



SACRED HEART CATHOLIC PRIMARY SCHOOL

NURSERY

30 HOUR PROVISION

ENTITLEMENT

Each child is currently entitled to 15 hours and we currently offer 2 different sessions:

Morning 8.30am – 11.30am

Afternoon 12.15pm – 3.15pm.

We are also able to offer 30 hours of high-quality early education for a limited number of places.

Daily 8.30am – 11.30am
 11.30am – 12.15pm (lunch)
 12.15pm – 3.15pm

FREE PLACES

Some families may be eligible for the additional hours free of charge.

Your eligibility to 30-hours of free childcare will depend on a number of factors based on:

- ✚ if you are working;
- ✚ how much you earn;
- ✚ your child's circumstances;
- ✚ your nationality.

PAID PLACES

We may have additional sessions that we can offer so parents can "top-up" Nursery sessions by booking additional half-day sessions for their child. These would be paid directly to the school at £15 per half day. These sessions will need to be booked and paid for each half term, in advance as the number of places are limited.

These places are not refundable if the child does not attend as staffing provision will be in place to cover these children.

All payments for additional hours and lunches are payable, in advance, on Scopay.

CHILDCARE VOUCHERS

Parents can find more information at:

<https://www.gov.uk/help-with-childcare-costs>

<https://www.gov.uk/childcare-grant>

LUNCHTIME

Nursery pupils who have a full-time place (30 hours) or want additional sessions are also able to stay at school over lunchtime.

The children will be provided with a hot meal and there is a charge of £4 per day to cover the cost of the meal and the additional childcare above the 15 or 30 hours.

All initial applications for a 30 hour place must be made on a school application for 30 hours childcare (Appendix 1)

FREE CHILDCARE INFORMATION

Full information can be accessed through this link www.gov.uk/30-hours-free-childcare

You may be able to get 30 hours free childcare if:

- ✚ you live in England;
- ✚ your child is 3 to 4 years old.

The childcare:

- ✚ must be with an approved childcare provider;
- ✚ stops when your child starts in reception class (or reaches compulsory school age, if later).

You may have to pay for extra costs like meals, nappies or trips.

You can apply online for a childcare account to get a code for 30 hours to give to your provider.

How you can use 30 hours free childcare

You can get 30 hours of free childcare per week for 38 weeks of the year (during school term time).

Eligibility

Your eligibility depends on:

- ✚ if you are working;
- ✚ your income (and your partner's income, if you have one);
- ✚ your child's age and circumstances;
- ✚ your immigration status.

You can get 30 hours free childcare at the same time as claiming Universal Credit, tax credits, childcare vouchers or Tax-Free Childcare.

If you are working

You can usually get 30 hours free childcare if you (and your partner, if you have one) are:

- ✚ in work;
- ✚ on sick leave or annual leave;
- ✚ on shared parental, maternity, paternity or adoption leave.

If you're on adoption leave for a child aged 3 to 4 years old, you must return to work within 31 days of the date you first apply for 30 hours free childcare for that child.

If your working pattern has changed because of coronavirus (COVID-19)

You may still be eligible for 30 hours free childcare if you're temporarily working less and either:

- ✚ you are on furlough through the Coronavirus Job Retention Scheme;
- ✚ you are claiming a Self Employment Income Support Scheme grant.

If you are not currently working

You may still be eligible if your partner is working, and you get Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance or contribution-based Employment and Support Allowance.

You can apply if you're starting or re-starting work within the next 31 days.

Your income

You will need to expect to earn a certain amount over the next 3 months. This is at least the National Minimum Wage or Living Wage for 16 hours a week on average.

For example, over the next 3 months you expect to earn at least £1,853.28 - the National Living Wage for people over 23.

If you have a partner, they will need to expect to earn at least this much too.

If you or your partner are temporarily earning less than this amount because of coronavirus, you may still be eligible. You must be furloughed through the Coronavirus Job Retention Scheme or claiming a Self Employment Income Support Scheme grant to qualify.

If you are self-employed and do not expect to make enough profit in the next 3 months, you can use an average of how much you expect to make over the current tax year.

This earnings limit does not apply if you're self-employed and started your business less than 12 months ago.

If you or your partner have an expected 'adjusted net income' over £100,000 in the current tax year you will not be eligible. This includes any bonuses you expect to get. Your adjusted net income is your total taxable income before any personal allowances and minus things like Gift Aid.

Your child

You will not be eligible if your child does not usually live with you.

If you foster your child, you cannot use the online application to get 30 hours free childcare. Speak to your social worker and your local authority if you want to apply.

Your immigration status

To be eligible for 30 hours free childcare, you (or your partner if you have one) must have a National Insurance number and at least one of the following:

- 🇬🇧 British or Irish citizenship;
- 🇬🇧 settled or pre-settled status, or been living in the UK before 1 January 2021 with the right to reside;
- 🇬🇧 permission to access public funds - your UK residence card will tell you if you cannot do this.

When to apply

You can apply from when your child is 2 years and 36 weeks old.

WHEN YOUR CHILD TURNS 3 YEARS OLD	START DATE FOR 30 HOURS	RECOMMENDED TIME TO APPLY FOR 30 HOURS
1 September to 31 December	Term starting on or after 1 January	15 October to 30 November
1 January to 31 March	Term starting on or after 1 April	15 January to 28 February
1 April to 31 August	Term starting on or after 1 September	15 June to 31 July

You can apply outside of these recommended dates but you might not receive your code in time. You must have a valid code by the end of the month before a new term starts.

Check with your childcare provider to find out the exact date your 30 hours free childcare starts.

You have to reconfirm your eligibility every 3 months. If you apply more than 3 months before the term starts, you'll have to reconfirm your eligibility in your account in order to keep your code valid.

Apply online for 30 hours free childcare.

If you are applying for 30 hours and someone else already claims Tax-Free Childcare for that child, your application will be unsuccessful.

If you have a partner

You must include your partner in your application if you are:

- 🇬🇧 married or in a civil partnership and live together;
- 🇬🇧 not married or in a civil partnership, but living together as though you are.

Their employment and income will not affect your eligibility if they:

- 🇬🇧 are or will be absent from your household for more than 6 months;

✚ are a prisoner.

You and your partner cannot both have accounts for the same child.

If you are separated

You and your ex-partner need to decide who should apply if you are jointly responsible for your child. If you cannot decide, both of you must apply separately and HMRC will decide who gets a childcare account.

After you've applied

Once your application has been approved, you'll get a code for 30 hours free childcare to give to your childcare provider.

If you fail to re-apply for the free childcare after 3 months, your child will not be eligible for the extra hours until the following term. Parents will be sent reminders automatically and you are asked to re-apply immediately to guarantee your child's place.

CHILDREN MOVING FROM PRIVATE CHILDCARE TO SCHOOL NURSERY

You must give at least 4 weeks notice to any private nursery, childminder etc. before your child starts school nursery. Failure to do so will incur a charge from the school.

STARTING SCHOOL NURSERY

You will be sent a letter during the term before your child is due to start Nursery outlining the visits during the first week at school.

These are reduced hours for the first week to give your child time to settle and adjust to their surroundings.

You will be given a pack of information on the first day at Nursery and a member of the team will go through things with you whilst you are here. There are some forms to fill in which need to be returned on your second day.

UNIFORM

Your child will need to wear Sacred Heart uniform. Information is available in the entry of the school and on the school website.

The uniform consists of grey trousers, skirt or pinafore, red jumper or cardigan, white polo shirt and black school shoes with velcro.

Children will need to bring a bag containing spare clothing which will be left on their peg in case of toileting accidents. All other information is in the pack and if you have any questions please speak to Nursery staff.

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Head Teacher: Mrs. A Howell PGC, PGD
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 Deputy CEO: M Shorten M.Ed., BA (Hons)
 Chair of Directors: M Matthews B.Ed, NPQH

NURSERY APPLICATION FOR 30 HOURS CHILDCARE

Before completing this form you must have contacted www.childcarechoices.gov.uk prior to applying for a 30 hour place with school, to obtain a code. If you are having any difficulty, please telephone their helpline on 0300 1234 097.

Once you have your code, please complete all the boxes below and send it into the school office. They will contact you with a start date.

NURSERY CHILD			
SURNAME		FORENAME	
DATE OF BIRTH			

PARENT									
NATIONAL INSURANCE NUMBER									

I am eligible for 30 hours of free childcare each week

My 30 hour code is:	
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I am NOT eligible for 30 hours of free childcare each week and I understand I will need to pay £15 per session, in advance.

- I understand that I will have to pay £4 per session to cover the cost of a hot meal.
- I understand that I need to book sessions for the full half term, in advance. I understand that the number of 30 hour places available are limited and pre-booking is necessary.
- I confirm that the above information is correct.
- I give permission for school to perform a check on this information.
- I understand that it is my responsibility to re-apply for a 30 hour code at the end of my entitlement period.

Signed:

Relationship to Pupil: Date:

OFFICE USE

DATE CODE ADDED TO PORTAL							
CHECKED BY							
ENTITLEMENT DATES	FROM		TO				