



'I can do all things because Christ gives me strength' Philippians 4:13

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Consideration for Admission to our Nursery Centre - 2025 - 2026

Within the Authority of Telford and Wrekin, children become eligible for early years provision at the beginning of the term after their third birthday, providing that a place is available - see The Borough of Telford and Wrekin (BTW) Criteria.

Children living outside Donnington Wood may be admitted to our Nursery Centre providing a place is available. A Nursery 'Consideration for Admission Form' may be obtained from the Nursery Centre or School Administration Office and returned upon completion.

The process for consideration for admission to the Nursery Centre is as follows:

Parents complete the Nursery Consideration for admission form, indicating the date of application and session preference (if any). Parents are also asked to confirm whether or not they wish to be placed on the School's Consideration for Admission Register.

Names are added to the Consideration for Admissions Registers.

Parents are notified of available Nursery places during the half-term prior to entry and are invited to attend Stepping-Stones sessions.

A reply must be received within 14 working days or the reserved place will be offered to the next child on the waiting list.

Parents, however may be offered Nursery places at 'short notice' should this be deemed appropriate.

On admission to the Nursery, each parent will be asked to complete the Nursery Admission form and provide a copy of their child's birth certificate.

The LA will help parents to locate a suitable setting for their child by giving information on settings within the 2-mile boundary of a child's home address. If a chosen setting

such as St Matthew's Nursery Centre does not have any vacancies then the parent will be advised to access an alternative within the area.

There will be no appeal process for pre-school settings.

A place in St Matthew's Nursery Centre will not require the child to attend that mainstream setting on reaching school age.

A parent who chooses to send a child to another LA Nursery or non-LA provision will not be discriminated against when school places are allocated.

Our Nursery provides a minimum of 10 places for 30 hours childcare and places for children on a part time basis (15 hours a week childcare). It is at the school's discretion to extend or reduce the 30 hours places. The staffing establishment consists of one experienced qualified teacher (Nursery Leader) one member of staff with at least a full and relevant level 2 qualification, one other Teaching Assistant plus students. These ratios are in accordance with the Statutory Framework for the Early Years Foundation Stage published on the 3rd March 2017.

Session Times

All parents are offered up to 15 hours per week flexible provision for their children to a maximum of three hours a day. This is in line with the Government's statutory requirement.

The Nursery is open five days per week. Session times are as follows:

For 15 Hour a week sessions

Monday - Friday morning 8.40 am - 11.40 am.

Monday - Friday afternoon 12.15 pm - 3.15 pm.

For 30 Hour a week sessions

Monday - Friday 8.40am to 3.15pm

Gates open five minutes prior to the session starting.

30 hours free childcare

We have 10 places for children eligible for 30 hours free childcare which are offered on a first come first served basis. Parents should provide their child/ren with a packed

lunch and water bottle. There is a charge of £10 per week per child to cover the lunchtime period which is payable weekly in advance on the Monday morning.

Parents of three and four year olds may be eligible for 30 hours free childcare if they meet the following criteria:

- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.
- This equates to £120 a week (or c.£6,000 a year) for each parent over 25 years old or £112.80 a week (or c.£5,800 a year) for each parent between 21 and 24 years old.
- This applies whether you are in paid employment, self-employed or on zero hours contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start up period' (ie, they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If a non-EEA national, the parent must have recourse to public funds.

Parents should apply via the online Childcare Service :

<https://www.childcarechoices.gov.uk/>

If approved a code is given and this must be brought to school along with parents' National Insurance Number and child's date of birth. You will be asked to complete a Privacy Notice to enable us to proceed with your application.

It is the parents' responsibility to reconfirm their eligibility every three months to continue to receive the 30 hours free childcare.

All children have differing needs. If your child finds the transition between home and nursery difficult, we reserve the right to commence with 15 hours a week and gradually increase the provision as your child settles into a more structured educational setting.

If your child is struggling to adapt within our setting we do not have the capacity to add additional adults over the lunchtime periods to supervise your child safely.

Therefore you may be asked to make alternative arrangements over the lunchtime period between the hours of 11.40am and 12.15pm.

Induction Sessions for Nursery

These operate at the end of the half-term before a child starts Nursery. Children are invited to attend a minimum of two sessions. During the sessions parents are encouraged to leave their children in order for their child to begin to familiarise themselves with nursery routines and expectations. These sessions are also used to ensure that children become familiar with the adults and children that they will be working with during their time in Nursery.

An additional meeting is also arranged for the parents of new Nursery starters. This session allows parents to complete admission forms, familiarise themselves with the environment, staff and ways of working and where to obtain uniform from.

Reception Transfer

These are for Nursery children who will be transferring to St Matthew's School and take place during the half term prior to transfer to full time school. The children are invited to a minimum of two sessions plus a whole day. Parents will be notified of these dates during the term prior to entry into school. There are also planned opportunities for the Reception teacher to visit and work with the children within the Nursery Centre to further support the transition from Nursery to Reception.