

Berkswich CE Primary



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

**Nursery Admission
Information for parents
2020/21**

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.

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“...like stars in the sky.”

Philippians 2:14





What do the youngest members of our School Council say?

"Teachers make learning the best. The school is really good because you make new friends every day." Will (Year Two)

"The teachers are really fun. I love learning new things!" Jenny (Year Two)

"The children share and care." Fraser (Reception)

"My Year Six buddy looked after me and made me feel happy." Lacey (Year One)

"I was new. People made me happy." Anna (Reception)

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

It is important that parents read this booklet and our Nursery Admissions Policy before applying for a place. Each family is different; we are always happy to discuss your provision requirements.

➤ When can my child begin attending Nursery?

Your child has to be three years old to begin Nursery. Children can start from their third birthday; however, 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 turned three at the beginning of October, he or she could attend our Nursery from their birthday and parents would pay for the service until the end of the Autumn Term. Funding would then begin in the Spring Term (with parents funding any hours over the 15/30 hours). The chart below 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)

If your child is starting very soon after turning three, the Nursery Teacher will invite you and your child to spend a little time in school and to discuss your child's needs within the setting. Where a child is deemed ready for a transition into Nursery, a place will be offered if there is one (see admission criteria and waiting lists in the case of over-subscription). Parents whose children are not deemed to be ready for school may re-apply for a place in each successive term.

Children 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. Nursery places for September 2020 are offered to children born between 01.09.16 - 31.08.17. 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 2020 opens on 6th January 2020 and closes on 20th April 2020. Parents will be notified of offered September 2020 places 22nd-24th April 2020. Offers for January 2021 places will not be made until September 2020. 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.

For places for children who have turned three and would like to start before September 2020, parents need to contact the school (see over for details). The number of places for early entry may fluctuate from term to term, depending on the number of hours of provision taken up by each child already in the Nursery.

➤ How do I apply for a place?

Please download an application form from our school website ('Our School tab'/'Admission Arrangements') or collect a paper copy from our school office. Completed application forms should be emailed to office@berkswich.staffs.sch.uk, or hand-delivered 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 in order to check that we have the correct contact details. Parents will be notified of the outcome of their application for September 2020 places 22nd-24th April 2020. If you are applying for a later start, please refer to the Admission Policy for further information.

➤ Accepting or refusing an offered place

Once an offer is made, to take up the place, parents must notify the school of their acceptance by the date stated on the offer letter. 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. Last year we were oversubscribed and there were several families on his list. A school application form, privacy notice and parental permission form will also need to be completed by successful applicants. These are available via the office or school website. Once you have accepted your place, further information about introductory evenings, 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 are automatically entitled to this funding the term after their child turns three (see table below). If a child has just turned three but is not yet eligible for funding, then parents may choose to fully fund an available place. Alternatively, parents may extend hours beyond the fifteen funded hours by paying for additional hours.

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)

Information about this 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 £1,707.68 - the National Living Wage for people over 25.

Full information about this 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/30hourpilot.aspx>

Parents receiving 30 hours of funding receive a code to pass on to the Nursery for us to claim the funding hours used. It is vital that parents reconfirm with HMRC every three months in order for the 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). We ask that parents let school know each time their funding code has been accepted for the next term. Parents 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 (**12:30pm to 3:30pm for three hours of provision a day for five afternoons**) or both mornings and afternoons.

We need the children to 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. It may be possible to increase hours each term if places are available. Children who have just turned three later in the academic year may wish to commence their early Nursery places with fewer morning sessions initially. The number of available mid-year places has decreased as the number of applicants for September places has increased.

➤ Is my chosen provision fixed for the whole year?

If you would like to increase the number of hours of provision at any point, then we ask that parents request this as soon as possible. Additional hours are subject to availability. Where more additional hours are requested than available, school will follow the admission criteria to select children for these places.

➤ What provision is available at Berkswich CE Primary?

Parents are not limited by the number of funded hours. 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.

Sessions	Provision Timing	Notes
Cedars wrap-around care club	7:45am - 8:45am	
Morning Nursery	3 hours each day 8:45am - 11:45am	
Lunch Club	11:45am - 12:30pm	In addition, parents will need to provide a packed lunch, or purchase a school dinner
Afternoon Nursery	3 hours each day 12:30pm - 3:30pm	
Cedars wrap-around care club	3:30pm - 5:30pm	This may be booked by the half hour.

➤ 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, 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	£3.00	$\frac{3}{4}$ hour
Lunchtime club with a school dinner	£5.30	$\frac{3}{4}$ hour + £2.30
Lunchtime club booked <u>with</u> afternoon Nursery on same day	Reduced rate of £15.00 per session (school dinner is an extra £2.30 if required)	$3\frac{3}{4}$ hours (+ £2.30)
One full morning Nursery	£13.00	3 hours
One full afternoon Nursery	£13.00	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 £4.20 for the session (each additional child already in school is £3.00)	1 hour
After school from 3:30pm to 5:30pm	First child is £4.80 per hour and £2.40 is charged for part hours up to 30 minutes (each additional child already in school is £3.60 per hour and £1.80 for part hours up to 30 minutes)	Up to 2 hours depending on provision used.
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. 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 a number of different 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 (the additional funding can be used for our wrap-around service as well as in Nursery). 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 do contact school if you need to extend your hours at any point: we will always endeavour to ensure that your childcare needs are met.

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

Scenario 1 for '30 hours' funding:

Child attends 3 funded morning sessions (9 hours per week)

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

Child attends 5 funded lunch clubs with a packed lunch from home (3¾ hours per week)

27¾ hours used from funding. 2¼ remaining hours may be used for provision with no additional cost for parents.

Scenario 2 for '30 Hours' funding:

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

Child attends 3 funded Nursery afternoon sessions (9 hours per week)

Child attends 3 funded lunch clubs with school dinners (2¼ hours + £2.30 per dinner)

26 ¼ funded hours and £6.90 for dinners. 3¾ remaining hours may be used for provision with no additional cost for parents.

Scenario 3 for '30 Hours' funding:

Child attends 4 funded morning sessions (12 hours per week)

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

Child attends 4 funded lunch clubs (3 hours per week)

Child attends 1 self-funded lunch club (£3.00)

30 funded hours and £3.00 to be self-funded a week (+ the cost of any school dinners taken)

Scenario 4 for '15 Hours' funding:

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

Child attends 3 self-funded Nursery afternoon sessions and lunch clubs (£15 per day reduced rate)

15 funded hours and £45.00 to be self-funded a week (+ the cost of any school dinners taken)

Scenario 5 for '30 hours' funding:

➤ 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 o.kelly@berkswich.staffs.sch.uk. Alternatively, please arrange a time to speak to a member of staff.



**Together we believe, achieve
and care...**

