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| Image result for sto oswald's logo**St Oswald’s CE Aided Primary & Nursery School and Sunshine Club Application for a Nursery Place** | | |
| **Child's Name:** | | **Child's Date of Birth:** |
| **Address (including postcode):** | | |
| **Telephone Numbers:** | | |
| **Email Address:** | | |
| **Name of Parent/Carer:** | | |
| Does your child have an Education and Health Care Plan or will require additional support in Nursery? Yes/No. If yes, please provide us with details as soon as possible. | Is English the main language spoken in the child’s home? Yes/No If no, which language is the main language spoken? | |
| Please refer to the eligibility criteria on our website. Are you eligible to apply for 15 or 30 free hours? If 30 hours, do you wish to apply for 30 hours term time only OR 22 hours all year round (exc. Christmas). Please tick one box below. You can indicate any additional chargeable hours in the next section.   |  |  | | --- | --- | | 15 free hours per week term-time only |  | | 30 free hours per week term-time only |  | | 22 hours per week for 50 weeks of the year |  | | | |
| **Please indicate the pattern of attendance you wish to apply for. Any hours outside of your free entitlement will be chargeable. Please refer to our website for Sunshine Club fee details.**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | *Breakfast Club* | *Morning Session* | *Afternoon Session* | *After-School Club (tick only one box per day)* | | | | 7.45-8.45am | 8.45-11.45am | 12-3pm | Until 4pm | Until 5pm | Until 6pm | | Monday |  |  |  |  |  |  | | Tuesday |  |  |  |  |  |  | | Wednesday |  |  |  |  |  |  | | Thursday |  |  |  |  |  |  | | Friday |  |  |  |  |  |  | | | |
| Additional Information: | | |
| Date of Application:  Signature of Parent/Carer: | | |
| **To be completed by the School or Sunshine Club** Date NA2 sent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of offer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of entry \_\_\_\_\_\_\_\_\_\_\_ | | |

**Information about places in our Nursery Class and Sunshine Club**

At St Oswald’s we have both a nursery class and a private provider – the Sunshine Club. The Sunshine Club is fully integrated into the nursery class with all children being cared for by both sets of staff on a day-to-day basis. This means that we are able to offer parents childcare provision beyond the statutory entitlement to 15 or 30 free hours for 3-4 year olds for 38 weeks of the year.

**15 or 30 free hours?**

From September 2017, all children aged 3-4 will be entitled to 15 free hours in school term time from the start of the school term that follows their 3rd birthday. Some children will also be able to access an additional 15 free hours depending on the eligibility criteria being met by their parent(s):

* Both parents are working (or the sole parent in a lone parent family) and each parent or carer earns on average:
  + a weekly minimum that is equivalent to 16 hours at national minimum wage (for people aged under 25) or national living wage (for people aged 25 and over), and
  + less than £100,000 per year
* One parent is working and the other parent is receiving certain benefits for caring responsibilities.

Full details are yet to be confirmed by the Department for Education but the government intends that the additional entitlement should be available in the following circumstances:

* both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity or paternity leave
* both parents are employed but one or both parents is temporarily away from the workplace on adoption leave
* both parents are employed but one or both parents is temporarily away from the workplace on statutory sick pay
* one parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring
* one parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits.

On our application form we ask that parents indicate if they believe that their child will be eligible for 15 or 30 free hours based on the criteria above. The process of checking eligibility is still to be confirmed by the Department for Education. Any hours outside of the free entitlement will be chargeable.

**When does the free entitlement begin?**

* Child born between 1 April - 31 August: September term intake
* Child born between 1 September - 31 December: January term intake
* Child born between 1 January - 31 March: April term intake

Children may be admitted to the Sunshine Club from the date of their 3rd birthday with all sessions being chargeable until the following term when the free entitlement begins. If you wish to apply for such a place, please indicate this on the application form under ‘additional information’.

**Will my child be in the Nursery Class, Sunshine Club or both?**

Children requiring 15 free hours in school term times will *normally* be admitted to our nursery class for one of the following patterns of attendance: 5 mornings, 5 afternoons, 2.5 days (Mon-Wed OR Wed-Fri). If the nursery class is full for the preferred sessions then a place may be allocated with the Sunshine Club. Children requiring additional hours over and above their free hours entitlement will access these through the Sunshine Club (dependent on spaces) and fees will be applied.

Children requiring 30 free hours in school term times will *normally* be admitted to our nursery class with a pattern of attendance covering morning and afternoon sessions Monday to Friday. If the nursery class is full for some or all of these sessions then a place may be allocated with the Sunshine Club. Children requiring additional hours over and above their free hours entitlement will access these through the Sunshine Club (dependent on spaces) and fees will be applied.

Children requiring 22 free hours for 50 weeks of the year (we are closed for 2 weeks at Christmas) will normally be admitted to our nursery class or Sunshine Club for one of the following patterns of attendance: 5 mornings, 5 afternoons, 2.5 days (Mon-Wed OR Wed-Fri) amounting to 15 hours PLUS an additional 7 hours per week. For example, child A attends the nursery class for 5 mornings during term time (15 hours entitlement) and attends Sunshine Club for one breakfast club and two afternoon sessions (7 hours). During school holidays, child A attends Sunshine Club for 5 mornings, 1 breakfast club and two afternoons. The pattern of attendance remains the same and provides continuity of care for the child regardless of the fact that the child is registered with the nursery class AND the Sunshine Club. Children requiring additional hours over and above their free hours entitlement will access these through the Sunshine Club (dependent on spaces) and fees will be applied.

Term time only children can be booked into the Sunshine Club holiday club on a holiday by holiday basis.

**Admission Criteria 2017**

Places in the nursery class are allocated according to the following criteria:

1. Children in Need (including those with special educational needs; who are looked after; who are learning English as an additional language). If your child meets this criteria, please provide details with your application;

2. Children who are transferring from another maintained Nursery setting (e.g. the nursery class in another school). If your child meets this criteria, please provide details with your application;

3. Age - the offer of a place will be prioritised according to date of birth. Where applicants have the same date of birth, priority will be given to the earliest date of application.  
4. Children living outside Durham County Council.

Places in the Sunshine Club are allocated according to the following criteria:

1. Children with a sibling who attends St Oswald’s CE Aided Primary and Nursery School (please indicate this on the application form).

2. Children with a 15 hours term time place OR a 22 hours 50 weeks of the year place in the nursery class and/or the Sunshine Club who require five chargeable morning/afternoon sessions (equating to full-time daytime attendance 8.45am-3pm).

3. Children with a 15 hours term time place OR a 22 hours 50 weeks of the year place in the nursery class and/or the Sunshine Club who require one or more chargeable morning/afternoon sessions.

4. Children requiring any other childcare including those eligible for FFE and those who have reached their third birthday but are not yet entitled to FFE. The offer of a place will be prioritised according to date of birth. Where applicants have the same date of birth, priority will be given to the earliest date of application.

**Contact Us**

Please contact [stoswalds.ce@durhamlearning.net](mailto:stoswalds.ce@durhamlearning.net) if you have any questions about nursery places at St Oswald’s. You may also phone the school office on 0191-386-8029.