Twin Sails Nursery Application Procedure

September 2023 – August 2024

Last updated: September 2023

Nursery extra hours

Lunch time club:	11.30am to 12.30pm	£5.00
Breakfast club:	7.30am to 8.30am	£4.10
Afterschool club:	3.30pm to 5pm	£6.15

Priority for lunch club will be given to children who are accessing 30 hour funding.

Booking

Payment will be made via the schools My Child At School system (MCAS). All sessions booked will be paid for in advance.

More information regarding payment and booking will be notified to you prior to your start date during the Summer Term.

1. Legal framework

1.1. This policy has due regard to legislation and guidance, including, but not limited to, the following:

Legislation

- Children Act 2004
- Adoption and Children Act 2002
- Children and Families Act 2014
- Education and Adoption Act 2016
- Childcare Act 2016

Guidance

- DfE (2014) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'
- DfE (2017) 'Early education and childcare'
- DfE (2017) 'Early Years entitlements: operational guide'

1.2. This policy will be implemented in conjunction with the following school policies:

- Charging and Remissions Policy

2. Free childcare arrangements

2.1. Twin Sails Nursery can accommodate a maximum of 92 places, 46 children in the morning and 46 children in the afternoon.

2.2. The school offers 30 hours free childcare as well as the universal 15 hours free childcare, for children aged 3-4 years.

2.3. Parents wanting to access the universal 15 hours free childcare for three and four year olds do not need to apply for this through HMRC.

2.4. Parents wanting to access the 30 hours free childcare entitlement must apply to do so through the digital childcare service.

2.5. Parents are able to access the 30 hours of free childcare at Twin Sails Nursery for 38 weeks out of 52 weeks.

2.6. The sessions offered to nursery children are as follows:

- For children eligible for 30 hours' free childcare – six hours daily (plus lunch at an additional cost if required) 8-30am to 11-30am & 12-30 to 3-30pm

- For children eligible for 15 hours free child care– three hours daily- either morning 8-30am to11-30am or afternoon 12-30pm to 3-30pm

3. Eligibility for 30 hours free childcare

3.1. Parents of children aged three and four must meet the following criteria in order to be eligible for 30 hours' free childcare:

- Each parent earns, or is expected to earn, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage (unless in a 'start up' period – i.e. newly self-employed – in which case they do not need to meet the income criteria for 12 months)
- The parent should be seeking the free childcare to enable them to work
- One or both parents are on maternity, paternity, shared parental or adoption leave, or are on statutory sick leave
- One parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work
- If a non-European Economic Area national, the parent has recourse to public funds

3.2. Parents should check their own eligibility for the scheme using the government's Childcare choices website or Childcare calculator. If parents are eligible, they will be directed to the digital childcare service to apply.

3.3. Parents can only start claiming their 30 hours free childcare the term following their child's 3rd birthday, please see the table below:

Child Date of Birth, between:	Entitlement begins:
1st January and 31st March	1st April
1st April and 31st August	1st September
1st September and 31st December	1st January

3.4. If eligible, parents must provide the school with their unique code the term before their child starts, to confirm they are eligible for the scheme, together with their National Insurance number and child's date of birth. As the free childcare cannot be claimed until the code has been verified, parents should provide the school with this information as soon as possible in order to avoid delay. If the code is not valid you will be charged for the sessions that your child has already attended or your space may be allocated to another child.

3.5. Parents will be prompted every three months by HMRC and the school to reconfirm that they remain eligible for free childcare. However, it is the parent responsibility to ensure the 30 hour code remains valid. Failure to do so may result in additional charges or your space may be allocated to another child.

3.6. If a child becomes ineligible for the 30 hours free childcare, they will still be entitled to 15 hours of free care.

4. How to apply

4.1. A child is deemed to be of nursery-age from the beginning of the term following their third birthday.

4.2. Applications for all children must be received by 1st March for a place in the following academic year, starting in September. Places for September intake will either be offered /declined by 31st March. For January intake places will be either offered/ declined by September 30th and for April intake places will be either offered/declined by January 15th.

4.3. Late applications will be considered and offered where spaces are available. Applications are considered on a first come first serve basis and we offer a waiting list.

4.4. Application forms can be obtained from the main office.

4.5. Acceptance and non-acceptance letters are sent out on the following dates: 31st March for September intake, 15th September for January intake and 15th January for April intake.

4.6. Places offered are available to the child from the date the place is offered, until 31st August following their fourth birthday. Places will be confirmed with the Nursery once all student information documents have been received by the Nursery.

4.7. If your child is already using their free entitlement with another early years childcare provider you must give that provider notice of leaving before your child can start at Twin Sails Nursery. The school will claim the full 15 hour/30 hour funding for the period that your child attends Twin Sails Nursery. If the school is not informed and is therefore not able to claim the full funding, as parents you will be charged for the shortfall or your child's place may be withdrawn.

4.8. Parents must advise Twin Sails Nursery if any funded hours have already been used at any time at a different setting to Twin Sails Nursery to ensure that a child's annual entitlement is not exceeded.

5. Waiting list

5.1. In circumstances where more applications are received than places are available, children who are not offered places will be added to a waiting list by date of application.

5.2. If a place becomes available, the nursery will contact the parents of the child at the top of the list.

5.3. Placing a child's name on the waiting list does not guarantee that a place will become available.

6. Withdrawing offers

6.1. Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:

- Offers made on the basis of fraudulent applications
- Offers made on the basis of intentionally misleading applications
- Parents not responding to an offer with the correct documentation as requested by the Nursery within 30 days
- A child is in receipt of more than their entitlement of nursery education

7. Refusal of admission

7.1. A child is only refused admission if one of the following criteria are met:

- The nursery has reached its admissions limit
- The child is not of the appropriate age

8. Admission to Nursery

8.1. Transition events will be organised at the start of each intake and will be communicated to parents before the start date.

8.2. Information regarding children with SEND or particular educational requirements are shared prior to starting Nursery and any support needed is discussed with the teacher and SENDCo alongside details of any other agencies involved.

8.3. Separate transition meetings are held for children with EHC plans, involving all agencies.

Declaration

Please click on the link below and complete the form to confirm that you have read and understood the Twin Sails Nursery Admissions Policy.

https://bit.ly/3v7QUoH

Admission to Reception

Nursery admission is separate to Reception admission. If you require a place for your child in Reception at Twin Sails all parents must apply via the Local Education Authority (please use the link below to take you to BCP Admissions)

https://www.poole.gov.uk/schools-and-education/schools-and-colleges/school-admissions/primary-infant-and-first-school-admissions/apply-for-a-primary-infant-or-first-school-place/

Policy Review

This policy is reviewed annually by the Executive Headteacher of the Federation and Governing Body.