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Office use only: Date of application: Date of admission: Leaving date (temporary place): In catchment: YES / NO
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APPLICATION FOR F2 NURSERY PLACE AT ST BARNABAS PRIMARY SCHOOL

Please complete each page of this form for your child and return it to St Barnabas' CofE Primary School via email office.3832@st-barnabas.oxon.sch.uk or post to Hart Street, Oxford, OX2 6BN. If you require any additional information, please telephone 01865 557178. Places will be allocated and confirmed as soon as possible before the required start date. Thank you.

Please note you will need to apply for an F1 place through Oxfordshire County Council.

When would you like your child to start (government funding starts the term after their 3rd birthday.

- | | |
|--|--|
| <input type="checkbox"/> As soon as possible | <input type="checkbox"/> Spring Term (January) |
| <input type="checkbox"/> Summer Term (April) | <input type="checkbox"/> Autumn Term (September) |

Child's Surname:	
Child's First Name:	
Address:	
Post Code:	
Date of birth:	Male/Female (Please delete as appropriate)
Mother's Name:	
Father's Name:	
Other Children (and dates of birth) and school they attend (if applicable):	
Contact telephone numbers:	
Home:	
Work:	
Mobile:	
Email:	
Emergency contact:	
Religion:	
Do you wish your child to be withdrawn from religious education:	YES / NO
Home Language	
Doctor's Name & address	

Health Visitor:	
Name & address of previous school:	
If you have recently moved, please give your previous address	
Is there any special information we should know about your child:	
If temporary place required expected leaving date:	

Providing we have places available your child can start in our nursery the term after they turn three years old. This is when the government funding starts.

The government funding entitles you to five funded sessions at St Barnabas' Nursery this is five morning sessions 8.45 – 11.45 am and additional sessions can be purchased. To top-up to a full day wraparound care the cost is £17.50 a day or £87.50 for a full week. This top-up will include the lunchtime wraparound care. Our other additional session is our lunchtime wraparound session which enables your child to stay until 12.20 pm at a cost of £5.00 per day or £25.00 for a full week.

Please tick ✓ below lunch arrangements if using extended sessions:

My child will require a school cooked meal at £2.40* per day

My child will bring a packed lunch

Please **tick ✓** which sessions you would like your child to attend. The same sessions must be booked each week. If booking a full day, the lunchtime session is included.

		Paid for Extended wraparound sessions	
	Morning Session 08.45am to 11.45am	Lunchtime Session £5.00 per day Morning session +11.45 am - 12.20 pm	Full day £17.50 per day Morning & lunchtime session +12.20 - 3.00pm
Monday	Free - provided by government		
Tuesday			
Wednesday			
Thursday			
Friday			
Total cost of sessions		Number of sessions x £5.00 per session £	Number of sessions x £17.50 per session £
Total cost of school cooked lunch if required		Number of lunches x £2.40* per session £	Number of lunches x £2.40* per session £

Total overall cost that will be added to School Gateway		£	£
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***this cost is subject to change by our provider**

Will you be eligible/applying for 30-hour government funding? YES/NO

If YES, what is your National Insurance Number:

Eligibility Code:

From the term after your child turns 4 they may book sessions at our main After School Club, these sessions are booked through School Gateway.

PARENT/GUARDIAN SIGNATURE

Please sign and date this form below: I understand that admission to the nursery class does not guarantee a place in the school.

I/We have read and understood the T&Cs attached.

Signature: Date:

Name:

Relationship to child:

TERMS AND CONDITIONS

St Barnabas' Nursery is open Monday to Friday term time only and can accommodate a maximum of 13 children. Children are eligible for a funded place from the term after their third birthday. We highly recommend that children attend all 5 morning sessions per week as we feel that this is the number of sessions needed for children to settle with us and establish a routine. Children staying for a full day need to bring a packed lunch or you can purchase a school lunch. Nursery sessions are:

Morning session 08.45am to 11.45am 3 hours

Paid for extended wraparound sessions:

Lunchtime session to 12.20 pm

All day 8.45am – 3.00 pm

Children are eligible for free early year's education provision, which is 15 statutory hours per week, the term after their third birthday. At St Barnabas' CofE Nursery this is delivered in the form of five morning sessions of three hours in length. From September 2017, some children will be entitled to 30 hours childcare - see below.

Cut off dates for eligibility and free early years education provision are:

Autumn Term: your child must have turned 3 on or by 31st August.

Spring Term: your child must have turned 3 on or by 31st December.

Summer Term: your child must have turned 3 on or by 31st March.

If you would like to come and have a look around the nursery, please contact the school office to make an appointment.

Admissions to nursery.

Children are normally admitted at the start of the term unless there are exceptional circumstances.

As our nursery can accommodate a maximum of 13 children per session, in some years it may not be possible to admit children at the January and April intake. This will be if we do not have sufficient space. Where this is the case, we will notify parents and ask them if they would like their application to be refiled for September intake.

Letters will be sent out at the beginning of the previous term to confirm what sessions we can offer and a start date. The letter will also explain how we manage the transition into our nursery with settling-in sessions.

Completed forms should be returned to the school office and marked Nursery Application Form.

Allocation of places.

Places are allocated using the St Barnabas' CofE Primary School Admissions Policy. If you would like a copy, please go to our website www.st-barnabas.oxon.sch.uk or email the school office office.3832@st-barnabas.oxon.sch.uk

Children who are due to start in a reception class the following September.

In this instance places will be allocated in accordance with our Admissions Policy.

The offer of a place in our Nursery Class does not guarantee a child a place in the reception class at St Barnabas' CofE Primary School. A fresh application will be required in accordance with the criteria for admissions to reception class via Oxfordshire County Council Admissions Team.

Children who already attend St Barnabas' CofE Nursery Class and who will stay on in the Nursery Class in the following September.

Children who have started nursery in January or Easter who are not yet of statutory school age and will stay in nursery in the following September will be guaranteed the sessions that they currently attend. They will be required to submit a fresh application for any extra sessions / changes that they require and these will be allocated using the above criteria.

Changes to nursery sessions.

Any requests for changes to nursery sessions should be put in writing to the school office via email office.3832@st-barnabas.oxon.sch.uk . If we have space to accommodate the change then this will happen from the beginning of the next half term. One term's written notice is required for the removal of a child from nursery or for a reduction / change in nursery hours. Where no notice is given, one term's fees will be charged.

Fees and payments.

Eligibility Criteria for 30 Hour Funded Places from September 2017:

The free early education provision of 30 hours can be split across childcare providers. If you wish to do this, it is important that you tell us that your child will be attending another nursery as well as St Barnabas' Nursery Class and how you wish to split the funding (including child minders who claim the funding). Please do this by writing to school office.

The extended free childcare entitlement will be available to parents/carers of three- and four-year-olds where:

The child and parent **must** be resident in the Oxfordshire LA area, i.e. **pay council tax to Oxfordshire County Council**

and:

Both parents are working (or sole parent in a lone parent family) & each parent/carer earns on average:

a weekly minimum equivalent to 16 hours at national minimum wage (NMW) (for under 25 year olds) or national living wage (NLW) (if over 25 years old), and less than £100,000 per year.

Or

Both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity, paternity or adoption leave or statutory sick pay, or

One parent is employed & the other parent has substantial caring responsibilities based on specific benefits received for caring, or

One parent is employed & one parent is disabled or incapacitated based on receipt of specific benefits.

To find out more about this and to check your eligibility please visit:

<https://www.gov.uk/30-hours-free-childcare>

For 15 Hour Funded Places:

Nursery fees from September 2021 are as follows:

Any hours attended over the 15 statutory hours per week will attract fees of £17.50 per session for the full day or £5.00 per session until 12.20 pm. We retain the right to review and increase fees, these will be reviewed annually.

All financial matters are dealt with by the school office.

Payment can be made via the School Gateway, in cash or by cheque made payable to Oxfordshire County Council and write your child's name and 'nursery fees' on the reverse.

The free early education provision of 15 hours can be split across childcare providers. If you wish to do this, it is important that you tell us that your child will be attending another nursery as well as St Barnabas' Nursery Class and how you wish to split the funding (including child minders who claim the funding). Please do this by writing to school office.

Note that the Local Authority does check funding status for all children at set points throughout the school year.

Payments for any hours over the 15 statutory hours per week will be required in an advance and payment requests will be made via School Gateway. Payment is due upon receipt of the request of payment. Failure to do so will jeopardise your child's place.

After School Club

From the term after your child turns 4 years old, your child may attend our main After School Club, please see our ASC Registration Form and Extended Services T&Cs for times and costs.

Non-payment Payment Requests.

In the event of non-payment of a payment request, we will write to the parent requesting payment. If parents are having difficulty making a payment at any time, we recommend that they arrange a meeting with the school office as soon as possible to discuss the matter. Where there is no explanation for repeated late payment or the outstanding balance reaches set amounts, the school will contact the parents to discuss payment options. At a meeting with the parent the following options will be discussed:

- a. Arrangements to be made to pay in full.
- b. Reduce further debt occurring by reducing sessions.
- c. Arrangement of a payment plan i.e. an agreed amount to be paid at set times.
- d. Withdrawal of all sessions until debt is either cleared or to an acceptable level agreed by parents and school.

Complaints procedure for admissions.

In the event of St Barnabas' Nursery Class being full and therefore being unable to accommodate your request parents should contact Oxfordshire County Council for advice on early years' providers and settings in the area.

There are no statutory appeal entitlements for parents / carers refused a nursery place at a school with a nursery class. Parents should use the following procedure if they have cause to complain:

1. Put their concerns in writing to the school's governing body who will consider the complaint in accordance with their complaint procedure. They will however need to comply with the published rules for admitting children to their nursery class.
2. If not satisfied they should write to Local Authority Early Years manager who will investigate the complaint.
3. Where parents/carers are still not satisfied with the decision they can then complain through the courts or the Local Government Ombudsman.

Reviewed April 2021