



Hopping Hill Primary School

Early Years Admissions

Person responsible for the policy	<i>Jo Fantarrow</i>
Date approved	<i>9th June 2025</i>
Approved by	<i>Business Management Committee</i>
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EARLY YEARS ADMISSIONS POLICY

Applications to the Nursery are accepted from anyone living within the Northampton area. Application forms are available from the school office and website (www.hoppinghillprimary.co.uk). Data is retained until you either decline an offer of a place or are not allocated a place in line with the admission process.

Places will be offered by the academic term following their 3rd birthday under the following criteria:

- 1st priority children in care or being looked after
- 2nd priority new applications from children with siblings in school
- 3rd priority all other applications from children in the NN5 area.
Priority will be given on the basis of distance between the child's home and the school, measured by a straight-line.
- 4th priority all other applications

Children attending Nursery the academic year before they start school will be given priority for Nursery places. Younger children who will attend the nursery during more than one academic year will be allocated a place when available. If they are eligible to start Nursery during that academic year but there are no places, they will be prioritised for the new academic year.

Parents/Carers are required to complete the funding Contract forms as required, should there be any discrepancy between hours claimed and hours available to claim, parents/carers will be liable for any shortfall and will be charged for the remaining hours/sessions in line with the current Nursery hourly charge rates.

Parents/Carers claiming for 30 hours of funded provision must provide their eligibility DERN reference and National Insurance number for checking. The cut-off dates for applications made to HMRC are as follows:

When you want to use 30 hours funding	Checks need to be completed before
Autumn Term (Sept – Dec)	31 st August
Spring Term (Jan – Mar)	31 st December
Summer Term (Apr – July)	31 st March

Where a parent/carer misses this deadline, a maximum of 15 hours funding can be claimed (assuming no other providers are used by the parent/carer) and any shortfall between hours attended and funding available to be claimed will be charged at £15 per half day session.

Where children are not eligible for 30 hours of funded provision, if places are available, they can attend for more than the 15 funded hours at a cost of £15 per additional session, £5 per lunch time/hour attended, payable via ParentPay. These additional sessions must be booked via the school office and are chargeable regardless of attendance due to the session no longer being available to other children on the waiting list. Four weeks' notice must be provided in writing to cancel this provision. Subject to available places, lunch club is also available for children attending both the morning and afternoon sessions at a cost of £5 per day. This must also be booked via the school office and paid via ParentPay.

Children attending 'all day' sessions from 8.30 am to 3.30pm are accessing 35 hours of provision each week. Where parents/carers want to remain with 30 hours of provision, all day sessions will run from 9.30am to 3.30pm. Parents/Carers wanting the full 35 hours a week, starting at 8.30am, will be charged £5 per day, a total of £25 per week.