



Nursery Admissions Policy 2023-24

Date Issued:	October 2021
Prepared by:	Head Teacher
Review date:	October 2024
Date Adopted by Governing Body:	October 2021

This Policy will be reviewed in October 2024

Admissions to Nursery at Durham Lane Primary School are managed by the school. Durham Lane Primary School Nursery has a capacity of 36 pupils accessing the provision in the mornings. We are also able to offer 30 hour provision to children who are attending the morning Nursery.

The daily morning session time is: 8.45 am – 11.45 am

However, if the morning session is full to capacity (36 pupils), parents may be offered an afternoon session which is 11.30am – 3pm which will be part of the free 15 hour nursery entitlement. The 15 hours entitlement must be taken over 5 mornings/afternoons, is set and cannot be flexible.

Nursery 30 hour provision

We are able to offer some flexibility for afternoon Nursery and Before and After school provision. We have a few flexible options to offer:

- 11.45am – 1pm over lunch (1 hour per session)
- 11.45am – 3pm (3 hours per session)
- 7.30am – 8.45am - Accessing our Morning Club (1 hour per session) – with or without breakfast
- 3pm – 4.30pm - Accessing our After School Club (1 ½ hours per session) this will include a snack tea at 3pm
- 3pm – 5.50pm – Accessing our After School Club (3 hours) this will include a snack tea at 3pm

Parents will be asked to book these sessions before the start of the school term and they will be fixed for the full term.

Working parents of children aged 3 and 4 years old, could be entitled for up to 30 hours free childcare a week (working is defined as employed persons, self-employed persons, and parents on zero hours contracts who meet the criteria).

Please see below for eligibility:

To qualify for free childcare:

- the child must be resident in England and under compulsory school age;
- both parents must be working (or the sole parent in a lone parent family);
- parents must earn, on average, a weekly minimum wage equivalent to 16 hours at national minimum wage (or national living wage) and must earn less than £100,000 per year.

Families where one parent does not work (or neither parent works), will not usually be eligible. However, free childcare will be available where both parents are employed, but one (or both parents) is temporarily away from the workplace on:

- Parental leave
- Maternity leave
- Paternity leave
- Adoption leave
- Statutory sick leave

Furthermore, childcare will be available:

- if one parent is employed and one parent has substantial caring responsibilities, based on specific benefits received for caring;
- One parent is employed and one parent is disabled or incapacitated, based on specific benefits.

This Policy will be reviewed in October 2024

Eligibility codes issued to parents will typically have a 3 month validity period. Parents will be asked to reconfirm their eligibility on the GOV.uk website every 3 months, declaring any changes in their circumstances.

The government has also introduced a 'Grace Period' so that, if a parent's employment circumstances change, they can retain their free childcare place for a set amount of time. This will:

- Provide continuity for the child;
- Give parents the opportunity to regain employment;
- Give childcare providers certainty that, if they offer a free childcare place, they will not risk having an empty place immediately following those changes in circumstances.

Further details can be found on <https://www.gov.uk/apply-30-hours-free-childcare>

If parents are eligible to claim the 30 hours, this will be available from the beginning of the term after their child's third birthday.

If parents are not eligible for the 30 hour provision, or are waiting to access this, they will be able to pay for additional sessions. The following charges will apply:

11.45am – 3pm - £15.00 with the option of a school lunch or bring a packed lunch

8am - 8.45am Before School club £5.00 (with breakfast), £4.50 without breakfast

7.30am - 8.45am Before School club (with breakfast) £5.50

3pm – 4.30pm After school club £5.50 (this will include snack tea)

3pm – 5.50pm After school club £10.00

Parents should be aware that, if their child joins our Nursery, this does not secure a Reception place: they will need to contact school admissions.

school.admissions@stockton.gov.uk

<https://www.stockton.gov.uk/schooladmissions>

If we have availability for the free 15 hour morning Nursery, children are able to start Durham Lane Nursery the day after their 3rd birthday. The first day is usually a stay and play session for one and a half hours for you to attend Nursery together with your child. They are then able to start Nursery from the following day.

Stage 1:

Parents expressing an interest in a place for their child in our Nursery will be provided with an 'Early Years Nursery Application form. If parents wish to have a school tour and meet the Head Teacher and Nursery staff, they should contact the school office to arrange a tour.

ADMISSION PRIORITIES

Places will be allocated with regard to the following priorities:

1. Pupils who are in the care of the Local Authority – Looked After Children.
2. Pupils with complex needs who have Durham Lane Primary School as the named School in the EHCP plan.
3. Pupils who have a brother or sister living at the same address and who are still attending Durham Lane Primary when the pupil turns 3 years old;

This Policy will be reviewed in October 2024

4. Pupils will then be considered by the date of their completed application forms (first come, first served basis).

Stage 2:

Parents will be contacted by letter to confirm the place allocation during the term prior to their child starting Nursery.

Stage 3:

During the term before the child starts Nursery, parents will be invited to a 'Nursery New Starter' meeting where they can meet the Early Years Staff, look around school and make arrangements for uniform ordering, have access to extended school provision and complete essential school documentation.

All children are invited to make a visit to Nursery and meet the staff. They can then become familiar with their new surroundings and receive a children's welcome to Nursery booklet.

Where children may already access childcare with a private provider, the Nursery staff will liaise with any outside providers to gather details of a child's attainment, thus supporting their transition into Nursery.