

# St John's Walham Green

## Nursery Admissions and Charging Policy



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## **NURSERY PROVISION**

- The Nursery will continue to only offer 26 full-time places.
- Full-time attendance is obligatory for all 26 available places. **(No part-time places).**
- All 26 places are entitled to **15 free hours** of Early Years' education per week for 38 weeks per year. (Funded by the Government via the Local Authority.)
- Parents/Carers will need to provide funding for the **additional 15 hours** which are over and above the centrally-funded 15 hours, via either Option A or Option B within this document.
- There is no automatic admission to our reception class. Parents will have to re-apply for a reception place.

## **SUMMARISED ADMISSIONS CRITERIA**

The Governors, who are responsible for admissions to this Church of England Voluntary Aided Primary School, have agreed that the admissions criteria for the school's nursery class will follow that of the school admission policy.

- Overriding priority will be given to Looked After Children.
- The remaining places will be split on the basis of 70% foundation places for those who are practising Christians and 30% open places.
- Siblings will be placed into the applicable category.

### **Foundation places**

Places will be offered according to the following criteria, which are listed in order of priority:

1. Children whose families are committed regular members of the congregation at St John with St James, Walham Green.
2. Children whose families are committed regular members of a Church of England parish in London Borough of Hammersmith & Fulham.
3. Children whose family are committed regular members of another Church of England parish.
4. Children who are regular members of another Christian denomination and who live within a mile of the school.

### **Open places**

Places will be offered according to the following criteria, which are listed in order of priority:

1. Siblings of children who will be on roll at the time of attendance.
2. Children living nearest the school measured by the straight-line distance from home to school gate in Filmer Road.

### **Tie-break**

Children living nearest the school measured by the straight-line distance from home to school.

**This is summarised criteria. To read the admissions criteria in full, please visit:**

<http://www.stjohnsce.lbhf.sch.uk/about/admissions.php>

# FUNDING OPTIONS FOR ADDITIONAL HOURS

## **OPTION A:** Full 30 hours' free childcare eligibility

A family may be eligible for 30 hours' free nursery education if they meet the following criteria:

- The child is aged 3 or 4 while in the Nursery class;
- Both parents are working or the sole parent is working in a lone parent family;
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage;
- Each parent has an annual income of less than £100,000;
- Parents are seeking the free childcare to enable them to work;
- One or both parents are on maternity, paternity, shared parental or adoption leave or on statutory sick leave;
- One parent meets the income criteria and the other is unable to work because they are disabled or have been assessed as having limited capability to work;
- Where the parent is in a 'start-up period' (no need to meet the income criteria for 12 months);
- Both parents and child live in England;
- If a non-EEA national, the parent has recourse to public funds.

Parents/Carers can check eligibility and apply via the following website: <https://www.childcarechoices.gov.uk/>  
(For more information please see appendix 1)

If eligible, parents/carers will be given a code at the start of each term. Please note; the school cannot accept a child on the 30-hour entitlement basis until we have verified both the age of the child and the validity of the code.

Validating the code will require parents to supply the school with the parent's/carer's date of birth and National Insurance number. (Please refer Appendix 2 and 3 for details.) **Until the eligibility code has been validated, the parent/carer, will be responsible for paying the costs detailed in Option B.**

### **If your Circumstances Change**

If a parent/carer loses eligibility whilst their child is registered at our Nursery, they will receive a short 'grace period' to enable them to maintain their childcare arrangements for a period of time. Once the grace period has lapsed, parents will need to pay for the additional 15 hours via Option B. **If at any point within the academic year your child falls out of eligibility, the cost of the provision outlined in Option B will be invoiced accordingly.**

## **OPTION B:** Not eligible for full 30 hours' free childcare

If a family is not eligible for the full 30 hours' free childcare, parents /carers will be charged a termly fee of **£1,140** to pay for the additional, unfunded 15 hours per week. This is equivalent to £90 per week. **Fees must be paid in advance of the start of each term in full. Any diversion from this is at the discretion of the Head Teacher.** (Please see appendix 4)

Charges do not include a hot school meal each day. (£2.20 per day/ £11 per week, which is to be paid separately.)

## **OFFERING AND ACCEPTING NURSERY PLACES**

All 26 places are for the start of September in the new school year. We do not have a January intake.

Places for September enrolment will begin to be offered during April of the previous school year. Documents within the offer letter must be returned to the school by parents/carers within **two weeks** of the date of the offer letter.

The offer letter will include:

- **Acceptance form:** To be signed and returned to the school.
- **30 Hours Entitlement Form (Option A):** To be completed if you are eligible for the full funding and returned with the acceptance form.
  - Parents/carers should check immediately if they qualify for the '30 hours free childcare' via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)
- **Parent 15-hour Funding Form (Option B):** To be completed and returned to the school office with your acceptance form:
  - A £200 deposit is required to secure a child's place. This can be made via electronic transfer to the school or by cheque to the school office. (Deposit amount will then be deducted from the final term's fees.)

**IMPORTANT INFORMATION:** The school must receive the first termly fee of £1,140 before the last *Friday of June* before your child starts in September.

- **Request for Governors Maintenance Fund Contribution:** The Governors' Maintenance Fund is a vital element in ensuring St. John's School is a safe, well-equipped and pleasant environment for the children and staff. Because we are a Voluntary Aided Church School, we do not receive any direct government funding for premises. The Governing Body are responsible for the school buildings and other capital works. As such, an annual contribution for each pupil towards the Maintenance Fund is requested by the school on behalf of the Governing Body.

### **Waiting List**

All unsuccessful applicants will be kept on a waiting list in order of admissions priority and should a place become available, places will be offered in accordance with the criteria outlined above.

### **Unfilled Places**

In the event of there being less applicants than places available, the Head teacher reserves the right to make decisions about how the Nursery class will be run for the forthcoming year.

## 30 Hours' Free Childcare Eligibility Checker

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| <p>30-hour eligibility guide and checker</p>   | <p><a href="https://www.childcarechoices.gov.uk">https://www.childcarechoices.gov.uk</a></p> <p><a href="https://www.gov.uk/childcare-calculator">https://www.gov.uk/childcare-calculator</a></p> <p>Those who could be eligible for 30 hours and/or Tax-Free Childcare will be directed to the digital childcare service to apply.</p>  |
| <p>30 hours of funded childcare for working parents of 3 &amp; 4 year olds explained</p> | <p><a href="https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility">https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility</a></p> <p>Parents/Carers will be able to apply for both 30 hours and Tax-Free Childcare at the same time by entering their details once. HMRC will check parents' eligibility for both schemes at the same time.</p> <p>Parents/Carers will not need to apply through the digital childcare service if they only want to claim the universal 15 hours' entitlement for three and four year olds.</p> |

## How to Apply for 30 Hours Extended Entitlement

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| <p><b>Parents should apply via the childcare service.</b></p> <p>If you need assistance to apply, or do not have access to the internet, please call the childcare service Customer Interaction Centre on 0300 123 4097 and you can apply over the phone. If you encounter any problems during the application process or when accessing your childcare service account, you should direct your queries to the childcare service Customer Interaction Centre.</p> | <p><a href="https://childcare-support.tax.service.gov.uk/par/app/trialmessage?_ga=2.138735987.1976880883.1573738093-1669952056.1552309359">https://childcare-support.tax.service.gov.uk/par/app/trialmessage?_ga=2.138735987.1976880883.1573738093-1669952056.1552309359</a></p> <p>You will be asked to:</p> <ul style="list-style-type: none"> <li>• Create a Government Gateway account if they do not already have one. If you do, you will need to sign into Government Gateway to verify your identity before accessing the childcare service.</li> <li>• Once in the childcare service, enter your personal details including: name, address and National Insurance number and the same details for your partner (if you have one).</li> <li>• Declare that you expect to meet the income requirements over the coming three months.</li> <li>• Declare whether you are in receipt of any relevant benefits.</li> <li>• Once you have completed your application, if you are eligible, you will have a childcare service account.</li> <li>• In the “secure messages” section of your account, you will receive messages regarding your eligibility.</li> </ul> <p>If you are entitled to the full 30 hours funding, you will be given an 11 digit ‘eligibility code’ for your child – this can be found in the ‘30 hours free childcare’ section of your childcare service account and in your ‘secure messages’ section.</p> |
| <p><b>Important information from HMRC</b></p>   | <p>A parent can only take up 30 hours once both of these conditions are met:</p> <ul style="list-style-type: none"> <li>• A child starts the term following their third birthday and the term following receipt of their eligibility code from HMRC, whichever is later.</li> </ul> <p>Parents are encouraged to apply the term before their child meets the age criterion to ensure they can access a place at the start of the term after their child turns three. If not, they will need to wait until the following term to access their 30 hours’ place.</p> <p>Please note: the earliest a parent could receive a 30 hours’ code for their child will be 16 weeks before they turn three years old. If a parent applies before this point, they will need to wait until reconfirmation before applying for 30 hours.</p> <p>Like the universal 15 hours’ entitlement, parents cannot claim 30 hours’ free childcare once their child has reached compulsory school age (the term following their fifth birthday).</p> <p>Please note the latest a parent could receive a 30 hours’ code is 22 weeks after the child turns five. It is therefore important that providers check the age of the child as well as the code. Parents cannot claim their 30 hours in addition to a full time reception place in a state-funded school.</p>   |

| <b>If You Are Entitled to the Full 30 Hours Funding</b> |   |
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| Eligibility code  | <p>Complete the form in your offer letter, (along with your National Insurance number and child's date of birth) to reserve your child's 30 hours' place.</p> <p>Until the eligibility code has been validated, the parent/carer, will be responsible for paying the costs detailed in Option B</p>   |
| The Reconfirmation Process                              | <p>Every three months you will need to reconfirm that the details you entered on your application are still accurate. This is to check that you are still eligible.</p> <ul style="list-style-type: none"> <li>• You will be prompted by gov.uk, via text message and/or email, four weeks before the reconfirmation deadline and again two weeks before the deadline if you still have not reconfirmed</li> <li>• If your circumstances have changed, you will need to log into your childcare service account, update the information and resubmit your details.</li> <li>• If your circumstances have not changed, you will only need to tick a box saying that your details have not changed.</li> </ul> <p><b>If you miss the reconfirmation deadline, or if your circumstances change, you will receive a message telling you that your eligibility has lapsed.</b></p> <p><b>In these circumstances, you will then need to pay for additional hours that your child is attending as illustrated in Option B.</b></p> |

| <b>Paying for the Additional 15 Hours</b> |  |
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| Fees                                      | <p>A fee of £1,140 is requested termly.</p> <p>Fees must be paid in <b>advance</b> of the start of each term in full.</p>  |
| Deposit                                   | <p>A deposit of £200 must be paid during the acceptance process to secure your child's place. This can be made via electronic transfer or cheque to the school office. The offer letter will include all relevant payment information.</p> <p>If a deposit has not been received within the deadline date, the school reserve the right to withdraw the offer and offer the place to another child in accordance with the admissions policy.</p>   |
| Payment Methods                           | <p>Once a pupil has formally enrolled in September, all future payments are to be made via School Gateway. (Details will follow once child has formally enrolled.)</p>   |
| Employer Child Care Vouchers              | <p>Payment via Employer Childcare Vouchers can only commence once the child has been formally enrolled in September.</p> <p>We are able to accept childcare vouchers through a variety of schemes run by many employers to pay for the additional 15 hours. The school office will be able to help with your Employer Childcare Voucher enquires.</p>  |
| Universal Credit: Childcare Costs Element | <p>Payment via the Universal Credit Childcare Element can only commence once the child has been formally enrolled in September.</p> <p>If you are working, Universal Credit can help with the costs of childcare, no matter how many hours you work. You may be able to claim up to 85 per cent of your childcare costs if you're eligible for Universal Credit and meet some additional conditions.</p> <p>Check eligibility: <a href="https://www.gov.uk/universal-credit/eligibility">https://www.gov.uk/universal-credit/eligibility</a></p>                       |
| Late payment fees/debt collection policy  | <p>In cases where payment is late without prior arrangement for pupils enrolled at the school, a charge of £50 will be added to the child's account.</p> <p>Parents/Carers have 10 days from the date of the late payment charge, to pay outstanding amounts in full.</p> <p>If payment is not received your child's place will be terminated.</p> <p>In the event of termination, the deposit of £200 will be used to pay outstanding amounts. Should this be less than the outstanding amount, we will seek to recover the remaining debts via outside agencies.</p> |
| Notice period                             | <p>We hope that you will not need to leave our nursery, but we require notice in writing if your child will no longer be attending. The notice period is a minimum of one month.</p> <p>Any payment that has been made for a place within your months' notice will not be refunded.</p>  |