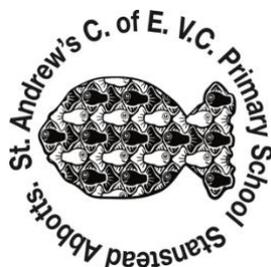


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St. Andrew's C of E VC Primary School  
Mill Race  
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SG12 8BZ

## St Andrew's C of E VC Primary School Admissions 2019/20

### Contents:

This application process is for children born between 1<sup>st</sup> September 2015 to 31<sup>st</sup> August 2016

### Part A – Nursery Admissions for 15 hours Universal Free Childcare Provision

1. Nursery class introduction flyer
2. St Andrew's Nursery Application Form 2019/20
3. Supplementary Nursery Application Form 2019/20
4. Admissions Arrangements for St Andrew's Nursery 2019/20

### Part B – Information re Nursery '30 hour' Childcare Provision

5. 30 Hours Free Childcare – Do you qualify?

**To apply for St Andrew's Nursery**, parents / carers are required to complete the attached Nursery Application Form and Supplementary Application Form, returning both either to the School Office or by email to [admissions@standrews323.herts.sch.uk](mailto:admissions@standrews323.herts.sch.uk) by Thursday, 28<sup>th</sup> February 2019 for the application to be considered on time.

St Andrew's Primary is a one form entry primary school and Nursery in the village of Stanstead Abbots. As a Church of England school, our worship is Christian and Bible-based and we have strong links with the local Parish Church of St Andrew's (in the Diocese of St Albans). We have a very supportive and informed team of Governors behind us and a very active PTA who contribute greatly, supporting both the social life of our children and families as well as providing essential fundraising. Parents/Carers are an integral part of our school family, including in Nursery and are welcome in school in many volunteer roles.

Starting Nursery is an important first step in your child's learning journey and working with you, we can ensure this is a positive experience for your child in our nurturing and supportive environment.

St Andrew's Nursery class will provide your child with an excellent start to their education and firm foundations upon which the rest of their learning in school will be built.

St Andrew's Nursery is an integral part of St Andrew's C of E VC Primary School, which is rated 'Good' by Ofsted. All applications for Nursery places are processed at the same time, for the whole academic year, (*please see timeline grid overleaf*). Children born from 1<sup>st</sup> September to 31<sup>st</sup> March are expected to start Nursery in September 2019. Children born in the summer term, from 1<sup>st</sup> April, would have an optional admission date of either September 2019 or January 2020.

HCC is required by law to deliver 15 hours a week of free Early Years provision for all 3 and 4 year olds. St Andrew's offers full time provision of 3 hours per session, 5 days a week. Places will be allocated to 30 children for the mornings only Nursery, from 8.45 – 11.45am. **Children are expected to attend five mornings** to ensure continuity in their learning and access to the whole curriculum.



Following the timeline below, (and according to the published admissions criteria if more than 30 applications are received), parents will be notified on **Monday, 25<sup>th</sup> March** if a place has been offered for the morning Nursery. Any other childcare preferences that parents may have requested will then be considered and notified at the same time.

On acceptance of the place by the parent/carer, a **'Parent Declaration' form** will be sent for parents to confirm their child's attendance at St Andrew's Nursery for any given term, along with guidance 'Terms and Conditions'. The school, as the provider, will use this information to confirm parents' entitlement to a place with the local authority and claim the appropriate funding. *(Copies of this documentation can also be found on the school website).*

Parents will be asked to provide proof of their child's date of birth (eg. birth certificate or passport) and address at this time.

### **Nursery Admissions Timeline 2019/20**

<b><u>Event</u></b>	<b><u>Date</u></b>	<b><u>Additional Information</u></b>
<b>Applications open</b>	<b>Tuesday, 8<sup>th</sup> January 2019</b>	Please complete the application form which can be found on the school website or from the School Office from January 2019.
<b>Application deadline</b>	<b>Thursday, 28<sup>th</sup> February 2019</b>	Completed applications to be returned by email to:  admissions@standrews323.herts.sch.uk or given into the School Office.  Applications received after this date will not be considered for a Nursery place until after 26 <sup>th</sup> April 2019.
<b>Offer date</b>	<b>Monday, 25<sup>th</sup> March 2019</b>	We will email you with the outcome of your application on this date. Notification letters will be posted to any applicant requesting a paper response.
<b>Acceptance date</b>	<b>Friday, 5<sup>th</sup> April 2019</b>	Last date for accepting the place offered. Please ensure that you have accepted the place in writing or sent an email to: admissions@standrews323.herts.sch.uk

The Nursery operates term time only and follows the school calendar observing the same holidays.

**Allocation of a Nursery place does not guarantee subsequent admission into St Andrew's C of E VC Primary School Reception class. Parents must re-apply for a school place through Hertfordshire County Council and not directly to the school. (see <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/primary-junior-and-middle-schools/primary-junior-and-middle-school-places.aspx> for further information)**

Thank you for your interest in our Nursery. Why don't you come and along and find out more? We would be happy to show you around. Please telephone the School Office on 01920 870097 for a tour or if you require any further information.



## 30 HOUR FUNDING

As you may be aware from HM Government publicity, the Government is offering an entitlement to working parents of 3 and 4 year old children. From September 2017, St Andrew's Primary School, in partnership with Bobtails Playgroup, have been able to offer parents 30 hours free childcare provision on the same school site. **This is an extra 15 hours per week, to those parents who are eligible, in addition to the children's existing 15 hours free early education (Nursery) funding.** This provision is offered in the afternoons – please see timings below:-

The extra 15 hours free childcare is available to parents as follows:-

In St Andrew's Primary (Nursery)	Tuesday and Thursday afternoons	(6 hours)
In Bobtails Playgroup	Monday, Wednesday and Friday afternoons	(9 hours)

### Timings:-

St Andrew's Primary	8.45 – 11.45am ( <i>usual Nursery provision</i> ) <b>11.45am – 2.45pm</b> (additional childcare 3 hours per session) <b>2.45pm – 3.15pm/3.30pm</b> – additional top up
Bobtails Playgroup	9.00am – 12 noon ( <i>usual Bobtails Playgroup</i> ) <b>12 noon to 3.00pm</b> (additional childcare 3 hours per session) <b>3.00pm to 3.30pm</b> – additional top up

(Please see Supplementary Application Form for applying for various options)

Parents wishing to take up any afternoon provision offered by Bobtails Playgroup, should apply directly to the provider. Further information can be obtained from Bobtails Playgroup (Keely) on 01920 871273.

The 30 hour childcare provision has eligibility criteria (*see '30 hours free childcare – Do you qualify'*) and requires parents to apply for a voucher code to confirm their eligibility.

**PLEASE NOTE: TO APPLY FOR 30 HOUR PROVISION FOR THE COMING AUTUMN TERM, PARENTS MUST APPLY FOR THEIR VOUCHER CODE BY FRIDAY, 31<sup>ST</sup> AUGUST, AT THE VERY LATEST.** If you are unsure if you wish to take up the additional sessions, it is better to apply for the code and then decide afterwards. The code cannot be applied for after 31<sup>st</sup> August for funding from 1<sup>st</sup> September 2019. Eligible codes applied for late (ie after 1<sup>st</sup> September 2019) will only be valid for funding for the Spring term 2020 onwards. Parents who are ineligible for the additional 15 hours funding will be able to pay for the afternoon sessions, if required.

Parents/Carers are responsible for validating their 11 digit eligibility code every 3 months or as required. Failure to update the eligibility code may result in your child losing their 30 hours childcare entitlement. Parents/Carers will still be eligible for the morning, 15 hours.

Please be aware that for Government funded or chargeable additional hours (ie afternoon provision), a termly commitment is required. However, chargeable extra hours (eg. top-up hours) are available upon request throughout the term.

If you would like any further information or clarification on the 30 hour funding and your entitlement, please pop in or call the School Office on 01920 870097.

