

Berkswich CE Primary



**"you will shine among them like
stars in the sky"**

**Nursery Admission
Information for parents
2026/2027**





Welcome to Berkswich CE Nursery

In view of the different ways in which Nursery hours can be funded and organised, we have produced the following information to ensure that parents are able to make effective choices about their child's provision and fully understand the application process. Everything we do is driven by our expectation that children are happy, safe and valued. Children at Berkswich CE Nursery are nurtured by staff within a family atmosphere and they delight in learning and acquiring new skills every day.

Contents:

- [What do I need to know when applying for a place?](#)
- [How can I find out more about Berkswich?](#)
- [When can my child begin attending Nursery?](#)
- [When do I apply for a place?](#)
- [How do I apply for a place?](#)
- [Accepting or refusing an offered place](#)
- [How are Nursery places funded?](#)
 - 15 government funded hours
 - 30 government funded hours
 - self-funding
- [Are there any fixed sessions that children will need to attend?](#)
- [Is the provision that I choose fixed for the whole year?](#)
- [What provision is available at Berkswich CE Nursery?](#)
- [What are the costs of the provision?](#)
- [How can I use the provision during the week?](#)
- [Further questions](#)

"...like stars in the sky."

Philippians 2:14





What do the youngest members of our current School Council say?

"I love playing with friends." Aveline (Reception)

"I love the home corner and playing mums and dads." Spencer (Reception)

"I love history. Teachers give you new information." Toby (Year Two)

"Friends look after you. I like making things too." Penny (Year Two)

"Teachers help us when we are stuck." Ava (Year One)

"I like badges and medals and certificates." Abhiram (Year One)

➤ What do I need to know when applying for a place?

It is important that parents read this booklet and our Nursery Admissions and Nursery Fees and Payment Policies before applying for a place. We are always happy to answer any questions that you may have.

➤ How can I find out more about Berkswich CE?

Why not attend one of Nursery and school tours to meet our friendly staff and get a better understanding what life is like at Berkswich. Please visit our website ([click here](#)) for further information about our open day sessions.



There are also videos of our setting which help parents and children gain a better understanding of what we provide at Berkswich; these virtually explore our learning environment ([click here](#)). If you are on Instagram, do use the QR coded below or [click here](#) to take a peek into life in our thriving Nursery; this account is updated regularly, so please feel free to follow us. Please also visit our website to find out more about Berkswich CE ([click here](#)).



➤ When can my child begin attending Nursery?

Your child has to be three years old to begin Nursery. Children usually start at the beginning of a full term. If your child is not old enough to start in September (the start of the Autumn Term), then you may apply for a Spring or Summer term start. Please see the Admissions Policy for how the start date affects the priority of places offered.

Children can start from their third birthday. If you already claim 30 hours funding at a different setting, this can be rolled over to us. If you do not claim 30 hours funding already, this will start the term after your child turns three. In this case, parents will need to pay for the provision, since funding from the government does not begin until the term after their third birthday. For example, if your child starts in October and you have not previously claimed funding, they could attend our Nursery from their birthday and parents and carers would pay for the service until the end of the Autumn Term. Funding would then begin in the Spring Term (with parents and carers funding any hours over the government funded 15/30 hours). The chart on the next page shows when the government's 15/30 hour funded places can begin (please see page 4 for information about 30 hour funding):

Birthday when child turns three	When a funded place can start
1st January – 31st March	funded places can start in the Summer Term (after the Easter Break in April)
1st April – 31st August	funded places can start in the Autumn Term (after the Summer break in September)

1st September – 31st December	funded places can start in the Spring Term (after the Christmas break in January)
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If your child is starting very soon after turning three, the Nursery Teacher will invite you and your child to transition sessions prior to starting. This will give you an opportunity to discuss your child's needs, make some friends and explore the Nursery environment. Please note that it is an expectation that most children will be toilet trained before starting Nursery; again, your child's individual needs may be discussed at any time.

Children who have already turned three, and applying to start Nursery in September, automatically receive government funding for fifteen hours of Nursery care. It is possible to apply for a further fifteen hours of funding (called '30 hours') or to self-fund hours. Places are subject to the admission criteria contained in the Nursery Admission Policy.

➤ When do I apply for a place?

Our Nursery admissions process for places in September 2026 opens on Monday 5th January 2026 and closes on Monday 23rd March 2026. Parents will be notified of offered places by Friday 27th March 2026. Applications at other times are welcomed and will be considered if places are available. January 2027 places will not be offered until September after the Autumn term 2026 places have been taken. Late applications will be considered if places are available. Please let school know if you have not received an email to confirm receipt of your application. Please see our [website](#) for details about open days.

For places for children who have turned three and would like to start before September 2026, parents and carers need to contact the school (see below for details). The number of places for early entry may fluctuate from term to term, depending on the number children who are already in Nursery.

➤ How do I apply for a place?

Please complete an online application form (<https://berkswich-ce-vc-primary-school.secure-primariesite.net/nursery-application-forms/>). If you require a paper copy, please feel free to collect one from our school office. Completed paper application forms should be emailed to n.gartside-bentley@berkswich.staffs.sch.uk or posted to:

Berkswich CE Primary School
Cedar Way
Walton-on-the-Hill
Stafford
Staffordshire
ST17 0LU

☎ (01785) 337360



An acknowledgement of receipt will be sent in reply to all applications; please contact school if you do not receive this within a week, in order to check that we have the correct contact details and your application has been received.

➤ Accepting or refusing an offered place

Once an offer is made, to take up the place, parents and carers must notify the school of their acceptance by the date stated on the offer letter. As we are usually full or over-subscribed, we politely request that parents also let us know if a place is not required so that we are able to make an offer to a family on the waiting list. A school application form, privacy notice and parental permission form will also need to be completed by successful applicants. Once you have accepted your place and the conditions stated in the offer letter, then the necessary forms, further information about introductory sessions, invites to events, details about uniform, etc. will be sent out.





➤ How are Nursery places funded?

Nursery places can be funded through government funding, through parents self-funding, or a combination of the two.

▪ 15 government-funded hours of Nursery childcare

Parents and carers are automatically entitled to this funding the term after their child turns three (see table below).

Birthday when child turns three	When a funded place can start
1st January – 31st March	funded places can start in the Summer Term (after the Easter Break in April)
1st April – 31st August	funded places can start in the Autumn Term (after the Summer break in September)
1st September – 31st December	funded places can start in the Spring Term (after the Christmas break in January)

Alternatively, parents may extend hours beyond the fifteen funded hours by paying for additional hours.

Information about 15 hours of free childcare can be accessed through the following link:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

▪ 30 hours government-funded Nursery childcare

Additional hours of funding are available for working parents. You can usually get 30 hours free childcare if you (and your partner, if you have one) are:

- in work - or getting parental leave, sick leave or annual leave
- each earning at least the National Minimum Wage or Living Wage for 16 hours a week - For example, over the next 3 months you expect to earn at least £1,976 - the National Living Wage for people over 23.

Full information about 30 hours of free childcare can be accessed through the following link:

<https://www.gov.uk/apply-30-hours-free-tax-free-childcare>

Information provided by Staffordshire Local Authority about a variety of funding options can be accessed through: <https://www.staffordshire.gov.uk/Children-and-early-years/Childcare/Childcare-for-3-to-4-year-olds/FAQs/Q003.aspx>

Parents and carers in receipt of 30 hours of funding receive a code to pass to the Nursery for us to claim the funded hours used. It is vital that parents reconfirm with HMRC every three months, in order for funding to continue each term. Parents receive dates when renewal is required (please note that these will depend on when the funding was first applied for and may differ from dates received by other parents). Parents and carers must also sign a privacy notice each term (provided by the school) in order to continue to access the funding.

▪ Self-funding

Parents are able to fully self-fund early places or pay to extend provision when funded sessions do not provide sufficient child-care provision. Parents may pay for additional Nursery hours, lunchtime club sessions and before and after school Cedars wrap-around sessions. Please see below for times and costs.



- Further information about 15/30 hours funding, Tax-free credits and other funding options

To investigate funding options or apply for funding, parents may use the link below to the government's Childcare Choices page: <https://www.childcarechoices.gov.uk/>

The Frequently Asked Questions section on the Staffordshire site are particularly helpful. <https://www.staffordshire.gov.uk/Children-and-early-years/Childcare/Childcare-for-3-to-4-year-olds/faq.aspx>

For funding information provided by Staffordshire County Council, please visit: <https://www.staffordshire.gov.uk/Children-and-early-years/Childcare/Costs.aspx>



➤ Are there any fixed sessions that children will need to attend?

At Berkswich, we have carefully considered the way in which the funding can impact each child's care and learning within Nursery. With this as our priority, all children attending our full-time teacher-led Nursery need to take up all morning places (8:45am to 11:45am for three hours of provision a day for five mornings), all afternoon places (12:20pm to 3:20pm for three hours of provision a day for five afternoons) or both mornings and afternoons. If both morning and afternoon places are taken, then a lunchtime session will also need to be requested.



By accepting 15 and 30 hour funding, we are only able to collect funding from the county for sessions attended. Therefore, if, for example, you choose five mornings, and your child only attends four on a regular basis, then we will not be able to receive funding for the fifth session. Unfortunately, this means that our Nursery would no longer be financially viable. To continue to provide the high-quality provision, your child will be required to attend the majority of the accepted sessions, or the regular ones that are not attended can be self-funded to hold the place.

It is vital that the children access full sessions; this is due to the location of Nursery within school and the staffing levels required to hand children over at different times within sessions. This will ensure continuity with a high level of uninterrupted provision.

➤ Is my chosen provision fixed for the whole year?

If you would like to increase the number of hours of provision at any point, these need to be all morning additions or all afternoon additions. We ask that parents and carers request this as soon as possible. Additional sessions are subject to availability. Where more additional sessions are requested than available, school will follow the admission criteria to select children for these places. Availability also depends on whether offers have been already made for children starting in the Spring or Summer Term.



➤ What provision is available at Berkswich CE Primary?

Parents and carers are not limited by the number of funded hours. Funded hours can 'pay' for wraparound care and hours over your funded ones (15 or 30) may be self-funded. The table below shows available sessions within Nursery and Cedars (our wrap-around care club). Cedars booking forms are completed by

parents the month before the required provision. Please see the Nursery and Cedars payment policies for further details about fees. Parents are invoiced monthly for any self-funded session at Nursery or Cedars.

Please note that these times are dependent on the Covid-19 situation; we will communicate any alterations with parents in the event that staffing or government guidance mean these have to be made.		
Sessions	Provision Timing	Notes
Cedars wrap-around care club	7:45am - 8:45am	
Morning Nursery	8:45am - 11:45am	3 hours each day
Lunch Club	11:45am - 12:20pm	In addition, parents will need to provide a packed lunch, or purchase a school dinner
Afternoon Nursery	12:20pm - 3:20pm	3 hours each day
Cedars wrap-around care club	3:20pm - 5:45pm	This may be booked by the half hour after 4pm.

➤ What are the costs of the provision?

The table below shows the cost of sessions and wrap-around care available. We have also included the number of funded hours that may be used to pay for each session. To increase flexibility for parents and carers, we are happy to accept a mix of funded and self-funded hours.

Nursery Provision	Cost per session if self-funding...	...or funded hours used per session
Lunchtime club with packed lunch provided by parents	£6.00	
Lunchtime club with a school dinner	£9	
One full morning Nursery	£16.50	3 hours
One full afternoon Nursery	£16.50	3 hours
Cedars Wrap-around Care Club Provision	Cost per session	...or funded hours used per session
Before school from 7:45am to 8:45am	First child is £4.50 for the session (each additional child already in school is £3.90)	
After school from 3:20pm to 5:45pm	End of the day – 4.30pm £6.30 End of the day – 5pm £9.00 End of the day – 5.45pm £12.30 *Sibling rates do apply, for more information on Cedars pricing please speak to the school office staff	
Please note		

Cost of half an hour if pick-up from Cedars is delayed by ten minutes. Further charges will be added at a rate of £1 for each subsequent 5-minute period. Invoices are to be paid by 15th of each month. Failure to pay will result in a late payment charge of £30 being added to a parent's/carer's account. A late booking fee of £2 will be charged for any bookings made with less than a week's notice. Please note that governors reserve the right to make necessary adjustments to prices. A notice period of two months will be provided before any changes are made.

➤ How can the provision be organised through the week?

We have also included scenarios below, providing examples of how your child's fifteen hours, thirty hours or extra self-funded hours could be used in practice. These also demonstrate the ways in which time at Cedars could be integrated into your child's day. Please also note that additional provision (any which is over the number of hours provided by government funding) may be self-funded by parents.



Please visit our child care club website pages for more information and for a registration form ([click here](#)). Cedars bookings need to be made a month in advance.

The scenarios below are not to choose between, but aim to illustrate the fact that there is flexibility and to show the ways in which the funding can be used at Berkswich. It must be noted that, in line with our admissions policy, priority will be given to bookings which maximise continuity and include either every morning, every afternoon or both.

Scenario 1 for '30 hours' funding:

Child attends from the beginning of lunch club 5 days a week and then stays for the 5 Nursery afternoon sessions
15 hours used from funding for the afternoon sessions. Lunch club would be £30 which will be invoiced. If you would like school dinners an additional £15 would be involved (or your child can bring their own packed lunch for no additional cost).

Scenario 2 for '15 hours' funding:

Child attends 5 mornings (15 hours) and 3 lunch clubs

All 15 hours are used from funding, so only £18.00 a week would be payable for the three lunch clubs if your child takes their own packed lunch. If you decide to have a school dinner each day at lunch club, parents will be invoiced an additional £9.

Scenario 3 for '30 Hours' funding:

Child attends 5 funded morning sessions (15 hours per week)

Child attends 5 funded afternoon sessions (15 hours per week)

Child would also need to attend 5 lunch clubs

The morning and afternoon sessions would be covered by funding.
Parents would only need to pay £30 for the lunch club for the week (plus £3 a day if having a school lunch).



➤ Further questions?

Please do not hesitate to contact the school office for more information and guidance. Feel free to phone (01785 337360) or direct your query via email to n.gartside-bentley@berkswich.staffs.sch.uk. Alternatively, please arrange a time to speak to a member of staff who will be happy to discuss your provision requirements and the needs of your child more fully. No question is too small to ask!

General Berkswich CE school admission information can be found by visiting:
[Nursery, Reception, School & Wrap-around Admissions | Berkswich CE Primary School](#)

A quick view of the Early Years and School can be viewed at:
[Early Years | Berkswich CE Primary School](#)

A closer look at our cedars wrap-around care club can be found by visiting:
<https://www.berkswichceprimary.co.uk/cedars-wrap-around/>



We very much hope to meet you and your child very soon.



