

20<sup>th</sup> March 2019

**RE: Nursery Sessions – Autumn Term 2019**

Dear Parent,

We will shortly be collating nursery applications for both **Broadclyst and Westclyst schools** and allocating sessions for the autumn term 2019. As you may be aware, we are opening a nursery at the new school buildings for Westclyst Community Primary School in September 2019.

Please be assured that the sessions your child attends at the nursery in the summer term 2019 will continue to be allocated to your child in September 2019. However, you may wish to request that your child moves to the nursery at Westclyst, request that your child attends on different days or request additional sessions.

Could I request that you complete and return the attached form by **Wednesday 3rd April** so that we know whether you would like to make any changes to your child's sessions from September 2019 and whether you would like to move your child to the nursery at Westclyst Primary School. **Please could you complete the attached form even if you have already notified the school of any requested session changes from September 2019.**

You can, of course, request changes to your child's sessions at any time. However, we have many applications for the autumn term 2019 and, if you do not notify us by 3<sup>rd</sup> April of any changes you would like to make for September 2019, we may find it harder to accommodate your request at a later date. Requests that can't be accommodated immediately are added to the waiting list.

Please note that all applications for sessions will be prioritised according to the over-subscription criteria in the admissions policy. You can view the admissions policy [here](#). Children who are already attending the nursery do not have priority over new applications.

We currently offer 40 places per session at the nursery. 12 of these places are offered to 2 year olds and the remaining 28 places (or more if the 2 year old places can't be filled) are offered to 3 and 4 year olds.

The nursery at Westclyst School will potentially offer 60 places per session and have a similar ratio of 2 year olds to 3 and 4 year olds but it will depend on the number of applications received. The viability of the 8am – 9am and 3pm – 6pm sessions at both nurseries will depend on whether there are enough children booked for the sessions to justify the cost of running them.

**Early Years' Extended (30 hours) Entitlement – Eligibility Check**

You will be aware that early years' funded hours for 3 and 4 year olds has increased from 15 to 30 hours for some families. Universal funding of 15 hours for 3 and 4 year olds continues for those who do not qualify for the extended hours. To apply for the extended (30 hour) entitlement please go to GOV.UK [here](#) You need to apply for funding **before the start of the term** you require the funding for.

You will only be able to access the extended (30 hour) entitlement from the 1<sup>st</sup> September 2019 if you have an eligibility code with a start date before 1<sup>st</sup> September 2019.

As part of the eligibility check you will be asked if you would like to register for Tax Free Childcare. If you do register, your Tax Credits may be stopped and it can take several weeks to reapply for Tax Credits. If you have problems accessing the system or completing your check please call the HMRC Helpdesk on 0300 1234 097. Childcare providers and Devon County Council cannot assist with these applications.

You may be able to access further help with childcare costs. Please visit the Childcare Choices website for further information [here](#).

If you have any queries, please do not hesitate to contact the school.

Yours sincerely,



**Jonathan Bishop**  
Executive Headteacher