

Randlay Primary School and Nursery

Nursery Information for Parents and Carers

This document sets out our proposed nursery offer and guides you through the free funding available, our sessions, timings, when children are able to start nursery, additional sessions, payments, and enquiries.

Opening Hours

Morning session	8.30am – 11.30am	3hr session
Lunch session	11.30am – 12.15pm	45min session
Afternoon session	12.15pm – 3.15pm	3hr session

Requesting a Nursery Place

Parents/carers are able to request a place by completing a nursery application form available from the school office or online via the school website.

This will be acknowledged by staff, and you will be contacted to discuss your particular needs. Your child will be placed on a waiting list for the next available intake.

Children awaiting places are allocated according to our school's admissions criteria:

1. Those children who are or were previously looked after by Telford & Wrekin or any other local authority, children previously in state care outside of England and have ceased to be in state care as a result of being adopted and then:
 - a) Those children who have exceptional health reasons where there is written medical evidence that admission to the school is essential for their medical wellbeing; and then
 - b) Those children who will have on the day of admission a brother(s), sister(s), stepbrother(s), stepsister(s), half-brother(s) or half-sister(s) living as a family at the same address and who attend the school.
 - c) Pupils in receipt of early years premium or pupil premium at the point of submitting the application request.
 - d) Other children living in the school's attendance area.
3. Any places which remain available will then be allocated to applicants from outside the school's defined attendance area in the priority order a to c.

Free Government Funding for 3 and 4 year olds

15 hours free funding (Universal Funding)

All children are entitled to 15 hours per week of free nursery entitlement for 38 weeks of the year. This is automatically granted; parents/carers DO NOT need to apply for this. **This funding is automatically received after the child's third birthday** and so the free hours start at this point.

30 hours free funding for working parents/carers (Extended Funding)

Some children may receive 30 free hours entitlement instead of 15 hours. We offer a limited number of 30-hour places secured on a first come first served basis. To secure a 30-hour place please fill in a nursery application form and booking form highlighting whether your child will attend a full week (33hrs 45mins, option 1, to include the lunchtime session) or the flexible attendance (30hours, option 2). Please allow 4weeks' notice when requesting to change your option.

However, we will always try to be flexible and cater for your individual needs if we can, so if we have a space available then we may be able to accommodate a change at short notice.

This extended provision is also for 38 weeks per year, term time only, and is eligible for working parents. The following criteria applies for working families:

- Both parents must be working, or the sole parent is working in a lone-parent family
- You, and any partner, must each expect to earn (on average) at least £152 per week (equal to 16 hours at the National Minimum or Living Wage).
- Each parent must have an annual income of less than £100,000
- Parents who are on maternity, paternity or adoption leave, or are unable to work because of disability or due to caring responsibilities, may still be eligible.

What if one parent in a couple isn't working?

This is basically a scheme to help working parents, so families where one parent doesn't work, or both parents don't work, will usually not be eligible for these additional 15 hours. However, if one parent isn't working because they're an official carer (e.g. receiving benefits relating to being a carer) or they are receiving disability benefits, and the other parent is working, then the government has stated it "intends to make provision" to support these families.

There is also additional entitlement if the parent normally works but is temporarily away from the workplace, for example on statutory sick pay.

What if you are self-employed or on a zero-hours contract?

You will be eligible if you (or both of you in a couple) earn at least the equivalent of 16 hours at the National Minimum Wage.

You can check your entitlement here:

www.childcarechoices.gov.uk

Applying for 30 hours free funded nursery entitlement

Parents/carers must apply for the 30 hours nursery entitlement via an online application form. Applications should be made at:

<https://www.childcarechoices.gov.uk/>

Parents/carers will receive confirmation that their application has been successful and be given a code which should be presented to school.

Please ensure you apply early so that you receive your code in time for your child to start. You must have a valid code before your child starts nursery.

Important: You must also reconfirm your eligibility every 3 months in order to keep your code valid.

The funding starts the term after the child's third birthday and so the free hours start at this point. You can apply from when your child is 2 years and 36 weeks old.

When your child turns 3	When they can get 30 hours Childcare from	Recommended time to apply for 30 hours Funding
1 September to 31 December	Term starting on or after 1 January	15 October to 30 November
1 January to 31 March	Term starting on or after 1 April	15 January to 28 February
1 April to 31 August	Term starting on or after 1 September	15 June to 31 July

Free Government Funding for 2 year olds

We do have a small number of places available for two years olds.

- **Talking Two's – eligibility based on family circumstances.**

There is an eligibility criteria for two year old entry. The offer consists of 15 hours a week, either a morning or afternoon session each day.

- **Working Two's – eligibility based on working family circumstances.**

Eligible working parents of two-year-olds will be able to access 15 hours a week, either a morning or afternoon session each day.

Please visit childcare choices for more information.

Applications should be made at: <https://www.childcarechoices.gov.uk/>

Start dates for Randlay Primary School & Nursery

2 year olds – children, who are eligible, are welcome to join the nursery the term **before** they turn 3-years-old.

3 and 4 year olds - children are welcome to join nursery the term **after** they turn 3-years-old

Usually, a larger number of vacancies are available in the Autumn term following the transition of 4-year-olds to primary school. Therefore, the intake for these children are in

- September (after the summer holiday),
- January (after the Autumn term holiday)
- April (after the Spring term holiday)

See the start dates below:

Child turns 3	Free funding starts	School term
1 September to 31 December	Term starting on or after 1 January	Spring Term
1 January to 31 March	Term starting on or after 1 April	Summer Term
1 April to 31 August	Term starting on or after 1 September	Autumn Term

However, we will always try to be flexible and cater for your individual needs if we can, so if we have a space available then we may be able to accommodate a change at short notice.

Sickness

It is in the best interests of all children in the nursery that we try to keep the spread of infection to a minimum. Parents/carers are requested not to send their child to nursery if they are suffering from any infectious disease or if they are feeling poorly.

Our policy clearly states 48 hours symptom free for sickness and diarrhoea before returning to nursery. Other guidelines for absence are clearly stated in our policy. Please speak to a member of staff. We understand the difficulties for working parents and carers but for the wellbeing of all the children in our care, we reserve the right to ask you to collect your child from nursery if they are unwell.

Please inform nursery if your child has been poorly at home.

Holidays

The nursery is open term time only, closed for statutory bank holidays and five PD Days. Please see our current term dates available on the school's website.

Allocation of Places

Places will be allocated and parents/carers contacted the half term before they are due to start:

Start date	Parents/carers contacted to be informed of placement of offer
September (Autumn Term)	Summer Term
January (Spring Term)	Autumn Term
April (Summer Term)	Spring Term

Nursery Induction

Building relationships with parents and carers is important to us and we want to provide the best possible start for your child. We will ask you to complete an 'All About Me Questionnaire' and conduct a home visit so we can get to know your child and will liaise with you over nursery induction and starting arrangements. If your child has been at a previous childcare setting, we will also contact them to arrange transfer of your child's records and ensure a thorough transition, potentially including a visit to the provision, where possible.

As part of the transition process to nursery we will offer a play and stay session followed by an induction session to help your child get to know practitioners and nursery routines. Options for these sessions will be given when you are contacted about your placement offer.

Nursery Snack

Your child will be offered a nutritious snack and a glass of milk each day, therefore we do ask for a £1.00 voluntary weekly contribution paid via parent pay.

Nursery Lunch

For those children attending for 30 hours lunches are not included in the funded sessions and are to be paid to Telford & Wrekin Council, via your child's ParentPay account. Children also have the option to bring a packed lunch from home. Please advise nursery if your child requires a school lunch on the morning of their attendance.

Toileting

Ideally your child will be able to independently use the toilet, unless there is a specific medical condition impacting their ability to go to the toilet. We are happy to support with already established toilet routines and would encourage parents and carers to begin toilet training before the child starts nursery.

For advice on potty training, please visit the following websites and Facebook page:

- [How to potty train - NHS](#)
- [Potty training: how to start & best age to potty train - ERIC](#)
- Facebook – ERIC UK - ERIC works to improve the lives of children, young people & their families in the UK who suffer with continence problems, by providing info & support.

Special Educational Needs

If your child has any SEN (Special Educational Needs) and/or Disabilities, please contact the school office who can arrange for you to discuss these with the Nursery Manager / SEN Co-ordinator, prior to your child starting with us to ensure we can meet your child's needs.

Should you have any further queries or questions please visit our school website, randlayprimaryschool.co.uk, contact the school office on 01952 386986 or send us an email to a2172@taw.org.uk.