



How to apply for a Nursery place

Ivydale Nursery offers the equivalent of 30 full time places. Places will initially be offered to children in September of the academic year after they turn 3. Therefore, if your child turns 3 after 1st September they would join our nursery the following September. If a place does become available before this, we will contact you to see if you are interested in your child starting early.

From September 2020, Ivydale Nursery will offer a combination of 30 hour and 15 hour places to children aged 3 and above.

A 30 hour place is made up of 5 days a week - 8.50am-3.20pm

A 15 hour place is made up of 2.5 days per week (with Wednesday being the half day), split across the beginning or end of the week. Monday, Tuesday 8.50am-3.20pm, Wednesday 8.50-11.50am **OR** Wednesday 12.20-3.20pm, Thursday, Friday 8.50am-3.20pm

All children are entitled to 15 hours of free early education, 38 weeks per year, from the start of the term **after** they turn three years old.*

30 hour places

For details of who is eligible for 30 hours of free childcare then visit

<https://www.gov.uk/30-hours-free-childcare>. Broadly speaking you can usually get 30 hours free childcare if you (and your partner, if you have one) are in work or on sick, annual, parental, maternity, paternity or adoption leave. You may still be eligible if your partner is working and you are getting certain benefits.

To assess your eligibility for a 30 hour place, please log onto <https://childcare-support.tax.service.gov.uk>. If you have been successful in receiving a place at Ivydale Nursery and you wish to take up a 30 hour place, you need to provide the eligibility code provided by this website to the school. Eligibility codes are issued on a three monthly basis and codes are re-issued 3 times per year. Codes must be applied for and given to the school before the term your child is due to start.

In the exceptional circumstances where a child has turned 3, and there is a place available in Ivydale Nursery, but is not yet eligible for a funded place (places are funded from the beginning of the term **AFTER** they turn 3), a paid-for place may be made available at a cost of £110 per week.

Those ineligible for 30 free hours, can pay to top up from 15 to 30 hours (places allowing). Fees for these additional hours are £110 per week.

* We will only take in children termly if we have places available in nursery.

Lunchtime

Due to the length of the school day a child attending on a full-time place will actually receive 32.5 hours of care and education. Therefore a charge of £3 per day (£15 per week) is made to cover staffing for the lunchtime period.

Children attending on a part time basis will be charged £3 per day for their two full days (£6 per week).

All nursery age children are eligible for a free hot school meal. Children receiving 30 hours will receive 5 lunches per week. Children receiving 15 hours will be eligible for 2 hot meals on the days that they attend for a full day. Lunch will not be provided for these children on Wednesdays.

Please note that lunchtime staffing fees are included in the top-up charges. Children eligible for Early Years Pupil Premium (EYPP) funding will not be required to pay lunchtime fees.

Registering for a place

When your child reaches the age of two you may register for a place. A registration form can be collected from the school office. Applications for September of that year close on March 15th. You will be notified whether your application has been successful by the end of March. At this point, you will be able to express your preference for place allocation.

If your application is unsuccessful, you will be shown the position of your child on the waiting list. The length of time of child's name is on the waiting list does not give the child priority over other applicants.

Ivydale School adheres to Southwark Council's admission criteria. If more parents want a nursery place for their child than it is possible to provide, children will be given priority in the following order:

1. Children in public care (looked after children);
2. Children with educational, medical or social needs where professional advice indicates that placement would be beneficial; this includes children with the statement of Special Educational Needs which names the nursery
3. Children who have a brother or sister attending the school at the time of entry
4. Children of permanent staff employed at the school
5. Children for whom it is their nearest maintained Nursery Class or Nursery School

The head teacher will consider all applications and offer Nursery places based on the published admission criteria. There is no process of appeal if you are unsuccessful in your application. A waiting list will be maintained and you may wish to contact the school to check your child's position. Please note that the position of your child on the waiting list may depend on the number of applicants who register at a later date and fulfil Southwark's admission criteria.

Successful allocation of places

The offer will be considered provisional until proof of address has been given. Original copies of the following are also required:

- Child ID - passport or birth certificate

- Council tax bill (most recent)
- One other from: Bank statement, TV licence, Credit card statement or utility bill dated within 3 months (mobile phone not accepted)

It may be that you do not meet some or all of the admissions criteria and your child may have less chance of being offered a Nursery place over another child. If this is the case you may wish to seek admission to another Nursery School, Nursery Class or Under-5 Facility.

Contact the Family Information Service on Southwark’s website or Ivydale Children’s Centre for information and support.

www.southwark.gov.uk

www.ivydaleschool.co.uk

www.childcarechoices.gov.uk/

For further information, please contact Michelle Childs on 020 7639 2702, option 2.

Applications Process

