

Temple Meadow Primary School



Temple Meadow
Primary School
Growing together, learning together

Nursery Admissions Policy

Safeguarding Policy Statement -

This policy is part of the wider umbrella of Keeping Children Safe in Education - and Temple Meadow's Safeguarding and Child Protection Policy.

Summer FBG to review policy

Policy Ownership: EY's Co-ordinator

To SLT:	July 2026
To Staff:	July 2026
To Governors:	July 2026
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Admission Policy for Nursery

Our Nursery caters for children aged 3 and 4, offering both full-time and part-time places. We provide morning sessions from 8:45am to 11:45am and afternoon sessions from 12:30pm to 3:30pm. In addition, we offer 30-hour places from 8:45am to 3:30pm, which include a 45-minute lunch break.

It is widely recognised that children who benefit from pre-school education settle more quickly into full-time schooling. At Temple Meadow, we take pride in our outstanding nursery provision, which lays a strong foundation for future learning.

A child's name can be added to our waiting list at any time.

Criteria for Admission into Temple Meadow Nursery

Children become eligible for a place at Temple Meadow Nursery in the term of their third birthday. In the event that the nursery is oversubscribed, we will operate a waiting list.

We will do our best to accommodate your preferred nursery session; however, to be eligible for a 30-hour place, you require a valid eligibility code, which must be obtained through the GOV.UK website.

Please note that a place in our Nursery does not secure a place in our Reception class (see further details below).

How to apply for a Nursery Place at Temple Meadow

Parents/Carers are required to complete our Nursery Application Form, available from the School Office. If you would like your child to join us in the term of their third birthday, please complete a *Rising 3's Application Form*. For entry in the term after their third birthday, a *Standard Nursery Application Form* should be completed. Alternatively, you may contact us to request an electronic version of the relevant form.

Completed application forms, whether paper or electronic, must be returned to the School Office either in person or via email, along with a copy of your child's birth certificate.

Once we receive your application, you will be sent a letter confirming receipt.

Upon receipt of your application form, you will receive a letter acknowledging receipt of your application.

Intake Groups

We have four intake points for the admission of Nursery children:

Intake	Month	3 rd Birthday
Intake 1	First week of the academic year in September	1 st May – 31 st August
Intake 2	Final week in September	
Intake 3	First week after the Christmas holiday	31 st August – 31 st December
Intake 4	First week after the Easter holiday	1 st January – 31 st April

Applications for our Rising 3's provision

Our Rising 3s provision is designed for children who turn three during their first term with us. The application process depends on family circumstances and is typically categorised as either a **Working Families Application** or a **Non-Working Families Application**.

Non-Working Families are entitled to 15 funded hours. To apply, parents/carers should visit the link below, select '*Families in receipt of additional support application*', and complete the relevant form:

<https://fis.sandwell.gov.uk/kb5/sandwell/directory/advice.page?id=gogQx9T0ixs>

Working Families may be entitled to an additional 15 funded hours (totalling 30 hours). Please see the section below for details on how to apply.

For both categories, once your application is processed, you will receive an eligibility code if approved. This code must be included on the relevant nursery application form. Non-Working Families should also attach or forward us the email confirmation from the Family Information Service.

Applications for our 30-hour provision

If you are applying for a 30-hour place, please ensure that the relevant box is ticked on the application form and that it is submitted along with your 30-hour eligibility code. This code can be obtained via the GOV.UK website: 30 hours free childcare - GOV.UK.

To secure a place for your child at the earliest available intake point, both your 30-hour code and National Insurance number must be provided to the school by the specified deadlines. Failure to meet these deadlines will result in your child being unable to access the 30-hour provision until the next intake.

Deadlines for 30 hour codes:

- **31st August** – for Intakes 1 & 2
- **31st December** – for Intake 3
- **31st March** – for Intake 4

Please note that families of children attending our Nursery 30-hour provision are charged a daily supplementary charge of £2.80 for the additional 45 minutes offered through the provision. This charge is paid through My Child at School App.

Failure to comply with the 30-hour supplementary charge for a period of 4 weeks will result in the 30 hour nursery provision being revoked and reduced to a universal 15 hour placement to support families who may be a risk of encountering accumulated debt.

Applications for our standard 15-hour provision

If you are applying for a Nursery place for your child who has already turned 3, an eligibility code is not required.

Please complete the Standard Nursery Application Form and submit it to the School Office along with your child's birth certificate.

Applications Supported by the Childcare Grant Payment Service (CCGPS)

Temple Meadow Primary School is registered with the Childcare Grant Payment Service (CCGPS) and can accept applications for full-time Nursery places funded through the Student Finance England Childcare Grant.

Families wishing to use the Childcare Grant to fund their child's Nursery place must follow the steps outlined below.

How to Apply Using the Childcare Grant (CCGPS)

1. **Complete a Nursery Application Form**

Families must first submit a standard **Nursery Application Form** to the School Office along with a copy of the child's birth certificate.

2. **Register with the CCGPS**

Once your application is submitted to Temple Meadow, you must create an account with the Childcare Grant Payment Service.

You will need your university and Student Finance details to complete the registration.

3. **School Approval on CCGPS**

Once your CCGPS account is fully set up, Temple Meadow will be able to approve your registration and link your child's Nursery place to your online account.

4. **Receiving Termly Childcare Invoices**

Nursery fees will be invoiced **termly in advance**.

You will receive these invoices before the start of each term through the CCGPS portal.

5. **Confirming Invoices in Your Online Account**

You must log into your CCGPS account and **approve each invoice**.

Once approved:

- CCGPS will pay up to **85%** of the invoice directly to Temple Meadow.
- You are responsible for paying the remaining balance directly to the school via your CCGPS account

To ensure a smooth and uninterrupted childcare arrangement, the following conditions apply:

All childcare fees (both the CCGPS contribution and the parent contribution) **must be paid by the end of the first week of each term**. If full payment is not received by the end of the first week:

- Your child's Nursery place will be **reduced to a universal 15-hour place**, and
- The full-time placement will not be reinstated until **all outstanding payments** are made.

Parents must ensure:

- They remain fully registered with the CCGPS
- Their Student Finance award is up to date
- They approve invoices promptly upon notification

Termly charges are in line with DfE funding rates for Early Years Providers.

Communicating about your child's start date

Before your child's admission date, you will receive a welcome pack containing the following information:

- Settle-in session date and time and start date and time
- Admission paperwork (contact details, medical information, consent forms, etc.)

Please note that the admission paperwork must be returned before your child's start date. If these forms are not submitted, we will be unable to admit your child into the Nursery.

Arranging a visit to our Nursery

If you would like to arrange a tour and see our wonderful Nursery for yourself, please contact the School Office.

Applying for a Reception Place while in Temple Meadow Nursery

Securing a place at our Nursery does not automatically guarantee a place in our Reception class. All applications for Reception places are managed by the Local Authority.

The Local Authority opens the application process for Reception places in September, the year before your child is due to start school. If your child is in our Nursery, you will receive a letter from the Local Authority informing you of the application window and providing instructions on how to apply.

To assist families with this process, we will regularly communicate the application deadline and reach out to families who have not yet applied, as notified by the Local Authority.