out during the Spring Term for children due to start the following September. These visits are important as a first contact opportunity for Early Years staff, parents and children. You will be sent an appointment by school. If you are unable to make this appointment, it is your responsibility to call the school on 0121 5571034 to rearrange. If you are not in when Early Years staff come for the appointment, this will jeopardise your child's chance of being offered a place.

Harvills Hawthorn Primary School  
Nursery Admission Application Form

Child's name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

Today's date: \_\_\_\_\_

Names of adults with parental responsibility: \_\_\_\_\_

\_\_\_\_\_

Place preference: Am 8.45-11.45

Pm 12.30-3.30

30 hours: 8.45-3.30 Mon-Friday Subject to eligibility

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

child protection register.

in the school's catchment area.

by the school.

school. Please name them:

☐ Children on the

☐ Children who live

☐ Children who have a parent employed

☐ Children who already have siblings in the

\_\_\_\_\_

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



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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 5694914

Harvills Hawthorn Primary School: 0121 5571034

DFE 30 Hours Free Childcare Application Form:

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

