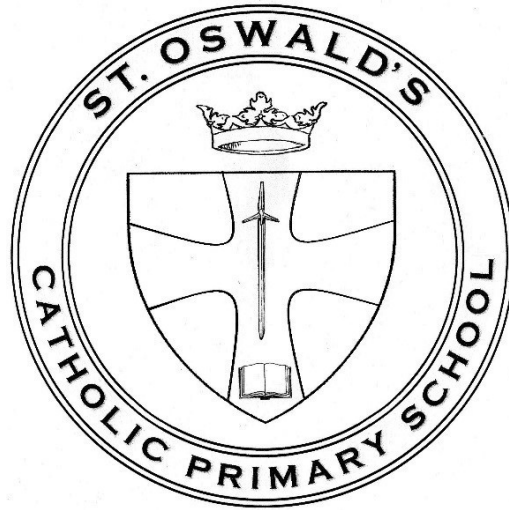


St Oswald's Catholic Primary School



30 Hour Nursery Provision Policy

Approved by:	Approval date	Renewal date
Standards Committee	October 2025	Autumn 25

Mission Statement

This is the 30-hour nursery provision policy for St Oswald's Catholic Primary school and is set within the context of the whole school aims and Mission Statement –



*Together with Jesus,
We will Learn and Grow in Faith*

Free 30 hours childcare entitlement for working families

All three and four-year-old children receive 15 hours free early education a week, generally over 38 weeks of the year. In September 2017, as part of the Childcare Act 2016, the government increased this free entitlement to 30 hours a week for working families in England

Eligibility criteria for 30 hours free childcare extended entitlement

You may be able to get 30 hours free childcare if:

- you live in England
- your child is 3 to 4 years old

Your eligibility depends on:

- if you're working (employed, self-employed, or both)
- your income (and your partner's income, if you have one)
- your child's age and circumstances
- your immigration status

You can get 30 hours free childcare at the same time as claiming Universal Credit, tax credits, childcare vouchers or Tax-Free Childcare.

You can find more information about eligibility and how to apply by visiting:

<https://www.gov.uk/30-hours-free-childcare>

When to apply

You can apply from when your child is 2 years and 36 weeks old.

When your child turns 3	When they can get 30 hours from	Recommended time to apply
1 September to 31 December	Term starting on or after 1 January	15 October to 30 November
1 January to 31 March	Term starting on or after 1 April	15 January to 28 February
1 April to 31 August	Term starting on or after 1 September	15 June to 31 July

You can apply outside of these recommended dates but you might not receive your code in time. You must have a valid code by the end of the month before a new term starts.

You must apply for your code online at <https://www.gov.uk/apply-30-hours-free-childcare> This code will then need to be given to the school office.

You have to reconfirm your eligibility every 3 months. If you apply more than 3 months before the term starts, you'll have to reconfirm your eligibility in your account in order to keep your code valid.

Eligible parents will provide the school with their unique eligibility code, National Insurance number and child's date of birth, along with their written consent, to enable the school to verify eligibility and receive future notifications from the LA on the continued validity of the code – parents are encouraged to do this as soon as possible, as they can only start their 30-hours free childcare the term after receiving a decision from HMRC.

The school will retain digital copies of documentation to enable the LA to undertake audits and fraud investigations; however, as per the Data Protection Act 2018, it will be stored securely and deleted when there is no longer any good reason to keep the data.

If parents cease to meet the eligibility criteria, they will receive a 'grace period' of four weeks – i.e. they will continue to receive the 30 hours free childcare for a period of four weeks.

Reconfirming eligibility codes

Parents will need to reconfirm their eligibility every 3 months. It is the responsibility of parents and carers to ensure their code remains valid.

If you do not reconfirm, your provider and LA will be told that you are no longer eligible for a free childcare place. If at any point you become ineligible, you should tell your provider.

Parents who become ineligible, or fail to reconfirm their eligibility code, will receive a ‘grace period’ where they can still keep their 30 hours free childcare for a short period of time (2 weeks). Once the grace period has elapsed, you will still be able to access the universal 15-hour entitlement and will be offered a place in either the morning or the afternoon class.

Admission procedures for 30-hour nursery provision

Admission forms to be completed and returned to school office along with their eligibility code, National Insurance number and child’s date of birth, along with their written consent, to enable the school to verify eligibility and receive future notifications from the LA on the continued validity of the code

Birth dates will be checked and a copy of the child’s birth certificate will be taken. The school office will then contact you to arrange a start date and provide you with a welcome pack which contains additional forms which must be completed before your child starts nursery.

Parents/carers are welcome to bring their child for a visit to the Nursery prior to the child starting, to meet staff and familiarise themselves with their new surroundings. Please contact the office to arrange a suitable time for this.

Each child will be admitted based upon how well they settle. If a child doesn’t settle staff may need to shorten the session times initially until they do.

Since places in the Nursery are limited, parents/carers are advised that a poor record of attendance (less than 90%) without good cause, may lead to their child’s place being given to someone else.

The nursery session times are as follows:

	8.30-11:30am	11.30am – 12.30pm	12.30pm – 3.30pm
Monday – Friday	Universal 15 hours free childcare	Lunch for children accessing full 30 hours	Extra 15 hours free childcare

To minimise disruption to children’s learning, all children accessing the 30 hours must stay for the full 30 hours.

A nutritious lunch will be provided by our school kitchen, all dietary requirements will be catered for, there is no option to bring a packed lunch. Menus are available on the school website.

Parents whose children access the 30-hour provision and stay all day (8.30am – 3.30pm) will be subject to a fee to cover the cost of supervision and a school lunch. This is currently set at £4.00 per day. Payment of fees should be made via the Arbor app. There is the option to take your child home for lunch between 11:30 and 12:30.