



Coteford Infant School Nursery

Extended Hours Policy

Extended hours will only be offered to children in the year before they start in reception. This means that children will have a **maximum of 1 full year of extended hours** before starting in a reception class. Children who are offered extended hours will have a short "settling in" period when they are part time before they take up the extended hours. This will be for a maximum of 5 school sessions.

Applications will be made in response to letters offering nursery places for September at the beginning of the summer term. When applications are received they will be stamped with a date so that if we are oversubscribed we will use earliest date of application as a final decider 3 weeks after offers are made.

Parents taking up the 30 hours free child care provision must submit an application to obtain an 11 digit eligibility code.

Obtaining the 30 hours Eligibility Code:

Please visit: <https://childcare-support.tax.service.gov.uk/>

On accessing the Government site you will be asked to enter personal details including your name, address and National Insurance number and the same details for your partner (if applicable). You will also be asked whether you expect to meet the income requirements over the coming three months and whether you are in receipt of any relevant benefits.

This information will help HMRC decide whether the parent (and their child) are eligible for 30 hours provision. At the start of the application process, you will create a Government Gateway account if you don't already have one. If you encounter any problems with the application process or accessing the childcare account, please contact the Childcare Service Customer Interaction Centre on 0300 123 4097. At the end of the application process, if you are eligible, you will be given an 11 digit 'eligibility code' for your child.

The code should be included on the Coteford Infant School's Parent Declaration return for the Free 30 Hour Nursery Entitlement form, included with the offer of a nursery place. Please mark correspondence FAO Ms Harris. The School reserves the right to withdraw the offer of the 30 hours place if the code is not supplied to the school by the deadline.

Coteford Infant School Offer

We offer 14 extended hour places and there will be an expectation that children will have taken up the 15 hours entitlement at Coteford Nursery and the additional hours will be offered from 11.30 a.m. - 3.15 p.m. term time only.

We are only offering extended hours to families who wish to take up the full extended hours over 5 days a week. The offer consists of:

- 8.30 - 3.15 - one place no cost
- 8.30 - 3.15 - fourteen places - these include 5 days of an additional 45 minutes per day at a cost of £6 per day = £30 a week

Included in the offer will be snacks and drinks but families will be expected to provide a packed lunch.

Allocation of places

If we are oversubscribed we will use the following criteria to make decisions:

1. Children who have special needs child with Coteford named on an EHCP
2. Children who meet the distance criteria in the nursery admission policy and have a sibling in the school
3. Children who meet the distance criteria in the nursery admission policy
4. Date applications are received
5. The free place will be offered according to need based on the admission criteria i.e. children in public care, children who suffer a long term medical or psychological condition which makes it necessary to attend a particular school, children who have a member of the immediate family whose medical condition makes it necessary to attend a particular school. Information will be gathered during the application process and the Headteacher's decision will be final.

This policy will be reviewed annually

October 2019