



# 30 Hour Nursery Provision Policy

## Statement of intent

Livingstone Nursery aims to provide a nursery experience for children that is affordable, high quality and geared towards a smooth transition into primary school. The Governing Body is the Admission Authority and is responsible for setting the school/setting's Admission Policy. The policy is written to ensure fairness and equality for all those intending to begin their education at Livingstone Primary and Nursery School. This policy follows non-statutory guidance, and the current School Admissions Code does not apply for nurseries and early years settings. This policy will be reviewed annually.

## Entitlement to Nursery Education Places

From September 2012 each child is entitled to 15 hours free early years education per week from the term following their third birthday. At Livingstone, this 15-hour provision runs from 9am – 12pm Monday – Friday, term time only.

From September 2017, parents who work a minimum of 16 hours per week may be entitled to an extra 15 hours of free early years education per week. This is on production of an eligibility code. This code and NI number must be brought to the school office for us to check through an online portal. This must be done before start of the term in which the parents start to claim the extra 15 hours. Eligibility then must be confirmed on a termly basis by the parent. Should eligibility change, there will be a grace period in which the parent will still be able to claim the extra 15 hours of childcare.

At Livingstone we have a 26 place Nursery. Some of these places will be filled by 15-hour children, some by 30-hour children and some by children who are eligible for 15 hours but whose parents have paid for additional top up hours.

## 30 hours provision at Livingstone Primary School

For those children eligible for 30-hour provision, the hours are Monday to Friday 9am – 3pm. We also offer the option for parents who have a 30-hour code to only use the code partially so for example accessing 21 hours or 24 hours. If parents choose to do this, they must specify which days their child will attend nursery. This attendance pattern will then need to be stuck to and we do not accept days being switched.

## Roles and Responsibilities during the admission process

### ***The Local Authority will:***

- provide access to an online portal which allows schools to verify eligibility codes for the extra 15 hours.

### ***The Governing Body / school should:***

- keep a record of all parents who are interested in 30 hours of Nursery provision
- inform parents of whether they are able to offer the additional 15 hours of free early years education and how to apply for an eligibility code.

Updated: May 2025  
Next Review May 2026

- send out application forms to parents of children, requesting them to prove eligibility by accessing the necessary code.

**Parents / Carers are expected to:**

- register their interest in a particular school by contacting that school
- complete and return an application form according to given timescales
- apply for an eligibility code for the additional 15 hours and complete the form providing the necessary information for school to check their eligibility.
- confirm acceptance of a place
- renew their eligibility code promptly in order to preserve their 30-hour place

**Allocation of 30-hour Nursery provision spaces**

Nursery places will be allocated following the Nursery admission policy all children's places will be allocated using the Nursery admission policy. They will not be allocated according to whether they are 15 hours or 30 hours. The places will be allocated in order following the admission policy and then children allocated a 15 hour place with the option to top up hours or a 30 hour place with production of a valid code.

**Nursery children in the younger cohort**

Sometimes, when the nursery has spaces we will admit children into an N1 cohort in the term after the one in which they have turned 3. If these children are eligible for 30-hours then the process will be followed as above.

**Additional Charges**

Where children stay for 30-hour provision parents will have the choice as to whether to pay for a school lunch or whether to provide a packed lunch for their child.

**Top-up Nursery Provision**

For several years, Livingstone has offered the opportunity for parents to pay for additional top-up Nursery provision. This is available to all children who are only eligible for 15-hour provision. Parents can choose to top up provision on certain afternoons or to do full time Nursery.