

Applying for a Nursery Place
High View Primary School
Academic Year September 2024 to July 2025



For Children Born between

1st September 2020 and 31st March 2022

Application Guide and FAQ's



This booklet explains how to apply for a nursery place at High View Primary School and answers some frequently asked questions.

When can my child start nursery?

Children can join our nursery the term after they turn three. Our main intake of children is the Autumn Term in September. However, if we still have places available we may be able to admit children in the January Spring Term or April Summer Term.

Children born between 1st September 2020 and 31st August 2021

If your child was born between 1st September 2020 and 31st August 2021 and you wish to attend our nursery to start in September 2024, you should apply before the deadline of 15th January 2024. Your child will be eligible to start in September 2024.

Children born between 1st September 2021 and 31st December 2021 and between 1st January 2022 and 31st March 2022.

It may be possible for slightly younger children to start nursery later in the academic year, subject to availability of places. To be considered for one of these places next year you should apply before the deadline of 15th January 2024. Intake dates are as follows.

If your child was born between 1st September 2021 and 31st December 2021, they may be able to start nursery at the start of the January Term 2025, if there are places available at that point. This will mean they will have two extra terms at nursery.

If your child was born between 1st January 2022 and 31st March 2022, they may be able to start nursery at the start of the April Term 2025, if there are places available at that point. This will mean they have one extra term at nursery.

Applications for children with dates of birth within this range will not be considered in the initial allocation, and will only be considered if we still have vacancies after the term has started in September 2024. You will not be sent an outcome during the week commencing 25th March 2024 and you will only be contacted after the October half term 2024 if we are able to offer a nursery place for January 2025 or after February half term 2025 if we are able to offer you a place for April 2025.

Please note - our nursery could fill up in September 2024 with children who have already turned three, so even if your child was born between 1st September 2021 and 31st March 2022 and you apply before the deadline of 15th January 2024, it is still possible there will be no places available. Your child may have to wait until September 2025 to join our nursery. You may wish to apply for other alternative nursery settings as well, so you have a backup option.

Can my child start nursery earlier?

No at High View a child must be no younger than three years of age when they start our nursery school.

Can my child start nursery later?

If your child is offered a place and you do not wish to take it up immediately, you can ask to be placed on our waiting list for a later term. However, this will be subject to the places being available. Our main intake is during September and you will take a risk that places will not be available later in the school year. It will not be possible to hold a place for you. It is also not possible to start midway through a term.

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

No, children attending High View Nursery have no priority for admission to Reception. This is to ensure parents who have decided not to send their child to nursery will not be disadvantaged when applying for a reception place. **You will need to make a separate application for a place in reception at the appropriate time, regardless of which nursery school (if any) your child attends.**

What if there are more applicants than places available?

If our nursery is oversubscribed places will be allocated according to the following oversubscription criteria.

1 – Children who have reached the age of 3 before 1st September 2024.

2 – Children who have reached the age of 3 before 1st January 2025.

3 – Children who have reached the age of 3 before 1st April 2025.

If any of the above criteria are oversubscribed places will be offered in accordance with our admissions criteria (this is fully explained in our FEF and Nursery Admissions Policy):

A – Looked after children or previously looked after children.

B – Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular nursery.

C – Where a sibling is already in the main school at the time of admission.

D – Straight Line distance between the child's home address and the main school.

Applicants that apply under Criteria 2 & 3 will not be considered at the initial September allocation and will not be send an outcome email during the week commencing 25th March 2024.

Are places full or part time?

There are 26 full time equivalent places in the nursery, with each lasting 3 hours. These will be allocated according to the Admissions Criteria and not whether the applicant requires a 15 or 30-hour place. We offer three different models for the allocation of these places subject to availability. The models offered are:

- Full Day Place, AM and PM Session subject to eligibility for the Government funded 30-hour provision, 8.30am-11.30am and 12.30pm-3.30pm. Parents/carers can opt to pay for their child to stay at school for the lunchtime provision (11.30am to 12.30pm) at a cost of £6 per day payable half-termly in advance. A healthy packed lunch must be provided.
- AM Session 5 mornings a week (15 hours) 8.30am-11.30am
- PM Session 5 afternoons a week (15 hours) 12.30pm-3.30pm

Our lunchtime provision is only available to children who attend under a 30-hour place.

Specific numbers for each session will be decided, depending on demand, and will be at the school's discretion.

Funding Explained and how it applies to nursery places at High View Primary

15 hours Universal Funding

All children aged 3-4 years old are entitled to 570 hours per year free childcare. This is referred to as Universal childcare. As we are a school setting this is taken with us as 15 hours per week over 38 weeks in the year (term time only). We allocate our 15 hours to children as 3 hours per day over 5 days. Children are expected to attend for the full week.

We do not offer split funding at High View, so it will not be possible to use your 15-hour allocation with us and another nursery setting.

Please also be aware it is not possible to claim for more than 15 hours per week. For example, you cannot have a 15-hour place at High View for mornings only, then request a further 15 hours at another setting for the afternoon (this would be considered as extended 30-hour funding see below for more details).

Also we do not offer privately funded places, it will not be possible to pay for additional nursery hours in our nursery on top of the 15 hours funded provision you receive.

Whilst the 15-hour allocation is free to parents, the hours are funded by the government and each nursery setting claims this funding centrally each term. This funding allocation is monitored by the Department for Education and the local authority and will highlight any incidents where parents are claiming for 15 hours funding at more than one setting.

Before your child joins High View you will be required to complete a parental declaration form to confirm we are the sole provider of your 15 hours' nursery provision, this is a legal requirement.

If you fail to return this form by the date provided we reserve the right to delay or withdraw the nursery place offered. Additionally, if it later becomes apparent that you are also claiming funding at another nursery provider and did not declare this on your form, we reserve the right to cancel your child's place at High View with immediate effect and charge you for any provision you have received.

30 hours Extended Funding

You may be eligible for 30 hours funding (1,140 hours per year) if your child is 3-4 years old. This funding is designed to assist working parents and details of eligibility can be found online via the www.gov.uk - Childcare and parenting pages. Please be aware this is government proposal and High View Primary have no control over the qualifying criteria.

As we are a school setting our 30 hour funded places are allocated as six hours per day over 5 days for 38 weeks of the year (term time only). Children allocated a 30-hour place in our nursery are expected to attend every day for the full six hours.

The six-hour provision is offered for the following hours morning session 8.30am to 11.30am then afternoon session 12.30pm to 3.30pm. We do offer the option of a lunchtime provision for the hour in between nursery sessions which is 11.30am to 12.30pm. There is a charge for this which is currently £6 per day and you will need to provide your child with a healthy packed lunch. This charge will be payable half termly in advance. If you do not wish to pay for this lunchtime provision, you will need to collect your child at 11.30am at the end of the morning session and return them to school for the afternoon session at 12.30pm. It is not possible to use your 6-hour allocation as one continuous session at High View.

We do not offer split funding at High View so it will not be possible for your 30-hour funding to be shared with High View and another nursery setting. For example, you cannot attend for morning sessions with us and afternoon sessions with another setting. If you apply for a 15-hour place with us, you will be required to complete a parental declaration to confirm you are not receiving funding with another provider (see 15-hour funding section for full details).

If you wish to apply for a 30 hour funded place for High View you will be required to provide us with a valid eligibility code. This code is generated when you apply for your 30 hour funded place online. Without a valid code it will not be possible for us to offer you a 30 hour funded place. You can apply up to 16 weeks before your child turns three. This code will be requested if you select the 30 hour option as your preferred provision, when we make our offers in March 2024.

Once you have received your code you will be required to reconfirm your details are up to date every three months or your code will expire. You will receive email reminders from the governments online childcare service, when your code is due to expire and it is your responsibility to reconfirm your details.

Offers of a 30-hour place at High View are based on a valid code being provided at the time of formally selecting your provision and it still being valid at the time of an offer. If your code is due to expire between the period of an offer being made and your allocated start date, it is your responsibility to ensure your code has been reconfirmed. Prior to your child starting in our nursery we will check to ensure codes are still valid, if you have failed to re-confirm your code or you are no

longer eligible for 30 hours funding, we will have no option but to withdraw the offer of a 30-hour place in our nursery, as we will not be able to claim the funding for this place. This is especially important for parents who have codes that expire over school holiday periods. Grace periods for continued funding only apply to children who are already in attendance at a setting.

Once the government confirms your eligibility, the funding comes into effect the September, January or April following your application for a code.

For information the cut of dates for receiving 30 hour funded places are as follows.

Valid code applied for by 31st August for a start in a setting in September.

Valid Code applied for by 31st December for a start in a setting in January.

Valid code applied for by 31st March for a start in a setting in April.

If your circumstances change after your child has started in our nursery, and you are no longer eligible to receive 30 hours funding, there will be a short grace period during which you will still be entitled to receive a 30 hour funded place. Once this grace period ends we will only be able to offer you a 15 hour funded place in our setting. You will be notified in writing when the 30-hour provision will cease and will be given the option to change to a 15-hour provision. Please be aware the eligibility criteria are set by the government and High View have no control over your eligibility to receive this funding. Also as we do not offer privately funded nursery places at High View it will not be possible for you to pay for any extra provision over the 15 hours you will be entitled to.

How do I apply for a High View Nursery Place?

Applications for nursery places will be via an online google form, a link to this form can be found below.

[High View Nursery Application Form - School Year Sep 24 to July 25](#)

Alternatively, the link can be found on our website under the Admissions heading, which can be found under the parents tab.

Once completed the form will automatically be returned to us and you will also receive a copy of the form you have submitted. We will aim to contact you via email within 2 working days, to confirm your application reference number.

Section 1 – Your Child

We need your child's legal full name, date of birth and gender.

The address on the application must be your child's permanent place of residence. It should not be a business, relative or carer/childminders address. Nor is it permitted for you to use a temporarily rented address to secure a nursery place for your child. The address will normally be the parent's address. If the parents do not live together, it should be the parent with whom the child spends the majority of the time. This will normally be the main address of the parent who receives Child Benefit (if eligible) in respect of the child. This should also be the case if there is a formal equal custody arrangement between the parents.

An application can only be made from a single address and only a single application for High View can be made for each child. We will require applicants to provide evidence of their address, details of how to provide this will be sent via email when we confirm receipt of your application. Please see Appendix A for details of the evidence we will require to verify your address.

If you move address after completing your application, you must let us know in writing to inform us and provide evidence of your new address. Any offer of a place based on where your child lives is conditional on your child being resident at this address at the closing date for applications.

We will reserve the right to seek evidence from parents or other sources to confirm address details. Any application which uses false information will be withdrawn. If an application is found to be fraudulent after places are offered, any offer of a place will be withdrawn and a new application will have to be made.

Section 2 – Parent or carer details

We also need your full name and address, if it is different to the child's address. **Your contact details are vital; please ensure you include an up-to-date telephone number and email address.**

The person applying on behalf of the child should be the person with 'parental responsibility' for the child. However, there may be occasions where this is not the case, and this should be indicated on the form. We will require supporting evidence that the applicant resides at the address provided (see Appendix A). If you move house, you should notify us immediately and provide proof of the new address.

Note – Please do not send proof of address documents to the school, as we cannot securely store these documents or return them by post. We will notify parents how to provide their evidence electronically when we email applicants with their application reference number.

Section 3 – Children in Public Care / Looked after Children.

a) Looked after Children

Children who are Looked After by a local authority, or who were previously Looked After immediately before being adopted or subject to a residence order or special guardianship order, receive priority for a nursery place. It is important that you include this on the application form and provide supporting evidence from a social worker. **Please note children adopted from overseas are not classified as children in public care.**

Section 4 – Sibling / Medical or Social Reasons.

a) Siblings

For High View nursery a sibling is defined as brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner and in every case, who is living as part of the same family unit at the same address, Monday to Friday. If your child will have a sibling at High View, it is important that you include the siblings' details to ensure, if applicable, sibling priority is given. **You should not name any child who is not a sibling, and you should only name a sibling if they are still going to be in attendance at High View when the younger child is due to start. Sibling priority cannot be granted if your child is currently in Year 6 and will have left High View when your child is due to start nursery.**

b) Social/Medical reasons

If you wish to apply under exceptional medical and social criteria, you must provide additional information and professional evidence to support your case which should be attached to your application. Supporting evidence should be from a professional, such as a social worker, health visitor, housing officer, the police, doctor and/or hospital consultant.

Providing professional evidence does not guarantee your child priority. The decision will be made by the High View Admissions team, who will consider whether the circumstances warrant a child being offered a place over other applicants who may, for example, have siblings at High View or live closer.

If there are supported medical or social needs for mobility reasons, consideration for a priority place will normally only be given if High View is your nearest nursery, unless you can demonstrate why another school which is closer is not suitable for your child's need.

Evidence to support a medical condition can come from the family GP or child's hospital consultant. This should confirm your child's condition and outline how it is managed. It should also confirm how it would affect your child in school and its relevance to a nursery placement.

Parents are responsible for providing the evidence to support an application for medical or social placement. This should be provided shortly after submitting your application, the school will advise you on how to send this information to us. Any application which does not have supporting evidence will not be considered for priority and High View will not be responsible for ensuring parents provide it after the first request.

Please note it is not possible for routine child-minding arrangements to be taken into account as an exceptional social reason.

Section 5 – Preferred Provision

Applicants should indicate which provision they would prefer.

At this stage this will be a request only and indicated provision cannot be guaranteed. We require this information to assist us in preparing the provision that will be required for the school year 2024-2025.

30 hour places will only be available to those parents who are eligible for government funding. In order to access this funding parents will need to complete a declaration form. When offer emails are sent the week commencing 25th March 2024, they will include an opportunity for parents to select their first and second choice preferred provision and 30 hours' declaration forms.

Section 6 – Declaration and signature of Parent/Carer

Please read the declarations carefully you will be asked to confirm you have read them, and will then complete the form with your electronic signature.

Once we have received your application we will send you a confirmation email within 48 hours which will contain your reference number.

Supporting Documents

When we receive your application we will email you the details of your application reference number. You will also be asked to provide your supporting documents.

The documents you will need to provide to support your application are

- Your child's birth certificate.
- Documentation to confirm your current address. Please Appendix A & B
One document from list A or two documents from List B.

You will be asked to email scanned copies of your documents to our admissions email address. If we have any queries regarding the validity of your scanned documents, we may ask that you present original copies to the school.

Please do not post original documents to the school as we cannot be responsible for securely storing them or posting them back.

Closing Date

The closing date for applications is 15th January 2024. Applications received after the closing date will be considered as late applications unless there are exceptional circumstances, supported by independent evidence. Please see page 11 for how late applications are processed.

When will I know if my application is successful?

Children born between 1st September 2020 & 31st August 2021

An email giving the results of applications will be sent during the week commencing 25th March 2024.

You will be told if your child has been offered a place at High View and you will have the opportunity to express a final interest in a 15-hour morning / afternoon session or 30 hours funded place.

You will be given three weeks to decide whether you want to accept the place.

Children born between 1st September 2021 and 31st March 2022

You will not be sent an offer email during the week commencing 25th March 2024, as these applicants will not be considered until October 2024.

Can I appeal?

There is no formal appeal system if you do not get offered a place at High View Nursery as it is a non-statutory provision.

Can I defer by child's place at nursery?

If you are offered a place and do not wish to take it up immediately, you may ask to be placed on our waiting list for a later term. However, you should note that we may fill up all our places in September, and as such there is no guarantee that a place will become available later in the year. It will not be possible to hold a nursery place for you.

What if I miss the closing date for applications?

If you miss the closing date of 15th January 2024, your application will be treated as a late application. If vacancies remain at High View after all on time applications have been considered, you may be allocated a place. If the nursery is oversubscribed, you will be placed on our waiting list. Late applications will not be subject to the admissions criteria applied to on time applications. Late applications will be added to our waiting list as they are received and are prioritised by date received. The application process for nursery place Sep 24 to July 25 will be closed at the end of March 2024, we will not be able to accept any further applications after this date.

What happens if I change my address?

If you move at any time after submitting an application to us, you must advise us immediately with proof of your new address. The address to be used in the allocation of nursery places may vary depending on the date you moved, and as such if you fail to tell us about a house move, we may withdraw your application or a nursery place offer that has been made.

Change of Contact Details

All of our communication with you with regards to the progress and outcome of your application will be via email. Therefore should you change your email address at any time after you submit your application, please inform us on our admissions email address – admissions@highview.school

Does my child have to attend all week?

At High View we expect children to attend every session. We are unable to accommodate requests for part time places.

Can I pay for my child to attend nursery for extra hours?

At High View we only offer morning, afternoon or thirty hours funded places (6 hours per day). The nursery is open between 08.30am and 3.30pm. We offer a chargeable lunchtime provision, between the 11.30am-12.30pm for those children attending with 30 hours' government funded places. We cannot offer additional extra hours to children in our morning or afternoon nursery. There is an independent organisation, Orchard Childcare, located within the school grounds, which provides childcare before and after school and during school holidays. Enquiries regarding prices and availability should be made directly with them www.orchardchildcare.co.uk.

Are places offered on a first come first served basis?

On time applications are ranked in accordance to our admissions criteria. There is no preference given to applications received earlier than others. However, applications received after the published deadline are considered as late applications. Late applications are not subject to the same admissions criteria as on time applications. Late applications will only be considered once all on time applications have been processed and late applications are prioritised on our waiting list by date received.

Is the nursery open all year round?

High View nursery is only open during term time (38 weeks of the year). The nursery will be closed during school holidays, INSET days and on the last days of the Autumn, Spring and Summer Terms when the school closes at 1.45pm.

Do children need to be toilet trained before attending nursery?

We would encourage you to have your child toilet trained before they join our nursery.

APPENDIX A – PROOF OF RESIDENCY

List A

Document Type	Detail
Council Tax	<ul style="list-style-type: none"> • Current statement from local authority. This must show current address.
Current UK Driving Licence	<ul style="list-style-type: none"> • Photo Card (full licence or provisional) Or Old Paper Version Driving Licence (full licence only)
Government Benefits Entitlement Letters	<p>Including</p> <ul style="list-style-type: none"> ○ Pension ○ Child ○ Family Tax Credit ○ Unemployment ○ Income Support ○ Incapacity ○ Attendance Allowance ○ Disability Living Allowance ○ Industrial Injuries Disablement ○ Student Loan <ul style="list-style-type: none"> • Entitlement letters must be no older than 12 months from the date the document is provided and show the current address, or dated within 3 months if housing benefit
Inland Revenue Letter plus NI Card	<ul style="list-style-type: none"> • Dated within 3 months • Must show current address
Letter from Local Authority confirming entitlement to Housing Benefits	<ul style="list-style-type: none"> • Letter must be on local authority's headed paper • Dated within 3 months • If dated over 3 months old, additional confirmation will be required
Council or Housing Association or recognised Letting Agency Tenancy Agreement.	<ul style="list-style-type: none"> • Must be current agreement
Home Office Residence Permit issued to EU Citizens	<ul style="list-style-type: none"> • Must be applicant's current address
Home Office Residence Permit issued to EU Nationals	<ul style="list-style-type: none"> • Must be applicant's current address

List B

Document Type	Detail
UK Bank or Building Society Statement	<ul style="list-style-type: none"> • Statements dated within 3 months
Credit Card Statement	<ul style="list-style-type: none"> • Statements dated within 3 months • Cards (e.g. credit, store, loyalty) must be affiliated to Visa, Mastercard, American Express or Diners Club
Utility Bill	<ul style="list-style-type: none"> • Gas, Electricity, Cable TV or Land Line Telephone Suppliers • Dated within 3 months
Household or Motor Insurance Certificate and Policy Schedule	<ul style="list-style-type: none"> • Dated within 12 months
TV Licence Renewal	<ul style="list-style-type: none"> • Dated within 12 months
NHS registration card/letter from GP/Hospital	<ul style="list-style-type: none"> • Must be applicant's and child's current address