

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

**NURSERY ADMISSION POLICY: for Admissions in September 2025**

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

The Local Academy intends to admit up to 52 Nursery places in September 2025. 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 2025 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. [CHILD CARE CHOICES.GOV.UK](http://CHILD CARE CHOICES.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 us.
- 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.
- If your child is currently using a 30-hour code with another childcare provider, then the required notice will have to be given to enable us to receive the funding at our nursery setting. If we do not receive the funding, due to insufficient notice not being given, then you will be charged for the nursery sessions up until the funding is received.
- Helpline number is 03001234097.

30-hour places will run from **8.25 am to 3.10 pm Monday to Thursday and 8.25 am to 11.25 am on a Friday**. There will however be an option to pay for additional block hours of 11.25am to 3.10 pm on a Friday which are outside of the entitled funding, and they will be charged in line with the hourly funded rate by the Local Authority which for the academic year 25/26 will be £5.65 per hour for 3 and 4 year olds. This would therefore result in a charge of £21.19 per week for this block session whilst your child is in Nursery which would also be payable if absent for any reason. Payments are non-refundable and to be made weekly in advance through our cashless system ParentPay. Changes to additional block hours can only be made at the beginning of a half term and need to be made in writing to the school office before the end of a half term

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.

All applications must be received by the 30<sup>th</sup> April. Any applications received after 30<sup>th</sup> April will be accepted but considered only after those which were received by the closing date.

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**