



HOLY TRINITY CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL, SEATON CAREW

NURSERY ADMISSION POLICY: for Admissions in September 2020

The Local Academy of Holy Trinity Church of England (Aided) Primary School is the Admissions Authority for this school.

The Local Academy intends to admit up to 52 Nursery places in September 2019. Some eligible 3 and 4 year old children of working families may be entitled to a total of 30 hours per week of free childcare in each of the 38 weeks of the school academic year. For September 2019 the 52 places offered will include 30 hour places.

If a place is available, children are admitted the term after their third birthday, in birth date order.

Tie Breaker

The tie breaker will serve to differentiate between children should the need arise. Proximity of the child's home, as measured by the straight line distance between the home and the school with those living nearer being accorded the higher priority. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

Parents can put their child's name on the waiting list when they reach 2 years old. The relevant dates are as follows:

- Children born in the period 1st January to 31st March: the start of term beginning on or following 1st April after the child's third birthday.
- Children born in the period 1st April to 31st August: the start of term beginning on or following 1st September after the child's third birthday.
- Children born in the period 1st September to 31st December: the start of term beginning on or following 1st January after the child's third birthday.

Places for 30 funded hours will also be allocated on date of birth order. When the 30 hour funded places are full, parents will be offered a morning or afternoon place. If parents are entitled to 30 funded hours they can split their hours and use another provider. Eligibility

- Both parents are working (employed or self-employed) or the sole parent is working in a lone parent household.
- Each parent must earn a minimum of the weekly equivalent of 16 hours at National Minimum Wage.
- Each parent must earn less than £100,000 per year.
- Both parents are employed but one or both parents are temporarily away from the workplace on maternity, paternity leave or adoption leave.
- Both parents are employed but one or both parents are temporarily away from the workplace on statutory sick pay.
- One parent is employed and the other parent has substantial caring responsibilities based on specific benefits received for caring.

Application

- Apply online for Tax Free Childcare and 30 hours at the same time. [CHILDCARECHOICES.GOV.UK](https://childcarechoices.gov.uk)
- Parent will be given a code to take to their chosen provider along with their National Insurance Number, their date of birth and the child's date of birth.
- This code will be verified by the Local Authority.
- Codes will be checked up to 6 times per year to ensure that a child is still eligible.
- Parents will also be asked to re-confirm their code every 3 months.
- If a parent loses their job, they will be given a grace period in which to find another job or they will lose their additional hours.
- Helpline number is 03001234097.

Children attending the 30 hours have the option to take their child home for lunch or to buy into lunchtime sessions at an additional cost for supervision. Children may bring a packed lunch or purchase a school lunch. Parents can also access breakfast club childcare and after school childcare at an additional cost.

If parental circumstances change and a parent is no longer eligible for 30 hour funding, school must be informed immediately.

School will set a four week grace period from the cessation of funding before withdrawal of the place.

If a 15 hour place is available an offer will be made with a start date to coincide with cessation of the 30 hour funded place.

A Nursery place DOES NOT guarantee a place in Reception at Holy Trinity School. Applications for admission to Reception must be made on the Local Authority Common Admission Form, according to the timetable and detailed arrangements published each year by Hartlepool Local Education Authority. For more information go to the Hartlepool Borough Council website.

Mr M Johnson

Chair of Local Academy Council