



ST JOHN THE EVANGELIST CATHOLIC PRIMARY SCHOOL

NURSERY

**15 HOUR PROVISION
&
30 HOUR PROVISION**

ENTITLEMENT

Each child is currently entitled to 15 hours and we currently offer two 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 08.40am – 15.10am
 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 My Child At School (MCAS).

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 £3.20 per day to cover the cost of the meal and the additional childcare above the 15 or 30 hours £1.00 per day payable on MCAS.

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 St John the Evangelist Catholic Primary School uniform. Information is available on the school website.

The uniform consists of grey trousers, skirt or pinafore, green 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.



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			



NURSERY APPLICATION FOR 15 HOURS CHILDCARE

NURSERY CHILD			
SURNAME		FORENAME	
DATE OF BIRTH		SEX	MALE/FEMALE
ADDRESS			POSTCODE
HOME TELEPHONE NO:			
PARENTS/CONTACTS			
<u>MOTHER</u> MISS/MRS/MS	FORENAME	SURNAME	MOBILE TELEPHONE NO.
<u>EMAIL:</u>			
<u>FATHER</u> MR	FORENAME	SURNAME	MOBILE TELEPHONE NO.
<u>EMAIL:</u>			
<u>ADDITIONAL CONTACT:</u> RELATIONSHIP:	FORENAME	SURNAME	MOBILE/TELEPHONE NO.
MR/MISS/MRS/MS			
OLDER SIBLINGS IN SCHOOL			
RELIGION			
DATE & PLACE OF BAPTISM			
Has your child attended any other Nursery?		YES / NO	If 'YES' please state name of Nursery:
DATE OF APPLICATION		CERTIFICATES ATTACHED (for office use)	
		BIRTH	BAPTISM

I have read and understood the information on the reverse of this form.

Signed:

Relationship to Pupil:Date:

Office:

Entered on computer

NURSERY ADMISSIONS POLICY

(Academic Year 2023/2024)

St John the Evangelist Catholic Primary School has a 26 place Nursery, providing for the pre-school needs of 52 children.

An application for Nursery can be made by filling in this Nursery Application Form, available from the school office. **A copy of the child's Birth Certificate and Baptismal Certificate must also support the application.**

If you require a copy of the Baptismal Certificate, please apply to the church with a stamped addressed envelope, addressed to yourself, with your written request which should include parent's name, child's name, date of birth and if possible, the approximate date of Baptism.

Children are placed in chronological order on the Nursery Waiting List and not according to the date they apply.

Places in Nursery are allocated in accordance with the current Admissions Policy for school and nursery, a full copy of which is available from the school office or on the school website. A summary is listed below and the notes referred to, can be found in the current Admissions Policy.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order: -

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the former parishes served by the school (see note 3).
3. Catholic children who are resident in the 'One' Parish of the Holy Family (see note 3).
4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
7. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
8. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
9. Any other children.

If applicants are seeking admission under criteria 6, 7 and 8 above, they will be asked for a letter of support to confirm their church membership from their minister or Faith leader, or suitable equivalent.

Parents are advised to place their child's name on a waiting list at another school nursery in addition to their application for this school nursery, particularly if they are not baptised Catholics, to ensure they have a second option if a place is not available at Sacred Heart.

Children are eligible for a Nursery place by the time they are 3 years old plus one term. Places will be allocated as and when a vacancy arises, the majority of places being filled between September and January. If spaces are available, they may be offered a place earlier.

<u>Birthday</u>	<u>Earliest Entry into Nursery</u>
January – March	Summer Term – After Easter
April – August	Autumn Term – September onwards
September – December	Spring Term – January onwards

Parents will be contacted by letter in the term prior to entry into nursery, asking them to confirm they still require a place, giving them the opportunity to select the session they would prefer and inviting them to a meeting to meet the staff and visit the nursery.

PARENTS NEED TO BE AWARE THAT HAVING A NURSERY PLACE DOES NOT GUARANTEE A PLACE IN THE MAIN SCHOOL, EVEN IF THEY HAVE AN OLDER SIBLING ALREADY ATTENDING. ALL PLACES IN SCHOOL HAVE TO BE APPLIED FOR IN THE ACADEMIC YEAR PRIOR TO STARTING SCHOOL.

All children are eligible to start in a Reception Class in the September of the academic year in which they are 5 years old. Application forms will be issued by the Admissions Team at Stockton Borough Council at the end of the year prior to when they are due to commence school. We will provide Stockton Borough Council with a list of children on the waiting list or currently attending our Nursery. HOWEVER, IT IS EACH PARENT'S INDIVIDUAL RESPONSIBILITY TO ENSURE THAT THEY HAVE RECEIVED AND COMPLETED AN APPLICATION PACK. Please ensure you watch in the local press/school notice boards for information regarding deadlines for applications to school. The school cannot accept responsibility for parents not receiving notification to apply for a school place.

If your child moves 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.

INFORMATION SHARING

By signing this form you agree your child's information being shared with Children's Services in line with the General Data Protection Act 2018.