



Dear Parents/Carers of Nursery age children,

At a meeting on 21.02.18, the governors considered the responses to the Nursery Consultation published on 8.01.18 and voted for St Benedict's RC School to offer nursery provision for 3 & 4 year olds from Easter 2018.

### Our provision

As part of our planning process in readiness for April, we are making contact with families to understand their requirements for the remainder of the 2017/18 academic year and 2018/19 academic year. Our nursery provision offer is provided on a term time only basis and extends to a maximum of 30 hours in setting.

	Morning – 3 hours	Lunch – ½ hour	Afternoon – 3 hours
Monday	9:00am to 12.00pm	12.00pm to 12:30pm	12:30 pm to 3.30 pm
Tuesday	9.00am to 12.00pm	12.00pm to 12:30pm	12:30 pm to 3.30 pm
Wednesday	9.00am to 12.00pm	12.00pm to 12:30pm	12:30 pm to 3.30 pm
Thursday	9.00am to 12.00pm	12.00pm to 12:30pm	12:30 pm to 3.30 pm
Friday	9.00am to 12.00pm	12.00pm to 12:30pm	12:30 pm to 3.30 pm

Parents have the flexibility of registering for a 9.00am or 12.30 pm start time on any day to access the sessions of their choice.

Children may be collected at the end of the morning session at 12.00pm, or after lunch at 12:30pm or at the end of the day at 3.30 pm. Children may have a school lunch for the additional cost of £1.65 per day paid in advance on a weekly basis, bring a packed lunch or mix and match these options through the week. School lunches must be booked in advance for the term once the NYCC termly menu is available. Please note that the amount paid will change in line with the charges made by our Catering supplier, this is expected to rise to £1.95 in September 2018.

Lunchtime sessions will be supervised by a Mid-day Supervisor whilst in the dining room and an EYFS Teaching Assistant qualified in nursery years provision during the half an hour outdoor session. Morning and afternoon sessions will be led by a qualified teacher, and an EYFS Teaching Assistant. Bookings will be required a half term in advance, and additional sessions may be available as required.

Children who would be eligible for Free School Meals are only eligible if they are attending nursery before and after lunch. This is means tested and more information can be found provided by the school.

### Universal 15 hours childcare entitlement for three and four year olds

All three and four-year-olds are entitled to funded early education and childcare for 15 hours per week for 38 weeks of the year. Your child can take up their funded place from the beginning of the term after their third birthday. The Government funding for your child's funded entitlement is paid directly to the setting. In order for this to be paid your child must be attending their childcare setting on the 'headcount day' each term. We will inform parents when this is.

The date you can claim will depend on when your child's date of birth is.

Child's birthday	When you can claim
1 January to 31 March	the beginning of term on or after 1 April
1 April to 31 August	the beginning of term on or after 1 September
1 September to 31 December	the beginning of term on or after 1 January

**Example:** your child was born on 15 February 2015. They'll become eligible for their funded early education and childcare from the start of term following 1 April 2018.

#### Extended 30 hours childcare entitlement for three and four year olds

The current funded childcare entitlement for three and four year olds is being increased from 15 to 30 hours per week for working parents, from September 2017. This change is to support working parents with the affordability of childcare and enable parents who want to work, or to work more hours, to do so.

Families in North Yorkshire who meet the eligibility criteria will be entitled to 30 hours funded childcare each week in term time or 1,140 funded hours stretched across the year.

The national eligibility criteria which families need to meet are:

- Both parents must be working (or the sole parent if in a lone parent family);
- Each parent must have a weekly minimum income equivalent to 16 hours at national minimum wage or national living wage; and
- Each parent must have an income less than £100,000 per year.

You would also fit the criteria if:

- Both parents are employed but one (or both) is temporarily away from the workplace on maternity, paternity, parental or adoption leave, or on statutory sick pay;
- One parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring; or
- One parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits.

Parent's eligibility for the Summer term, starting April 2018, will be checked using the HMRC online application system. This is now being rolled out nationally. Visit the childcare choices to apply

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

More information is available on the North Yorkshire County Council website at:

<http://www.northyorks.gov.uk/article/24354/Early-education-places-and-funding/>

#### Costs for additional hours above your entitlement

There is a charge of £4.00 per part or full hour for additional hours taken at the nursery above a child's core entitlement. This is invoiced on a weekly basis on ParentPay. Parents will still need to pay for the cost of additional hours that have been booked but not attended.

### Making your choice

Families are requested to select their choice of funded sessions (15 or 30 hour entitlement) when your child starts Nursery (in the Autumn, Spring or Summer term) and **these will remain in place for the academic year**. Sessions that have been booked but not attended cannot be carried forward to another date.

Families may request additional sessions (to their 15 or 30 hour entitlement) and these are to be agreed before the start of each term and **will remain in place for that term**. Parents will then be invited to reapply for additional hours for the following term, subject to availability.

In order to maintain quality provision, the school reserves the right to preserve a balance of numbers across sessions which may, at times, result in families not receiving all of their preferred choice of sessions.

### Uniform

We recognise that our Nursery children will get muddy, wet or even covered in food during the day and we want our children to wear comfortable clothing so they can play without restriction and get changed easily if needed.

The uniform will be:

Girls Uniform	Boys uniform
White polo shirt	White polo shirt
Grey trousers or skirt	Grey trousers
Navy embroidered school jumper or cardigan	Navy embroidered school jumper
Optional for summer, grey shorts, skirt or a blue gingham check dress	Optional for summer, grey shorts
Black shoes, not trainers (with Velcro, not laces) & wellies	Black shoes , not trainers (with Velcro, not laces) & wellies

We would recommend not wearing pinafores, skirts and tights in winter as they are particularly difficult to change if your child becomes wet.

Uniform order forms are available from the school office.

### What you need to do now

If you are still interested in your child attending our nursery, then this is what you need to do:

1. Access the ChildCare Choices website to see if your family is eligible for the 30 hours extended entitlement. Register for the funding and copy the unique 11-digit reference number onto our registration form, together with your National Insurance Number.
2. Please be aware that should you not receive the additional 15 hours funding and decide to take this provision you will be charged by the school for the sessions that were originally agreed.
3. Return the registration form to school as soon as possible and by 23rd March 2018 at the latest, requesting which sessions you would like your child to access.
4. Detail on the form which will be your core hours (either 15 or 30) which will remain unchanged through the year and select any additional hours which are bookable for the

term.

5. Complete the 'Child Record Form' and return this to school with your registration form.
6. School will respond with a 'Parental Agreement' form, confirming the sessions that can be offered and asking families to commit to a place. An initial deposit payment of £50 is requested and this will be refunded to parents whose child is on roll during the Headcount Week in their first term. Any family who confirm a place, but do not subsequently take up the place, will forfeit their £50 deposit.

Nursery Admissions Policy

St. Benedict's RC Primary School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. By applying to the school parents or carers are declaring their support for the aims and ethos of the school.

The Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy. The Planned admission number for September 2018 is **15**.

The partner parishes are:

Our Lady and St Benedict's, Ampleforth; St. Aiden's, Oswaldkirk; St. John's, Easingwold; St. Mary's, Helmsley; St. Chad's, Kirkbymoorside and Our Lady & the Holy Angels, Gilling East.

The Admissions Policy Criteria will be applied on an Equal Preference basis.

**How and When to apply**

Applications must be made on the Local Authority Common Application Form. Parents applying to a Voluntary Aided Roman Catholic school should also complete the Supplementary Information Form (SIF) as this is used to determine whether you are applying under a specific category. All forms must be returned by the closing date set by the Local Authority, failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Children with an **Educational Health and Care Plan** which names our school in their plan will be admitted to the school

**Late Applications**

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

**Oversubscription Criteria**

**Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main school.**

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

***(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the school in September 2017.)***

1. Roman Catholic 'children looked after' (in public care) and Roman Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.

2 Roman Catholic children whose home address is within the parishes of:

Our Lady and St Benedict's, Ampleforth; St. Aiden's, Oswaldkirk; St. John's, Easingwold; St. Mary's, Helmsley; St. Chad's, Kirkbymoorside and Our Lady & the Holy Angels, Gilling East.

- 3 Roman Catholic children of members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.
- 4 Other Roman Catholic children.
- 5 Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
- 6 Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together (see note 3)
- 7 Other children of members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.
- 8 Other children.

## **ADDITIONAL NOTES**

### **1. Definition of Roman Catholic**

Children who have been baptised as Roman Catholics or have been formally received into the Roman Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Roman Catholic or has been received into the Roman Catholic Church.

A baptismal certificate or a letter from their priest confirming their baptism or reception into the Roman Catholic Church will suffice.

### **2. Definition of Looked After Child in Public Care**

A **looked after child** is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

### **3. Churches Together in England See**

[http://www.cte.org.uk/Groups/234772/Home/Contacts/Member\\_Churches\\_list/Member\\_Churches\\_list.aspx](http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx) -

Applicants seeking admission under criteria 6 will be required to produce a baptismal certificate or a letter confirming their baptism.

### **4. Definition of Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.

## 5. Multiple Births

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31<sup>st</sup> child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit

## 6. Admission of a child outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition parents of a Summer born child (born between 1<sup>st</sup> April and 31<sup>st</sup> August) may choose not to send their child to school until the September following their 5<sup>th</sup> birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. If you wish to request admission of a child outside of their normal year group you must contact the school to discuss your request six weeks before the closing date of the admission period for your child's normal year group. If the school agrees to your request you should submit your application in the application window for the deferred year in which you wish your child to be admitted to the school. **Please note – the deferred application will be considered against all other applications for entry that year based upon a strict application of the admissions criteria and agreement to deferral does not automatically mean your child will be offered a place at school in that year.**

### Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor, Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, with those living closer to the school receiving the higher priority.

### Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

### Home Address

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

### **Waiting Lists**

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the Autumn term

### **Application Information**

It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Place will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place according to LA timetable.