

# St Joseph's

## Catholic Primary School

Work hard, love tenderly, walk humbly: trusting in God.



# Nursery Admission Policy

## 2024\_2025

**Head Teacher: Mrs J. Burgess**

**Chair of Governors: Mrs C. Horsley**

Revision History					
Name	Version	Reason for change	Status	Date	Review
Mrs J Burgess	1.0	Review cycle	Final	01/05/2024	01/05/2025

## **Nursery Admission Procedures**

Children become eligible for a place in our Nursery at the start of the term **AFTER** their third birthday.

- Children who turn 3 between April – August 2024 start in the Autumn term (September 2024)
- Children who turn 3 between September – December 2024 Start in the Spring Term (January 2025)
- Children who turn 3 between January – March 2025 start in the Summer Term (April 2025)

At St Joseph's we offer 15-hour or 30-hour placements over 5 days. Please note that we cannot offer split weeks.

### **Nursery session times:**

- Full days (30 hours): 9:00 am – 3:00 pm
- Morning sessions (15 hours): 8:45 am – 11:45 am
- Afternoon sessions (15 hours): 12:00 noon – 3:00 pm

Parents can apply for their child to attend nursery after their 2<sup>nd</sup> birthday. Applications for our Nursery are placed on a waiting list and places are offered in date of birth order. Where there are places for some, but not all applicant's priority will be given to children living closest to the school determined by the shortest distance calculated using postcodes and google maps.

Offers for nursery places will be made by email at the following times:

- 15<sup>th</sup> June for September start
- 15<sup>th</sup> November for January start
- 15<sup>th</sup> February for April start

Deadlines for applications to be considered in each offer window are the 31<sup>st</sup> May, 31<sup>st</sup> October and 31<sup>st</sup> January respectively. Unsuccessful applications will remain on the waiting list. If applications are submitted after the deadlines and there are no places left, they will also go on the waiting list.

Please note, by obtaining a place in our Nursery, your child is not guaranteed a place in Reception. **There is NO automatic transfer.** We have a separate Admissions Policy for entry into primary school which is published on the school website

<https://stjosephsstanley.bwcet.com/statutory-information/policies-related-documents/>

The application process for admission into Reception is administered by the local authority. Parents are invited to apply online, via the Durham County Council website from the

September before your child is due to start school. See Durham County Council School Admissions for full details <https://www.durham.gov.uk/schooladmissions>

15-hour places are fully funded

### **30-hour codes for the Extended Entitlement for 3-&-4-year-old's**

Before we can offer a 30-hour place, we will check and validate the funding.

If you require a 30-hour place you should apply for a code for your child's respective first funded term as per the dates below. <https://www.gov.uk/check-eligible-free-childcare-if-youre-working>

- Autumn Funding Period (1<sup>st</sup> September to 31<sup>st</sup> December) Parents/Carers should apply 15<sup>th</sup> June to 31<sup>st</sup> July.
- Spring Funding Period (1<sup>st</sup> January to 31<sup>st</sup> March) Parents/Carers should apply 15<sup>th</sup> October to 30<sup>th</sup> November.
- Summer Funding Period (1<sup>st</sup> April to 31<sup>st</sup> August) Parents/Carers should apply 15<sup>th</sup> January to 28<sup>th</sup> February.

**If you do not apply before the funding period of the next term begins, then that code may have an eligible start date but will not be eligible until the start of the following funding period.**

Also, once you have a 30-hour code this needs to be renewed every 3 months and you should respond to any communication from HMRC Childcare Choices by logging into your account and updating the necessary detail to maintain the validity of the code. If a 30-hour code is not renewed, then ultimately your child will no longer be eligible, and they will eventually only be entitled to Universal 15-hours per week once the Grace Period has elapsed on their 30-hour extended entitlement.

If your child is offered a 30-hour place and is not entitled to the extended funded hours, there is a charge of £15 per day payable a month in advance.