



Comberton Primary School

Nursery Admissions Policy and Information

Comberton Primary School is a two form entry primary school, for children aged 3 to 11 years in Comberton, Kidderminster. We are a Worcestershire Local Authority maintained school and Nursery.

Nursery admission.

Children become eligible for our Nursery when they reach their third birthday. For the majority of children, they would start with us in the term after they turn three (September, January or April) and priority is given to this age group. However, if spaces allow, we will admit a child to our Nursery in the term they turn three. This is known as a 'Rising Three' and is a chargeable placement as we are unable to access government funding for 2 year olds.

Making an application.

Parents are able to make an application at any point during the first three years of their child's life. Our website, office or Nursery staff will provide information about our setting and parents are welcome to book a visit to see the Nursery in operation. We ask that parents complete an application form (appendix A) and return this to school. There is no minimum number of sessions that must be applied for and a charge will be made for any session requested above funded hours. Applications are kept on file and then places are offered based on the date they were received (i.e. those received on the earlier date have preference for a place).

Places are allocated on the following arrangements:

Start date (term after the child turns three)	Date places offered
September start	April
January start	October
April start	February

At these times, the Nursery teacher will contact the parent and discuss their application with them. It is at this point that the final request/offer of days and hours is agreed and a Nursery intake register is created.

If a pupil already on roll wishes to increase or decrease their hours, then a discussion is held with the Nursery teacher and the decision is based on pupil numbers and available spaces.

- a) If they want to join/have extra sessions during the spring term (i.e. January to March), applications should be made by 30th November.
- b) If they want to join/have extra sessions during the summer term (i.e. April to July), applications should be made by 1st March.

Parents should 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 Worcestershire admissions procedure the year before they are due to start Reception.

If a parent believes we have not applied our Nursery admissions policy appropriately and fairly, then they may use the school's complaints procedures.

Nursery Times

The Nursery operates on a term time only basis, the same as the main school. These dates are available on the school website. There are ten sessions available each week; two sessions per day. There is also the option to stay for lunch and take advantage of our Wraparound provision. Session times are as follows:

Times of nursery sessions:

Morning: 8.45am - 11.45am

Afternoon: 12.15pm - 3.15pm

Lunchtime Session: 11.45am – 12.15pm

Free Hours and Charging

All children are entitled to 15 funded nursery hours per week, commencing from the term after their third birthday. However, some parents will meet the criteria in order to be eligible for 30 hours free childcare. Further information regarding this can be obtained from the school (see appendix B)

Parents can check their eligibility to receive 30 hours funded childcare:

Childcare Choices at: <https://www.childcarechoices.gov.uk>

or the **Childcare Calculator at:** <https://www.gov.uk/childcare-calculator>

Nursery staff will complete a funding declaration form with each parent and as part of this they will need to provide us with proof of their child's identity (birth certificate/ passport) and their National Insurance Number. Parents are also able to split their funding across two settings and this will be discussed when places are confirmed.

In addition to funded hours, parents may purchase extra sessions at our Nursery, up to a maximum of 32.5 hours per week. Additional hours are charged at £4.00 per hour. Parents are also able to use their funded hours for wraparound care providing this does not exceed their entitled hours.

For example if you were not eligible for 30 funded hours - a child who attended every morning and then for 3 additional lunchtime/afternoon sessions would be eligible for the morning sessions free and then would be charged for the 3 afternoons and lunchtimes (10.5 hours x £4.00) totalling £42.00 per week for 25.5 hours attendance.

Parents are invoiced at the start of each term and make payment via Parent Pay (an online system). In discussion with the Head teacher, parents can request to pay larger invoices in instalments providing that payments are made promptly and in line with the plan. If payments are not made by the agreed date, a written reminder will be issued. If payment is not made by the date detailed in this reminder letter then additionally requested hours will be withdrawn and the school will refer the debt to the local authority finance team.

Nursery Uniform

In order that our children feel part of the whole school, we have introduced a nursery uniform. This consists of:

- White polo shirt
- Royal blue sweatshirt with school logo (crew neck or v-neck)
- Choice of trousers or skirt

ALL CLOTHES SHOULD BE CLEARLY MARKED WITH THE CHILD'S NAME.

Nursery Staffing

Our Nursery is led by a qualified teacher who works alongside Nursery Assistants.

Mrs Fox	Nursery Teacher
Mrs Keeling	Lead Nursery Assistant
Miss MacKelvie	Nursery Assistant
Mr Freear	Headteacher
Mrs Phillips	Deputy Head teacher (including SEN)
Miss McIntyre	Early Years Leader

Snack time

Snacks, milk and water are accessible all morning and we ask for a contribution of £1.00 per week to cover costs (snack bags will be provided).

Medical Information

The school has qualified First-Aiders available in school. If your child becomes ill during the school day you, or your appointed emergency contact person, will be telephoned to collect him/her. Please complete the 'school record' card with the necessary details.

Any short course of medicine prescribed by a doctor should ideally be given to children at home by parents before the child returns to nursery. If the school is requested to administer medicines then a medical form must be completed, these are available from the school office.

Parents/Carers

This is an open school and we endeavour to develop and extend home-school links by providing opportunities for liaison and consultation, involvement, informal visits, workshop sessions and regular newsletters, which keep everyone in touch with school activities.

All school information is available on our website: www.combertonprimary.com

This policy will be reviewed annually.

Signed by:

Chair of Governing Body: Date:

Head teacher: Date:

Agreed at the Full Governing Body Meeting on:

Nursery Application Form



Child's information

Comberton Primary School aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the [General Data Protection Regulation \(GDPR\)](#). You may view our privacy notice at www.combertonprimary.com.

CHILD'S LEGAL SURNAME:

LEGAL FIRST NAMES (in full)

Date of Birth (day/month/year)

All this information should be shown on the above child's birth certificate.

GENDER (Please tick)

Male

Female

Child's Home Address:

Post Code:

Home Telephone Number:

Parent / Carer information

Name (s):

Title:

Relationship to child:

Home Number:

Mobile Number:

Work Number:

Parental Responsibility: Yes/No

Address:

Email Address:

Nursery Sessions Request

Our Nursery sessions operate Monday – Friday, term times only.

8.45am – 11.45am (morning)

11.45am -12.15pm (lunchtime)

12.15pm – 3.15pm (afternoon)

Please tick preferred session (we cannot guarantee this at this stage)

8.45am – 11.45am

12.15pm – 3.15pm (afternoon)

Full day 8.45am – 3.15pm

Signed:

Date.....

Date form received _____ (Office use only)

Comberton Primary School Applying for 30 hours Nursery funding

Dear parents/carers

As you will be aware, the government has made available 30 hours of Nursery funding for certain eligible families. If you believe you may be eligible to receive 30 hours funded childcare please visit:

Childcare Choices at: <https://www.childcarechoices.gov.uk> or the Childcare Calculator at: <https://www.gov.uk/childcare-calculator>.

As a guide: *You, and any partner, must each expect to earn (on average) the equivalent of working 16 hours a week at your national minimum wage (£131 at the National Living Wage, less if you are on the National Minimum Wage).*

If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible.

You can't get 30 hours free childcare if you, or your partner, expect to earn £100,000 or more.

If eligible for 30 hours and/or Tax-Free Childcare you will be directed to the **digital childcare service** to apply. On this site you will be able to apply for both 30 hours and Tax-Free Childcare at the same time by entering your details once. HMRC will check eligibility for both schemes at the same time. You will not need to apply through the digital childcare service if you only want to claim the universal 15 hours entitlement for three and four year olds.

How will I apply for 30 hours?

- As part of the application process, you will be asked to enter personal details including your name, address and National Insurance number and the same details for your partner (if you have one).
- You will also be asked whether you expect to meet the income requirements over the coming three months and whether you are in receipt of any relevant benefits. This information will help HMRC decide whether a parent (and their child) are eligible for 30 hours.
- At the start of the application process, you will create a Government Gateway account if you don't already have one. If you encounter any problems with the application process or accessing the childcare account, you should direct your queries to the childcare service Customer Interaction Centre on 0300 123 4097.
- At the end of the application process, you will have a childcare service account. In the "secure messages" section of your account, you will receive messages regarding your eligibility. If you are eligible for 30 hours, you will be given an 11 digit 'eligibility code' for your child. You must bring this code (along with your National Insurance number and your child's date of birth) to school to claim your 30 hours place. (These codes normally start with '5000'. However, there are a small number of cases where parents might have a temporary code starting with '11'.)
- You will be prompted every three months to reconfirm the details you entered on your application are still accurate. This is to check that you are still eligible. You will be prompted, via text message and/or email, four weeks before your reconfirmation deadline and again two weeks before the deadline if you still haven't reconfirmed. If your circumstances have changed, you will log into your childcare service account, amend and then resubmit your details. If your circumstances have not changed, you only need to reconfirm their details.

Remember: you must bring your eligibility code, along with your National Insurance number and child's date of birth, on the first day your child attends Nursery, otherwise we won't be able to verify your code and offer an extended hours place.