



22<sup>nd</sup> May 2017

Dear Parents,

### **NURSERY 2018 REGISTRATION**

Please find below the details of the process and criteria for registering your child for a Nursery place at Nicholas Hawksmoor Primary School for September 2018.

*Please note that a separate application must be made to continue from the Nursery classes (Foundation Stage 1) into the Reception classes (Foundation Stage 2): **There is no automatic entry from NHPS Nursery into Reception 2019. Northamptonshire LA coordinates Admissions for Reception places.** You will need to apply for Reception places online, from September 2018 to January 2019, via Northamptonshire County Council's website: [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions) Helpline 0300 126 1000.*

#### **Criteria for Nursery Places**

Registration for admission to the Nursery for 2018 (birthdays 1<sup>st</sup> September 2014 – 31<sup>st</sup> August 2015) will open from 5th June 2017 and close 20th October 2017. It is no longer based upon a first come, first served basis, but now follows the same admission criteria that applies to the rest of Nicholas Hawksmoor Primary School. 64 places will be allocated, with a capacity of 32 for a session (either morning or afternoon). Following the allocation of places to pupils who have a statement of special educational needs which names the school as appropriate provision, when there are more applications for places than there are places available, priority will be given in the following order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Children who will have a brother or sister continuing at the school at the time of admission of the younger child.
3. Children of Staff.
4. Children who are eligible for Pupil Premium and/or Service Premium.
5. Children who live closer to Nicholas Hawksmoor Primary School than any other school.
6. Other children.

#### **Process for Registration**

**Applications should be made directly to Nicholas Hawksmoor Primary School for Nursery places.**

- Parents should bring in completed application forms, together with the child's birth certificate and proof of address between 5th June and 20th October 2017.
- Parents may only register their own child.
- Applications that are received after 20th October 2017 will be classed as a late application and therefore lose their criteria ranking and be reviewed after other applications have been allocated.
- Please make sure that you have received the tear-off slip attached to your registration form: this is your confirmation of registration.

**If you already have a child at NHPS, please be aware that you do need to register your child for a place in our Nursery according to the process detailed in this letter.**

#### **Nursery Session Times**

Nursery places are either for 5 mornings (8.30am - 11.30am) or 5 afternoons (12.30pm - 3.30pm). You are able to state a preference on the application form although this cannot be guaranteed. We will endeavour to accommodate this if at all possible but session preferences will be allocated according to the criteria used above.

### Lunch Club

We also offer a lunchtime session which is optional and gives both morning and afternoon Nursery children the opportunity to stay over lunchtime between 11.30am and 12.30pm. The additional charge for lunchtime is as follows:

Hourly rate (1 lunchtime)     £4.50

Weekly rate (5 lunchtimes) £22.50

### Additional Hours

If we have availability, we offer additional morning or afternoon sessions (beyond the 15 hours free entitlement) at the charged rate, as previously mentioned.

### New 30 Hours Free Entitlement.

This is a new government initiative that some parents may be eligible for (see guidance sheet) Nicholas Hawksmoor Nursery will try to accommodate additional sessions subject to availability, however morning hours are generally oversubscribed.

Please be assured that if your child attends the Nursery for just 5 morning sessions or the 5 afternoon sessions, there is absolutely no charge.

### Registration Forms

Nursery registration forms can be downloaded from the website [www.nicholashawksmoor.co.uk](http://www.nicholashawksmoor.co.uk) or collected from the office.

### Notification

You will be notified by the end of February, informing you if we are able to offer your child a place or not.

### Over-Subscription

If your child does not get a place, their details will be held on a waiting list and places that become available in the future will be allocated according to the criteria stated at that given point in time. A number of vacancies do arise throughout the year and you can check from time to time to see where your child is on the waiting list.

Please feel free to contact Diane Holton, Admission Secretary, at any time to clarify any points you are unsure of, or to arrange a visit if you would like to find out more about our provision.

We are very proud of our Nursery and are confident that we give our children a '*Flying Start at Four!*'

With best wishes

Andrea Curtis  
Headteacher