



North Primary School and Nursery Admissions Policy - Nursery

Funded Early Education Entitlement (Universal Funding Entitlement)

The Nursery has places for 26 children in each session. Children attend morning Nursery or afternoon Nursery.

Each session lasts three hours and is funded under Funded Early Education Entitlement, which gives all three and four year olds a maximum of 15 hours of free education/childcare per week (children are offered five sessions of three hours each.)

Extended Funded Entitlement for Working Parents

There is an Extended Funded Entitlement for Working Parents of up to 30 hours a week for parents who meet a set of eligibility criteria, which can be checked and applied for via www.beststartinlife.gov.uk/* Parents who are eligible for the Extended Funded Entitlement can combine morning and afternoon sessions to cover the whole school day.

***Working Parent Funding Entitlements MUST be approved the term prior to claiming the funding**

Applications and Admissions Criteria

Parents can register their child on the waiting list after their second birthday by completing the Nursery application form (available on the school website or from the school office). Children are placed on the waiting list in age order.

Children are eligible for a funded place in Nursery **the term after their third birthday**, subject to a place being available. If the nursery is full, children will be kept on the waiting list and a place will be offered when a space becomes available.

In the event of 2 or more children sharing a birthday and only one space being available the place will be allocated in accordance with the admissions criteria for the main school as follows:

1. Looked After Children and previously looked after children (as defined in the Primary Education in Essex 2026/2027 booklet);
2. children living with a sibling attending the school;
3. children living in the priority admissions area
4. remaining applications.

The Nursery may offer additional vacant nursery places to children, if available. This will be on a fee-paying basis.

Opening hours and session times

The Nursery is open Monday to Friday for 38 weeks of the year (term time only).

All children are offered 15 hours of funded nursery education per week (over 5 morning, afternoon sessions).

- Morning sessions 8.30 to 11.30am
- Afternoon sessions 12.30 to 3.30pm
- All day sessions 8.30am to 3.30pm (for families who eligible for up to 30 hours of nursery education)

Charges and Voluntary Chargeable Extras

DfE guidance states: 'Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. The 15 or 30 hours must be able to be accessed free of charge to parents. There must not be any mandatory charges for parents in relation to the free hours. Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services.'

Snack, Baking and Cooking – Voluntary Contribution

All children in Nursery are provided with a healthy snack each day to be introduced to a range of snacks and will take part in activities which involve baking and cooking. A voluntary contribution is requested towards these snacks and ingredients for cooking. The contribution can be paid at the start of each term. Charges are shown below

Sessions	Snack (contribution per day)	Baking and Cooking (contribution per week)
Morning or Afternoon	£0.15	£0.15
All Day	£0.30	£0.30

All children in the Nursery receive free milk each day under the Nursery Milk Scheme.

Working Parent Entitlements

- Eligible working parents will be able to apply for the Working Parent Entitlement the term after their child turns 9 months.
- Working parent funding can be applied for on <https://www.beststartinlife.gov.uk/>
- It is parents' responsibility to apply for the Working Parent eligibility code before the fixed deadlines 31st March for the summer term, 31st August for the autumn term and 31st December for the spring term and to reconfirm their codes every three months.
- Working parents will remain eligible at a current setting if they fall into their grace period but cannot start with a new setting until their code has been reconfirmed and prior to the cut-off date.
- New or lapsed codes will show as eligible once confirmed but cannot be claimed for until the next cut-off date. E.g. A new code confirmed on 2nd January may show the child as eligible, but it has missed the cutoff date of 31st December and cannot be used until the summer term.
- Working Parent Entitlement cannot be used once the child has started at reception in school.

Additional Income Streams

Early Years Pupil Premium (EYPP)

EYPP is additional funding for early years settings to improve the provision for eligible children. This means that for low-income families, Providers are entitled to receive additional funding for all children accessing up to 15 hours funded entitlement for FEEE1W, FEEE2W, FEEE2 and FEEE3&4 universal.

Disability Access Fund (DAF)

The DAF is payable as a lump sum once a year per eligible child for all the entitlements. To be eligible a child must be in receipt of Disability Living Allowance. DAF can only be claimed by one provider per year.

Special Educational Needs Inclusion Funding (SENIF)

Providers can apply for SENIF for children with Special Educational Needs and Disabilities if they need additional support to include children in activities. SENIF if agreed is paid for FEEE hours attended.

Income Deprivation Affecting Children Index (IDACI) The deprivation supplement is paid per hour for FEEE3&4 universal and extended hours only and is paid directly to the provider. This funding is added automatically for children who live in an eligible postcode where providers are claiming FEEE3&4.



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NURSERY APPLICATION FORM

Child's Surname.....

Forenames.....Male/Female.....

Date of birth.....

Home address.....
.....

Postcode.....Telephone number.....

Mother's name and email address

Father's name and email address.....

Date of application.....Signature.....

Please indicate your preference of sessions below:

- ☐ Morning session: 8.30-11.30am*
- ☐ Afternoon session 12.30am to 3.30pm*
- ☐ All day 8.30am to 3.30pm – available to families eligible for 30 hours of funded nursery education per week. Parents can check if they are eligible on www.beststartinlife.gov.uk. Parents who are eligible for the Extended Funded Entitlement can combine morning and afternoon sessions to cover the whole school day, which is currently fully covered by the Extended Funded Entitlement for Working Parents (this is subject to review)

* Children attend morning Nursery or afternoon Nursery. Each session lasts three hours.

Parents can register their child on the waiting list after their second birthday by completing the Nursery application form and returning it to the school office. Children are placed on the waiting list in age order. Children are eligible for a funded place in Nursery the term after their third birthday. Parents are offered a place when a space becomes available. No guarantee can be given regarding the exact date your child will be admitted.