



Ark Priory
Primary Academy



Nursery

Information Booklet



Ark Priory Primary Academy

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NURSERY OFFER FROM SEPTEMBER 2020

From September 2021 Ark Priory Primary Academy Nursery will offer 50 Nursery places for children aged 3-4 years.



In order to meet the needs of our local community we will offer these across a variety of ways.

- 40 of these places will cater for the universal 15 hours entitlement and will run from 9am -3pm for 2 days (Monday & Tuesday or Thursday and Friday) and 9am-12pm or 12pm-3pm on Wednesdays.
- We will offer 10 full time, 30 hours entitlement places running from 9am-3pm each day.
- A hot meal will be provided for lunch each day at the cost of £2.30.
- We also provide the opportunity for 30 additional paid for places between the hours of 8.30am-9am and 3pm-4pm daily (excluding 3pm-4pm on Fridays). This will be charged at a rate of £10 per hour.
- All Nursery places will be offered on a first come, first served basis. Admissions will follow the same criteria as our school admissions. See our website for more information.
- Our offer to include the number of 30 and 15 hours places will be reviewed regularly in line with the applications received. This will take place at least on a termly basis.
- Please note that, in line with our school Admissions Policy, if your child is eligible for Early Years Pupil Premium funding and they attend Ark Priory Nursery they will have priority over non pupil premium applicants.

TIMETABLE OF HOURS

Maximum 30 children in any session	Monday	Tuesday	Wednesday	Thursday	Friday
20 Children (15 hours)	9-3 (6 hours)	9-3 (6 Hours)	9-12 (3 hours)		
20 Children (15 hours)			12-3 (3 hours)	9-3 (6 hours)	9-3 (6 hours)
10 children (30 hours)	9-3 (6 hours)	9-3 (6 hours)	9-3(6 hours)	9-3 (6 hours)	9-3 (6 hours)
Paid for Places	30 spaces 8.30-9am 3-4pm	30 spaces 8.30-9am 3-4pm	30 spaces 8.30-9am 3-4pm	30 spaces 3-4pm	30 spaces 8.30-9am

FREQUENTLY ASKED QUESTIONS

1) What type of Nursery place am I eligible for?

Please visit the Government's Childcare Choices website for their eligibility calculator:
<https://www.childcarechoices.gov.uk/>

To use the eligibility calculator you will need:

- To know the working hours and income for yourself (and your partner if you have one)
- Child's Date of Birth
- Benefits your children receive.

This should take around 5 minutes to complete.

2) How do I apply for a Nursery Place at Ark Priory Primary Academy?

Once you know which entitlement you are eligible for, you then apply for a code via the website at <https://www.childcarechoices.gov.uk/>. This usually takes around 20 minutes. You will need your National Insurance Number and your Unique Taxpayer Reference (if you are self-employed).

The application form for Ark Priory Nursery admissions can be downloaded from: <http://arkpriory.org/admissions/nursery-admissions>. This should be completed and returned to the academy office, together with supporting paperwork - **birth certificate and proof of address, being a utility bill or council tax bill. Proof of address needs to be within a 3 month period of applying for a place.** Admissions will be closed on the 16th of April 2020.

3) What is the Admissions Criteria?

Nursery places will be offered on a first come, first served basis. Once we reach full capacity, the admissions process will follow the criteria in our Nursery Admissions Policy which can be found on our website: <http://arkpriory.org/admissions-policy>. Our Nursery Year starts in September. You will be notified of the status of your application within a month of submission. Please note that as our Nursery Admissions Policy states, if your child is eligible for Early Years Pupil Premium and they attend our Nursery they fall into a higher rank than distance for Reception admissions. Our offer, including the number of 30 and 15 hours places will be reviewed regularly in line with the number and type of applications received. This will take place at least on a termly basis



4) What do I do if my eligibility changes?

You can apply for the 30 hours funding 16 weeks before your child's third birthday. We recommend that you apply no more than 3 months before you are eligible to claim. Your eligibility for 30 hours of free childcare must be re confirmed every 3 months. You do this by visiting: <https://www.childcarechoices.gov.uk/>.

In line with our Admissions Policy, if your eligibility for 30 hours funding changes at any point, you will be offered a 15 hours place if this is available. If it is not, you will be placed on our waiting list and will be notified when a space becomes available.

5) How do I pay for Lunch?

Lunches will £2.30 per day and this will need to be paid for in advance via our payment service, WisePay. If you are eligible for Pupil Premium, your child's lunch will be paid for by the school. There will be no option to send your child with a packed lunch in line Ark School Policy. Please ensure you are happy with this before applying as this is non-negotiable.

6) How do I pay for the 'Paid for Places' on offer?

Any payments to the school need to be made through WisePay.

7) When do I need to pay by?

Fees for September need to be paid 1st June of that year. Any offers made from September onwards need to be paid 4 weeks in advance. Fees that are received after the respective deadline will incur a £2.50 late payment charge per day.

Please note that if your fees are not paid on time, we the reserve the right to withdraw your child's place.

8) What is the academic calendar? What happens when the nursery is closed?

Our Nursery opens in line with our school term dates which can be found on our website: <http://arkpriory.org/about-us/term-dates>

The Government recommends that nurseries close for staff training for a certain number of days per year. This enables your child to receive the best possible Nursery Education as it

enables us to provide high quality training for our staff. On the days when Nursery is closed for staff training regrettably there is no option to make up the hours on other days.

9) What happens if I am late to collect my child?

If you are running late you must contact our school office to inform them and notify the time you expect to arrive at Nursery. Owing to the impact that this has on staffing ratios, we reserve the right to impose a late payment charge. This payment is separate to our hourly rates for Paid for Places.

10) What is the Application and Induction Process?

- Complete application received by the school
- Confirmation of place received by parent
- Home visit conducted
- Welcome meeting held at school with parents and class teacher
- Induction session for your child
- First day



CONTACT DETAILS

Address	Ark Priory Primary Academy Acton Lane London W3 8NR
Email	info@arkprioryprimary.org
Phone	+44 (0)203 110 0717

If you wish to speak to the school about admissions, please call the Admissions Officer on 0203 1100 717 or email [**info@arkprioryprimary.org**](mailto:info@arkprioryprimary.org).

Key Contacts



Miss Grasso

Head of School

Email: d.grasso@arkprioryprimary.org



Miss Charlton

EYFS Lead

Email: S.charlton@arkprioryprimary.org