



Bill Quay Primary School

Nursery Admission and Charging Policy

This policy sets out:

- The sessions and times we offer
- Details of wrap around care
- Funding streams that parents can use
- Extra costs, such as lunch meals
- The criteria we will apply if we are oversubscribed

School Office Information:

Contact Mrs Rutherford or Miss Scott on 0191 4693013 or billquayprimaryschool@gateshead.gov.uk

Head Teacher: Mrs Devine

Our Offer

In this nursery, we offer the following places for 2, 3 and 4-year old pupils:

5 morning sessions (8.45-11.45am)

5 afternoon sessions (12.30-3.30pm)

2 ½ days (All day Monday and Tuesday, and Wednesday morning)

2 ½ days (Wednesday afternoon and all-day Thursday and Friday)

30 hours (All day Monday-Thursday 8.45am-3.30pm and Friday morning with an option to extend the Friday session for an extra 3 hours 45 minutes at a cost of £15).

Flexibility

Please contact the school office if you require a different pattern of provision and where spaces are available, we will do our best to accommodate your needs.

Wrap around childcare

We also offer a breakfast club session from 7.30am which can be used as part of any funding entitlement or paid for separately. An after-school provision through an external provider, Little Rascals also runs until 6pm.

Additional Sessions and Costs

Additional sessions (subject to availability) cost £15 per session and need to be booked in advance at the end of each term. An invoice is issued on the last day of the month and payment should be made via our school online payment system. When you book these additional sessions, you are holding a place for your child. We are therefore unable to refund any costs if your child is ill, for holidays taken during term time, medical appointments or if you choose not to attend nursery for any paid session.

School meals are charged at £2.35 per day for those children staying over the lunchtime period. Alternatively, children may also bring a packed lunch to school.

Eligibility Criteria

Universal Entitlement

All 3-and 4-year olds who live in England are entitled to 15 hours childcare irrespective of income. This is called Universal Entitlement. We can admit pupils from the term of their third birthday. Please contact the school office for this place.

Working Parents

Eligible working parents will, from September 2025, be able to claim 30 hours free childcare from the term after their child turns 9 months old. This means that (subject to availability of spaces) we will admit children whose parents meet these criteria from the term after their second birthday. To establish whether your child qualifies for this type of funded place, parents/carers must complete an eligibility check online through an HMRC portal, accessible through the following website: www.childcarechoices.gov.uk

You must then bring your eligibility code into school, along with your national insurance number and child's date of birth so that it can be checked by office staff. We will then discuss your individual requirements and the availability of hours. Parents/carers will need to reconfirm their eligibility every 3 months. This is to check that there have been no changes to circumstances and that you are still entitled to the 30 hours place. You will be prompted by HMRC, via text message and/or email, 4 weeks before their reconfirmation deadline.

Parents Receiving Additional Support

Parents receiving additional forms of support may be eligible for 15 hours funding for children from the term after their child turns 2-years old. This means that we will admit children whose parents meet these criteria from the term after their second birthday. Contact the FIS team to apply for this funding @fisgateshead.gov.uk 0191 4335118 then take the confirmation of this to the school office. Please find further information about this using the link below:

[Help paying for childcare: Free education and childcare for 2-year-olds if you claim certain benefits - GOV.UK](#)

Oversubscription Criteria

If there are not enough places available for all applicants, we will apply the criteria which are ranked in priority order below:

- For children requiring a space in our 3-4 year old provision, priority will be given to those children who currently have a space in our 2-year old provision and will be transitioning up to the 3-4 year room.
- After this, priority will be given to those children who become four years of age during the 2025/26 academic year and would only have the opportunity to benefit from three terms of nursery education. These children will be four between 1st September 2025 and 31st August 2026.

The allocation of places within this group of children will then be based on priorities 1 to 5 listed below.

We will give priority in the following order:

1. Looked After Children (children in public care and as deemed under Section 22 of the Children Act 1989).
 2. Children who will access their full entitlement within this nursery.
 3. Children who have a brother or sister at this school.
 4. Children who live in the school's catchment area.
 5. Any other children.
- For children requiring a space in our 2 year old provision, priority will be given in the order listed above.

Tie Breaker

If within any of the above priorities there are more applicants than places available, then priority will be given to those children based on the distance they live from the school measured as the crow flies i.e. in a straight line from the centre of the home residence to the main entrance of the school. Children living nearest the school will have priority.

Allocation of places

Parents/ carers are asked to indicate the pattern of attendance they would prefer. In the event of any pattern of attendance being oversubscribed, places will be allocated in order of date of application received (starting from the earliest).

Address

For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address or the address of a relevant adult who has parental responsibility (as defined under the 1989 Children Act) for the child.

Waiting list

If places then become available, we will consider all the applications on a waiting list. The waiting list will be maintained by the Head Teacher from the start of the academic year and be kept for the rest of the academic year. All applicants on the waiting list will be placed according to the admission criteria and priorities set out above. The length of time a child has been on the waiting list cannot be taken into account if places become available. If you apply late, your child's name may be added to the list by using the priority order described above.

Closing Date

To apply for a place in our nursery class for September 2025 or subsequent terms in the 2025/26 academic year, you must complete and return your application form to the Head Teacher by 30th April 2025.

