

## Nursery Admissions

The school has a 26 place Nursery open term-time only (refer to school website for school term dates). Children will be offered a place in Nursery the term following their third birthday. Paid places before this eligible date will also be considered on request along with children aged 2 years 9 months with eligible funding.

## Extended Nursery Offer

Parents/carers can take up any of the following offers, according to their eligibility:

- **Universal 15 hours Offer** - 15 hours Monday – Friday (8.45am – 11.45am)
- **Universal 15 hours Offer plus lunch** - 15 hours Monday – Friday (8.45am – 11.45am) with the option of staying for Lunch Club from 11:45-1pm with a childcare cost of £3.50. Children are required to bring either their own packed lunch or top up their child's sQuid catering account to order a school hot meal charged at £2.60 per day. Lunch Club **must** be pre-booked by 8.30am on the day required using the Bookings portal on sQuid. Parents can book daily, weekly or termly in advance.
- **Universal 15 hours Offer plus lunch and additional paid for afternoons** Parents/carers are able to purchase additional afternoons (1pm – 3.15pm) which will cost £11.25 plus the cost of lunch time childcare of £3.50 = £14.75. Children are required to bring either their own lunch or top up their child's sQuid catering account to order a school hot meal charged at £2.60 per day.
- **30-hour Free Childcare Offer** - Monday – Thursday (8.45am – 3.15pm) and Friday (8.45am – 1 pm) children are required to bring either their own packed lunch or top up their child's sQuid catering account to order a school hot meal charged at £2.60 per day. (Subject to 30hr eligibility code).
- **Full time** - Monday – Friday (8.45am – 3.15pm) **Friday afternoons are not included in the 30-hour offer.** Parents / carers are able to book their child onto Friday afternoon provision and therefore the cost is £14.75 for the session (including lunch club) children are required to bring either their own packed lunch or top up their child's sQuid catering account to order a school hot meal charged at £2.60 per day.

## Additional paid afternoons for those only eligible for the government universal 15-hour free childcare offer

- Parents/carers are able to purchase additional afternoons (1pm – 3.15pm) which will cost £11.25 plus the cost of lunch provision, £3.50 = £14.75, children are required to bring either

their own packed lunch or top up their child's sQuid catering account to order a school hot meal charged at £2.60 per day.

- Other forms of payment can be accepted such as tax-free childcare, childcare vouchers etc.

### Invoicing

Invoices will be issued a term in advance. Payment plans can be arranged.

Please be aware that parents/carers eligible to take up the government's offer of 30 hours free childcare must apply for their eligibility code as soon as possible and return it to school for checking. **If the code is not received in time or updated termly, the hours will need to be invoiced privately as the school will not be able to claim the funding.**

### Application Process

Applications must be on a Nursery Admission form and returned to the School.

If applications exceed the number of available places, the school will apply the following criteria.

Priority will be given to:

1. Looked after children (a child is looked after by a local authority if a court has granted a care order to place a child in care, or a council's children's services department has cared for the child for more than 24 hours);
2. Children of a sibling who already attends Woodlands Park School at the date of admission;
3. Children who have strong medical or social grounds for admission (to be supported by a letter from the referring agency).
4. Date of application.

The offer of places for September will take place in the Summer term.

The offer of places for January will take place in the Autumn term.

The offer of places for April will take place in the Spring term.

### Appeals

Parents/Carers may write to the governors if their child is not allocated a place, stating the reason and why further consideration should be made.

A panel of governors will meet with the Headteacher and the EYFS Lead to consider the appeal.

### Queries and questions

Please contact Mrs Morgan, in our school office, if you have any questions. Telephone – 01628 822350 or [office@woodlandsparkschool.org](mailto:office@woodlandsparkschool.org)