



Churchfields Infants' School

Headteacher: Mrs Julie Anderson

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Churchfields Infants' School Nursery Information

Please read the information below as the admissions procedure for our nursery children has changed.

An application for entry to Nursery can be made when a child is 2 years old. There will be one intake in September and parents will be notified by the end of April as to whether or not their child has a place. If allocated a place, children will start Nursery in the September **after** their third birthday.

Please be aware that a place in our Nursery does not guarantee a place in our School. Parents need to apply separately to the London Borough of Redbridge for admission to Churchfields Infants' School.

All families with a 3 or 4 year old child are eligible for the universal offer of free early education of up to 15 hours a week during term time (5 mornings or 5 afternoons). Some families may now be entitled to an **additional** 570 hours of childcare per year, which is equal to an extra 15 hours a week for 38 weeks of the year. The 30 hour free childcare entitlement is available to working families who meet the eligibility criteria. Parents/Carers can check eligibility at www.childcarechoices.gov.uk. The following helplines may also assist you:

HMRC 0300 123 4097, Redbridge FIND 0800 587 7500.

If eligible for 30 hours free childcare, you will be issued with a 30 Hour Code, which must be provided to the school with the parent/carer's National Insurance number. Once the school has checked the code's eligibility and, if there is a place available, this will be offered to the child. Please note, if the parent/carer has not provided the school with this information after requesting 30 hours then the offer, if available, will be removed.

Parents/Carers have the responsibility to re-check their eligibility every three months with HMRC and need to supply the School with the new eligibility end date every three months. If parents/carers' eligibility ends then the School's offer of their 30 hour place will also end.

Please note: if you use your 30 hour funding at another setting during the school holidays you may end up going over your allocated hours and may be liable to pay for the additional hours used (please refer to our Charging and Remissions policy on the school website).

If you are not eligible for 30 hours free childcare, you can purchase the additional sessions at the cost of £20 per day (£100 per week). This can be paid for by childcare vouchers or by monthly payment.

We will also be offering a 'Lunch Club' to Nursery children who stay all day. This will run from 11.45 am to 12.45 pm. As this is not funded by the Government, there will be a charge of £6.00 per day, per child, (£30 per week) to cover additional lunchtime supervision. We feel the Lunch Club will further develop your child's social and eating skills. Please be aware, you will need to provide your child with a packed lunch.

Finally, please note that if your child is absent for any reason and you are accessing a 30 hour place, you will still need to pay your monthly fee and lunch club fee in full.

Option A	Morning Nursery (8.45 am – 11.45 am) 3 hours per day x 5 days per week (Monday to Friday) = 15 funded hours)
Option B	Afternoon Nursery (12.45 pm – 3.45 pm) 3 hours per day x 5 days per week (Monday to Friday) = 15 funded hours
Option C	All Day Provision (8.45 am – 3.45 pm) Packed Lunch 6 hours per day x 5 days per week (Monday to Friday) = 30 funded hours or purchase of additional 15 hours at the cost of £20 per day (£100 per week) + Lunch Club - £30 per week.

Nursery Application Forms are to be submitted **by 28th February** of the calendar year that the child is due to start Nursery.

Parents will be informed by the end of April if their child has been allocated a September place.

If your child is not allocated a place, we will still hold your details on the waiting list should a place become available. If you wish for your child to be removed from the waiting list, please inform the nursery office.

The table below may be helpful in confirming your child's intake year based on date of birth.

Date of Birth between	Academic intake Year
1 st September 2016 and 31 st August 2017	September 2020 to August 2021
1 st September 2017 and 31 st August 2018	September 2021 to August 2022
1 st September 2018 and 31 st August 2019	September 2022 to August 2023

Oversubscription Criteria

If there are more applications than places available, the following criteria will be applied. These are listed in order of priority:-

1. Children in the care of the Local Authority or adopted from care.
2. Children with a Statement of Educational Needs or where it is agreed that it is essential for the child to be admitted to the School on exceptional grounds.
3. Children with siblings on roll at the School.
4. Proximity of a child's home to the School, with those living nearer being given the higher priority.