



Malden Parochial Church of England Primary School

STARTING NURSERY

Applicant Q&A



Contents

Introduction	3
When can my child start nursery?	3
Can my child start nursery before they are 3 years old?	3
Can my child start nursery later?	3
Are places full time or part time?	3
What sessions are available and how much flexibility is there?	3
What if there are more applicants than places?	4
What if my first choice of provision cannot be accommodated?	4
Do I get priority for a reception place if my child attends the nursery?	5
If my child starts nursery as a "Rising 3" can they automatically continue in the nursery the following year?	5
How do I apply for a place?	5
What if I miss the closing date for applications?	5
When will I know if my application is successful?	5
How do I accept a place if I receive an offer?	6
What if my address changes after applying?	6
What government funding am I entitled to?	6
When can my child access the government entitlement?	7
What happens if I no longer meet the eligibility criteria?	7
How do I apply for my 30 hours eligibility code?	8
If I am not eligible for the extended (30 hours) funding, can I self-fund?	8
Do you accept tax free childcare for chargeable items (e.g. lunch club)?	9

Introduction

This document explains how you can apply for a nursery place at Malden Parochial.

Malden Parochial Church of England Primary School and Nursery is closely linked to the Church and Parish of St John the Baptist, Malden. It exists both for the benefit of children in the Parish of St John whose families belong to the Church and also for the benefit of children who live near the school, irrespective of their families' religious affiliations.

When can my child start nursery?

The main admission is from September each year. Your child must be 3 years old by 31st August to start in September.

In the case of undersubscription, there will be a further intake in January and / or April, for which "Rising 3yr olds" (those who have turned 3 since 1st September 2024) are also invited to apply.

Rising 3yr olds. You can apply for a government funded place for your child from the term following their third birthday. However, if you wish your child to start in our Nursery the day after their 3rd birthday this can be accommodated at a set daily rate (see our website for details of our fees for the relevant academic year), subject to a place being available. If you are entitled to 2-year old funding, this may also be used. Please enquire at the school office. This charge will be collected until the funding from the government is received by the school, which is in on a termly basis.

Can my child start nursery before they are 3 years old?

No, a child must be at least 3 years old when they start nursery school at Malden Parochial.

Can my child start nursery later?

It may be possible to start nursery later in the academic year, subject to availability of places. However, you should note that we expect our updated provision to be very popular and so it is possible that there will be no places available. If you are offered a place and do not wish to take it up immediately, you will forfeit your place and will be placed on a waiting list for a vacancy later in the year.

Are places full time or part time?

From January 2024 we offer a choice of part-time or full-time (funded or self-funded) places to reflect the variety of childcare needs amongst parents in our nursery and the increasing demands of working parents.

What sessions are available and how much flexibility is there?

Our Nursery operates morning and afternoon sessions five days per week, as well as offering a Lunchtime Club.

Morning session: 8.30am – 11.30am

Lunchtime club (chargeable): 11.30am – 12.15pm (includes a hot school meal)

Afternoon session: 12.15pm – 3.15pm

Families can select the sessions that best suit their requirements (subject to capacity and with a minimum of 15 hours per week). The 15 hours can be split over 5 mornings or, alternatively, into a combination of full days and mornings.

If your child is attending both the morning and afternoon sessions on a particular day, our expectation is that they will stay all day and a place in our lunchtime club will be offered. Children attending the morning only may also elect to extend their session and stay for lunch, leaving at 12.15pm (subject to capacity). A fixed daily charge is payable for lunch club which covers the additional 45 minutes of childcare plus the provision of a hot school meal. Please see our website for details of our fees.

If you do not wish your child stay for lunch club, parents may have the option of taking their child home for lunch. Please discuss this with the School Business Manager.

All places are term time only. The nursery is closed for all bank holidays and staff INSET days.

In order to access a 30-hours funded place you will need to meet certain eligibility criteria and provide us with an eligibility code (see below for more details). The eligibility code is only valid for 3 months and you will need to reconfirm your eligibility every 3 months to retain your funded place. If you are not eligible for 30 hours, or if you subsequently become ineligible, we offer the option to self-fund the additional 15 hours at a set daily rate (see website for more details of our fees).

What if there are more applicants than places?

When the nursery is over-subscribed, including when there is more demand than places for a particular session, places will be offered in line with our published admissions criteria. Please see our nursery admissions policy, which is available on the school website, for further details.

What if my first choice of provision cannot be accommodated?

Families will be asked to express a preference for the sessions they would like their child to attend (either morning, with or without lunch club, or full day sessions for each day) when they apply. It may not be possible to meet these preferences in all cases and certain days are likely to be more popular than others. We ask families to confirm at the time of applying whether they would be willing to consider alternative sessions in the case that their first choice cannot be met.

Places will be offered in line with the admissions criteria set out in our admissions policy. If your full preference cannot be met and you have indicated that you would be willing to accept alternative sessions, we will contact you to discuss availability. You will also automatically be added to a waiting list for your preferred option.

As some families turn down their offer of a place, additional places for your first-choice provision may become available following the acceptance deadline.

Do I get priority for a reception place if my child attends the nursery?

Unfortunately, no. In line with other school nurseries, obtaining a place (under any category) in the nursery does not guarantee a place in reception. Parents must re-apply for a reception place in the usual way.

If my child starts nursery as a “Rising 3” can they automatically continue in the nursery the following year?

Unfortunately, no. Places taken in either January or April are only valid until the end of that academic year. Families are required to re-apply for the following September intake in the usual way. Historically, such children have typically been successful in obtaining a place to continue for the following academic year however this is not guaranteed.

How do I apply for a place?

Applications for admission must be made directly to the Governors on the Nursery Application Form, available on the school's website. The deadline for applications for the next academic year is outlined in our admissions policy. Applications for entry in January or April can be submitted at any time. Please contact the school office to discuss availability of places.

What if I miss the closing date for applications?

Applications that are received after the deadline will not be considered in the initial round of applications. However, should places remain after all other offers are made, you may still be offered a place. Otherwise, the application will be kept on file and reviewed should a place become available.

In the event of any vacancies arising after the initial offer of places has been made, all outstanding applications (including any received after the deadline) will be reviewed. Vacancies will be filled using the priorities outlined in our admissions policy. Priority is not given according to when the application is received but according to the agreed admissions criteria.

When will I know if my application is successful?

Offers will be sent by post/email by early May at the latest. In practice, we endeavour to send offers out as soon as possible after the application deadline.

You will be told if we are able to offer a place for your child and for which sessions a place is being offered.

If you are not offered a place, you will be asked whether you would like your name to be put on the waiting list for the remainder of the academic year. As some families turn down the offer of a place, additional vacancies may arise following the offer acceptance deadline.

How do I accept a place if I receive an offer?

Instructions on how to accept your place will be included in your offer letter.

Please note that in order to confirm your place we will require to see evidence of your address (current utility bill) and your child's identify (copy of passport or birth certificate).

For families accepting a funded or self-funded place in excess of the 15 hours universal entitlement, a £100 deposit will be required. This deposit will be deducted from your fees for the first half term. *Please note: we are not able to offer a refund of your deposit if you change your mind and decide not to take up a place.*

The deposit can be paid via ParentMail or BACS:

Name: Malden Parochial Church of England Primary School

Sort code: 30-94-77

Account number: 71717360

Once you have accepted your offer we will send an additional questionnaire requesting further details about your child, their family and circumstances, so that we can prepare for their arrival in Nursery.

What if my address changes after applying?

If you move home at any time after submitting an application to us, you must advise us immediately and provide details of your new address, so that we can update our records and ensure correspondence is sent to the correct address.

The address to be used in the allocation of nursery places may vary depending on the date you moved, and as such, failure to tell us about a new address may result in an incorrect allocation of nursery places. If you fail to tell us about a house move, we may withdraw your application or any offer or a nursery place that has been made.

What government funding am I entitled to?

All 3 and 4 year old children in England are entitled to 15 hours of free early education and childcare a week. This is a total of 570 hours, over a minimum of 38 weeks a year, and is known as the Universal Entitlement.

The government has extended the amount of free early education and childcare a week, from 15 hours to 30 hours a week, for children of working families who meet certain eligibility criteria. This means that eligible families will be able to access up to

a total of 1,140 hours of free early education and childcare, over a minimum of 38 weeks a year. This is known as the extended entitlement.

The extended entitlement is in addition to the universal entitlement, providing an extra 15 hours a week of free childcare, for families that meet the eligibility criteria.

Please check this website for eligibility: www.childcarechoices.gov.uk

Scroll down to the section titled '30 hours free childcare' where you can read the eligibility criteria and apply for your funding.

If you are experiencing any problems checking your eligibility, please contact the Customer Interaction Centre on 0300 123 4097.

By applying for a full-time funded place, you are agreeing to the terms and conditions of admission. Please note that a Parent Funding Authorisation form must be completed before your child begins 30-hour provision.

When can my child access the government entitlement?

A parent can claim for 30 hours the term after both of the following conditions are met (whichever is the later):

- The child's third birthday
- The date they apply and receive a 30 hour eligibility code from HMRC

For example, a parent whose child turns 3 in November applies for a 30 hour code in September. If they receive an eligibility code they will be able to start claiming funding from January (provided that the parent still meets the eligibility criteria in January)

Child born between or date you apply and receive the 30 hours code (whichever is later)	Can receive free hours from
1 st September 2020 to 31 st August 2021	September (Autumn term) 2024
1 st September 2021 to 31 st December 2021	January (Spring term) 2025
1 st January 2022 to 31 st March 2022	April (Summer term) 2025
1 st April 2022 to 31 st August 2022	September (Autumn term) 2026

What happens if I no longer meet the eligibility criteria?

If your family no longer meets the eligibility criteria, your child will not immediately lose their childcare place for the extended entitlement. There will be a grace period to give you the opportunity to get new employment. If circumstances change during the grace period, you can reapply again and if eligible your child can continue to receive the extended hours. The grace period dates can be found below:

Date parent reconfirms	If no longer eligible, grace period end date
1 January – 10 February	31 March
11 February – 31 March	31 August
1 April – 26 May	31 August
27 May – 31 August	31 December
1 September – 21 October	31 December
22 October – 31 December	31 March

After the grace period, if you still do not meet the eligibility criteria, your child will no longer be able to access the extended entitlement. They will still be able to receive the universal 15 hours a week (570 hours a year) of free childcare for all 3 and 4 year olds. You will be offered the option of self-funding the additional hours at Malden Parochial from that date, or else would need to give up your place.

How do I apply for my 30 hours eligibility code?

Parents wishing to access the extended entitlement for their child can now apply using the [HMRC online application system](#)

Start receiving funding from	You must have obtained a code by:
January	31 December
April	31 March
September	31 August

We strongly recommend that you apply for the 30 hours in advance of the application deadline as there can be delays obtaining the code.

If I am not eligible for the extended (30 hours) funding, can I self-fund?

Yes, we offer the option of self-funding the additional hours for families who are not eligible for the extended (30 hours) government funding. Please see our website for details of our fees for the relevant academic year. Our lunchtime club is chargeable

for all children and includes the cost of a hot school meal as well as 45 minutes per day of childcare not covered by the extended 30 hours funding.

You will be issued an invoice half-termly for your fees and payment will be required in advance. Once your place is confirmed, payment will be required for the first half of the autumn term by **15th July**. If payment is not received within 2 weeks of an invoice date then an additional administration fee of £10 will be charged. In the case of persistent late or non-payment we reserve the right to withdraw your child's place in the nursery.

Do you accept tax free childcare for chargeable items (e.g. lunch club)?

Yes, we are able to accept tax free childcare. For details, please contact the school office.