



Beaconside Primary and Nursery School Nursery Admissions and Charging Policy

Basic Eligibility Criteria

All three-year-olds are eligible for a Nursery place of fifteen hours per week; some three-year-olds may be entitled to thirty hours free education if they have working parents. This starts the term **AFTER** their third birthday.

Parents can see the eligibility criteria for 30 hours at:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

Your child's date of birth	Availability of Free Early Education Entitlement Funding from the Government
Children born between Sept 1st - Dec 31 st	Funding starts the following January
Children born between Jan 1st - March 31 st	Funding starts the following April
Children born between April 1st - Aug 31 st	Funding starts the following Sep

Although most eligible children will be admitted into Nursery during the first admission period of September each year, there will also be additional admission periods in January and April of each year, spaces permitting.

'Rising Threes'

If places/capacity allows, we can admit children from **the start of the term that they are due to have their third birthday**. This is known as 'rising threes' and would mean that a child who is three in November would be eligible to start at the beginning of the Autumn Term – i.e., September. A child's Nursery place will finish at the end of the academic year in which they turn 4, ready for the transition to Reception.

Rising Threes' Start Dates:

- Autumn Term starters: Children who are three in September, October, November and December
- Spring Term starters: Children who are three in January, February and March
- Summer Term starters: Children who are three in April, May, June, July and August

Provision for 'Rising Threes' is dependent on spaces available after the basic eligibility criteria above has been applied and if the nursery has capacity to offer this.

Rising Threes will be charged for their first term until their 15 hours funding can be accessed (see charges below).

Admission Criteria

Admission to Beaconside Nursery is controlled by the school.

When there are more applications than places, pupils are admitted based on the following criteria.

1. Siblings of pupils attending the school **and** living within the **catchment** area of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission.
2. Siblings of pupils attending the school **and not** living within the **catchment** area of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission.
3. Pupils living within the **catchment** area of the school.
4. The age of the children based on the date they turn three.

Within each criterion, priority will be given to families who allocate their entire funding to Beaconside, if they are using more than one provision.

The Application Process

All families who wish to apply for a place in our Nursery must complete a Nursery Admission Form. This can be found on the school website; a copy can also be requested from the school office.

<https://www.beaconside.co.uk/nursery-1/>

During the Spring Term before admission, parents will be asked to complete a request for hours form and this will be followed by an offer letter stating the hours that we can offer. Families will then be invited to a parent information evening and receive a home visit. Families will also be asked to sign a parent declaration form.

Waiting lists will be held by the school office and parents contacted when a place becomes available.

Charging

In September 2017, the government increased the entitlement for working parents of 3- and 4-year-olds, if they meet the eligibility criteria. This is widely known as '30 Hours Free Entitlement'.

The offer by the Government of 15 hours free entitlement will continue for those 3- and 4-year-olds not eligible.

Eligibility Criteria for '30 Hours Free Entitlement':

*Both parents earning the equivalent of 16 hours at the living wage (currently £5990.40 a year)

*Neither parent earning more than £100,000

*Lone parents will also be eligible subject to the above criteria

Eligibility will be checked on the Government database – with written confirmation being provided to the school.

Children become eligible for funded hours the term after they turn three and this can be accessed at anytime that our Nursery is open.

The Department for Education advises schools that whilst the free entitlement at the point of delivery is statutory, provision beyond that entitlement can be charged for. At Beaconside a charge is made for any child who attends over the 15 or 30 hours per week that they are entitled to. Rising Threes will be charged for their first term until their 15 hours funding can be accessed.

Charging Rates

£6.00 per hour (£6.50 from September 2026) for any hour taken in addition to a pupil's free entitlement.

The charging rate will be reviewed by the Governors on an annual basis and parents will be notified in advance of any increased charges taking effect. Charges will be made for sessions even when a child is absent through sickness or holidays and if the Nursery is unable to open due to circumstances beyond our control e.g. extreme weather, flooding etc.

Non-Payment

Parents will be issued with an invoice in the first week of each half term to identify any charges there are in relation to additional hours after their free entitlement.

Parents are expected to pay promptly for any sessions booked, including if the child is absent and before the start of the new half-term. Reminders will be issued by Worcestershire County Council if a payment has not been received by the specified date.

If payment is still not received within 5 working days from the date of the reminder, the child's place over funded hours (i.e. the chargeable part) will be withdrawn.

Payments must be paid directly to Worcestershire County Council.

Signed by:

Chair of Governors: Kate Bennett

Headteacher: Lorraine Hadley

03/11/2025