

**Preferences for Funded Nursery Provision**

Name of Child :………………………………………………….\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**15 Hours’ Entitlement**

Please tick which option you would like to choose for your child’s funded sessions:

**Option 1**: **Every morning** from 8:45am until 11:45am

**Option 2:** **Every afternoon** from 12:15pm until 3:15pm

**Option 3:** **All day Monday and Tuesday and Wednesday morning**

**Option 4:** **All day Thursday and Friday and Wednesday afternoon**

If none of the options above are suitable then please select option 5 and state which five sessions you would like your child to attend.

**Option 5:** ………………………………………………………………………..

**Lunchtimes:**

If your child is staying for the whole day or attending for a half-day session we are able to offer the opportunity for him/her to bring in a packed lunch. Please indicate which sessions you would like in the tick boxes below.

**There is a charge of £3 for the lunchtime period as this is in addition to the nursery session entitlement. If you have selected a lunchtime session, you are committed to taking up that place for the full term whether you child attends Nursery or not. This will need paying half termly.**

|  |
| --- |
| **Monday Lunch Tuesday Lunch Wednesday Lunch Thursday Lunch Friday Lunch****(11:30 to 12:15) (11:30 to 12:15) (11:30 to 12:15) (11:30 to 12:15) (11:30 to 12:15)**  |

**30 Hours’ Entitlement (Please only complete if you are eligible for the 30 Hours’ entitlement)**

If you are eligible for the 30 hours’ entitlement, please tick which additional sessions you require below. Please note that eligibility codes need to be reconfirmed on a termly basis and these are only allocated once all children have been offered their 15 funded hours. You can check you are eligible and obtain your code via the Childcare Service Eligibility Checking System (ECS) using the following link: <https://childcare-support.tax.service.gov.uk/> or you may have been issued with this code via your childcare service account.

I am eligible for the 30 Hours’ Entitlement and I have checked it is valid.

**My eligibility code is**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **My eligibility code expires on**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday a.m.****(8:45 to 11:45)** | **Tuesday a.m.** **(8:45 to 11:45)** | **Wednesday a.m.** **(8:45 to 11:45)** | **Thursday a.m.** **(8:45 to 11:45)** | **Friday a.m.** **(8:45 to 11:45)** |
| **Monday p.m.****(12:15 to 3:15)** | **Tuesday p.m.** **(12:15 to 3:15)** | **Wednesday p.m.** **(12:15 to 3:15)** | **Thursday p.m.** **(12:15 to 3:15)** | **Friday p.m.** **(12:15 to 3:15)** |

Signature of parent/carer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please be aware that once you have opted for these sessions they will be in place for the whole of the academic year and it will only be possible to change them in exceptional circumstances.**

# St Matthew’s Primary School

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 **Headteacher: Tony Davies**

**Purchasing Additional Sessions at St Matthew’s Nursery**

Dear Parents/ Carers,

Once we have completed our Nursery intake each term, we are able to offer parents the chance of purchasing additional sessions in our Nursery over and above the current 15 hours of free entitlement. Each additional session will cost £15 and will be subject to availability. There is an additional charge of £3 for lunchtime supervision.

At the end of each term there is a new intake of children into the Nursery. Children claiming their free entitlement get first priority for each intake, so we can only guarantee that any additional sessions you purchase are available for that **one term**. You would need to reapply for the next term if you wish to continue. For full terms and conditions, see attached.

If you are interested in purchasing additional sessions, please fill out the form below and hand in to the school office along with your nursery application. Sessions will be granted according to the policy attached.

**Parents must pay for the additional sessions (including lunchtime) for each half term**. Once you have signed up to the sessions you are committed to taking up that place for the full term **whether you child attends nursery or not**. Payment must be made by the end of the first week of each half term at the latest. The school may withdraw the additional session(s) if payment is not received on time.

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**Application for Purchased Nursery Sessions**

1. I wish to purchase the following additional sessions for Nursery (please tick):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Morning Session**(8:45 to 11:45)£15 per session |  |  |  |  |  |
| **Lunch**(11:30 to 12:15)£3 for supervision per session) |  |  |  |  |  |
| **Afternoon Session**(12:15 to 3:15)  £15 per session |  |  |  |  |  |

1. I require these places for the \*Autumn / \*Spring / \*Summer term (\*delete as applicable)
2. I need these additional sessions so that I can access employment, education or training. (please provide proof if “yes”). \*Yes/\*No (\*delete as applicable)

Child’s Name:………………………………………………… Date of Birth:…………………………….

If agreed, I understand that I am committing to paying for these sessions until the end of the term. I understand that that the sessions can only be guaranteed for one term and need to be paid for in advance each half term.

Parents Signature : ……………………………………… Date: …………………………………….



**Policy for Paying for Additional Nursery Sessions at St Matthew’s**

1. Parents may request additional sessions over and above the free 15 hours entitlement. These will be charged for.
2. The current charge for additional sessions is £15 per session, plus £3 for lunch supervision if this is required. Lunch should be provided by the parents/carers. A child whose parent has successfully applied for Early Years Pupil Premium may have their additional sessions part funded by this funding.
3. Additional places over and above the 15 hours free entitlement will only be available if the nursery is not full for **that term** once all applications for the free 15 hours of entitlement have been processed.
4. If the number of requests for additional hours exceeds the number of places, then any additional sessions processes will be allocated according to the following criteria:
	1. Where there are concerns regarding a child’s well-being that will be partly addressed by the additional sessions (for example, child open to Social Care, Locality Team; CAF (Common Assessment Framework) open);
	2. Where it will support parental access to employment, education or training;
	3. Following these, or within each of these categories if there is a tie, the criteria outlined in Section 3.1 of the Nursery Admissions Policy will be applied (see school website for policy).
5. Additional places are allocated for **one term only**. Priority will then be given to applications for the 15 hours free entitlement before additional sessions are allocated again according to the above criteria.
6. When requesting and accepting an offer of an additional session or sessions (including lunchtime supervision), a parent is committing to taking up that place for the full term. If a parent then wishes to cancel that place, they will be liable to pay for the term in full.
7. Parents must pay for the additional sessions in advance for each half term. Payment must be made by the end of the first week of each half term **at the latest**. The school may withdraw the additional session(s) if payment is not received on time.