



Northway Community Primary School



Admissions to Nursery Procedures

Northway Nursery offers a combination of part-time (15-hour) and full-time (30-hour) places. The number of each type of place may vary depending on demand and the operational needs of the Nursery.

Children in the Nursery follow the Early Years Foundation Stage Curriculum. This carefully structured and balanced curriculum enables children to learn through a rich variety of play activities which promote the development of a wide range of skills and encourage exploration and curiosity. Self-awareness, self-control and a sense of responsibility are fostered through opportunities for social interaction with others.

Nursery Attendance Options

Parents can choose from the following attendance and funding options:

15 Hour Provision (Universal Entitlement)

All families are entitled to 15 hours of funded early education per week. This must be taken as one of the following fixed patterns:

Start of Week:

- Monday & Tuesday: 9.00am - 3.00pm
- Wednesday: 9.00am - 12.00pm

OR

End of Week:

- Wednesday: 12.00pm - 3.00pm
 - Thursday & Friday: 9.00am - 3.00pm
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30 Hour Provision (Extended Entitlement)

Families who are eligible for the 30-hour funded childcare entitlement can access a full-time place:

- Monday to Friday: 9.00am - 3.00pm

Parents must provide a valid 30-hour eligibility code to access this provision.

Paid Top-Up Option (For Non-Eligible Families)

Families who are not eligible for the 30-hour entitlement may:

- Access the universal 15-hour funded place
and
- Pay to extend their child's place to 30 hours per week

The cost of the additional 15 hours is:

- **£100 per week**
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Important Attendance Information

- Places are offered strictly as either:
 - **15 hours per week**, or
 - **30 hours per week**
 - It is not possible to attend for a different number of hours due to staffing ratios and the structure of the provision.
 - Attendance patterns must remain consistent and cannot be changed on an ad hoc basis.
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Eligibility Codes (30 Hour Provision)

- Parents accessing the 30-hour entitlement must:
 - Provide a valid eligibility code before their child starts
 - Reconfirm eligibility with HMRC every three months as required
 - If a code becomes invalid or expires:
 - The child's place may revert to a 15-hour provision
 - Parents may choose to pay for the additional hours (subject to availability)
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Payment Terms for Top-Up Places

Where parents choose to pay for additional hours:

- Fees are charged at **£100 per week**

- Payments must be made **in advance** (weekly, monthly or half-termly paid by School Gateway)
- Failure to make payments may result in:
 - Withdrawal of the additional hours
 - Reversion to a 15-hour place only
- No refunds are issued for missed sessions

Further details regarding payment information can be discussed with the school office.

Nursery Wraparound Care

- Children wishing to access our Breakfast Club and After School club are entitled to attend and should fill out a contract available from the office, which includes pricing information.
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Admissions Process

Parents considering sending their child to our Nursery should complete an application form from the school office or download one from the school website.

Children are admitted in the term after their third birthday. If the number of applicants exceeds the number of spaces, places will be allocated using the following criteria:

1. **Children in public care** and those who are expected to remain in public care at the time of admission
2. **Pupils with an Education Health Care Plan (EHCP)** where the Local Authority has named this school
3. **Children with a sibling** living at the same address who attends Northway Primary School and will still be attending at the time of admission
4. **Child's date of birth** (priority given to older children)
5. **Date the Nursery application form was received**

Tie-break

In the event that two or more applications are ranked equally, priority will be given to children living closest to the school. Distance will be measured in a straight line. If distances are equal, a random allocation will be used.

Please note: Attendance at Northway Nursery does **not** guarantee a place in Reception. Applications for Reception must be made separately through the Local Authority admissions process.

Additional Notes

- A waiting list will be maintained for each intake period. The list will be ordered in accordance with the admissions criteria. When places become available, they will be offered to the highest-ranked child on the list.
- Allocation of preferred attendance patterns (start or end of week) is subject to availability.
- The school reserves the right to amend provision arrangements where necessary, in line with government guidance or operational needs.