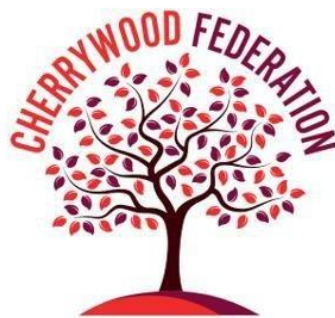


# Cherrywood Federation

## Hatfeild Primary School 30 hour Provision Policy



Approved by:

Anita Saville

Date: 1<sup>st</sup> December 2025

Last reviewed on:

Next review due by:

July 2027

# 30-Hour Nursery Placement Policy

## Overview

Hatfeild Primary School provides nursery education for 3- and 4-year-old children under the Government's Universal Free Early Education Entitlement and, where applicable, the Extended (30-hour) Entitlement. This policy outlines eligibility, attendance expectations, charges, and arrangements for children with additional needs.

All nursery places and funded entitlements are term-time only.

## Universal 15-Hour Nursery Provision

All children are entitled to 15 hours per week of funded early education from the term after their third birthday, in line with Government guidance. Hatfeild Primary School offers this provision within its nursery setting.

## Extended 30-Hour Nursery Provision

From September 2017, eligible working families may access an additional 15 hours of funded early education per week, known as the extended entitlement, bringing the total to 30 hours per week.

## Eligibility Criteria

Families may be eligible where:

- Both parents are working, or the sole parent is working in a lone-parent family
- Each working parent earns, on average, the equivalent of at least **16 hours per week at National Minimum Wage (NMW) or National Living Wage (NLW)**
- Each working parent earns **less than £100,000 per year**
- Working includes **employed and self-employed** parents

Eligibility must be confirmed via the Government's **Childcare Choices** website. Eligible parents will be issued with an **eligibility code**, which must be provided to the school.

## Use of the 30-Hour Entitlement at Hatfeild Primary School

Hatfeild Primary School may offer eligible families the option to use their extended entitlement within the school nursery, subject to place availability, staffing, and the ability of the nursery to meet children's needs safely and appropriately.

The school nursery operates from 8.45am to 3.15pm. This includes an additional 30 minutes per day that is not covered by Government funding. Parents choosing to access a full-day place using the 30-hour entitlement are therefore required to pay an additional charge of £25 per week per child. This charge must be paid in advance.

Families who are not eligible for the extended entitlement may apply to pay for additional hours so their child can attend from 8.45am to 3.15pm. Children accessing paid additional hours must attend every day, and additional hours are charged at £12 per hour.

While the Nursery Team will always endeavour to accommodate parental preferences, this cannot be guaranteed due to capacity, staffing, and operational constraints.

### **Attendance Expectations and Continuity of Learning**

Regular attendance is essential to support children's learning, development, and wellbeing. To ensure continuity of learning and support children to settle successfully into nursery, flexible or part-time attendance patterns are not offered.

Children accessing nursery places, including those using the extended entitlement or paid additional hours, are expected to attend every day. This approach supports consistent routines, strong relationships with staff, and positive long-term outcomes, including good attendance throughout a child's school life.

### **Children with Additional Needs (SEND)**

Hatfeild Primary School is committed to inclusive practice and aims to support all children to access early education wherever possible. Where a child has additional or emerging needs, the nursery will work in partnership with parents, the school SENCO, and relevant professionals to consider whether reasonable adjustments can be made to support the child, in line with the Equality Act 2010 and the SEND Code of Practice.

The offer of a 30-hour nursery place will be considered on an individual basis. In circumstances where the nursery is unable to meet a child's needs safely and appropriately within the 30-hour provision, even with reasonable adjustments and available support, the school reserves the right to decline the extended entitlement offer. Parents will be informed of the reasons for this decision and, where appropriate, supported to identify alternative provision that may better meet their child's needs.

### **Benefits of a Full-Time Nursery Place**

We believe that accessing a full-time place in our school nursery offers a number of benefits, including:

- Access to provision led by fully qualified teachers, supporting strong early outcomes
- Fewer transitions between providers, promoting continuity and consistency
- A smoother transition into full-time Reception and compulsory education

### **Review of Provision**

Nursery provision, including extended and paid hours, is reviewed regularly to ensure it continues to meet the needs of children safely and effectively. The school reserves the right to review or amend arrangements where a child's needs, staffing levels, or operational circumstances change. Any changes will be discussed with parents wherever possible.

### **Further Information**

If you have any questions regarding nursery provision or a full-time nursery place for your child, please contact the school office.

### **Ongoing policy review**

Our policy and procedures for '30 hour provision' are always open and responsive to feedback from parents/carers and staff. If it is felt worthwhile and helpful additions and changes will be made to the process.

Reviewed December 2025

Next review-July 2027