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Headteacher: Carole Catley

November 2025

Dear Parent/Carer

Thank you for expressing an interest in our Nursery, I am pleased to be able to offer your child a place in our Nursery class for January 2026.

15 Hours Free Childcare:

All 3 to 4-year-olds in England are entitled to 15 hours free childcare a week for 38 weeks of the year. To meet this provision our Nursery places are offered on a part-time basis, either a morning session 8.45 - 11.45am or an afternoon session 12.30 - 3.30 pm, Monday to Friday.

30 Hours Free Childcare:

In addition to the 15 hours free, the government has committed to supporting working parents and some settings now offer an additional 15 hours per week for eligible families, totalling 30 hours free childcare per week. At Deansbrook, our 30 hours provision is 5 days a week 8.45am – 3.30pm. An additional daily charge of £6.00 applies for the extra 45 minutes per day.

Payments will not be refunded if a child is ill or does not attend nursery for any reason. Should the school be closed for an exceptional reason (e.g. snow days/ lack of heating/ Industrial action) a credit for that day will be made by the school. Payment information will be added to your School Money account by the school office in advance. Payment by parent/carers must be made online, **in advance**, either weekly or half termly. An email receipt will be sent for all payments made. If payment goes into arrears, your child's 30 hours place may be lost. Information about our online payment system will be included in your admission pack at the meeting.

Eligibility criteria for 30 hours free childcare:

- Your child must be 3 years old (You can apply from when your child is 2 years and 36 weeks old).
- Both parents must be working – or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage (NMW) or National Living Wage (NLW)
- Each parent must have an annual income of less than £100,000

'Working' will include employed and self-employed persons. Parents do not necessarily need to actually work 16 hours a week, but rather their earnings must reflect at least 16 hours of work at NMW or NLW (the rate varies according to your age). This includes those parents on zero contract hours who meet the criteria.

If you believe you may be eligible, please follow the instructions below to obtain your 11-digit eligibility code. Please note that we have a limited amount of full time spaces available.

Breakfast and After School Club

Breakfast and after-school club are open to Nursery children, subject to availability. Breakfast Club is available from 7.45am and costs £4.00 per session and £3.00 for children eligible for Pupil Premium. After-School Club is run from 3.15pm to 6.00pm and costs £12.00 per day for pick up no later than 6.00pm or £8.00 for pick up no later than 4.30pm (2025 prices). If you would like to register your interest for breakfast or after school club, please complete the booking forms attached.

Paid Additional Hours:

If you do not qualify for the 30 hours above, we also offer paid places at a daily rate of £24.00 (£20.00 for Pupil Premium children). These are also offered on a first-come, first-served basis. You will need to provide your child with a packed lunch if they attend for a full day. Breakfast Club and After School Club can also be booked for an additional cost (prices above, subject to availability).

Please click the link below or the link in the email to complete and submit the Google form by **Wednesday 12th November** indicating that you would like to accept the place and which provision you are interested in. If you believe you are entitled to 30 hours, please ensure you include your 11-digit eligibility code too.

LINK

<https://forms.gle/bXmwsvuTw1VsXWNo6>

If we do not receive your reply by this date, the place will be offered to another child.

If you have a particular reason for requesting a morning or afternoon session, please indicate the reason in the space provided. Please note, however, we cannot guarantee your preference.

Once places have been allocated, we will write to you again with further details of the admission process.

Yours sincerely,



Carole Catley
Headteacher

How to check your 30 hours eligibility and obtain your 11-digit code:

You **must** now check whether you are eligible for 30 hours and use the digital childcare service to apply. As part of the application process, you will be asked to enter personal details including your name, address and National Insurance number and the same details for your partner, if applicable. You will also be asked whether you expect to meet the income requirements over the coming three months and whether you are in receipt of any relevant benefits, you may need a recent payslip to hand. This information will help HMRC decide whether you and your child are eligible for 30 hours.

Please allow at least 30 minutes to complete this process. You may find out if you are eligible straight away, but it can take up to 7 days.

- Go to: <https://www.gov.uk/apply-30-hours-free-childcare> and follow the process.

If you are accessing this service for the first time you will need a Government Gateway account (if you don't already have one, you can set one up by using this service), your National Insurance number, access to a mobile phone or landline and details of one or more of the following - your UK Passport, tax credits, P60 or a recent payslip.

If you encounter any problems with the application process or accessing the childcare account, please direct any queries to the childcare service Customer Interaction Centre on 0300 123 4097.

You will be prompted every three months by **HMRC** to reconfirm that the details you have entered on your application are still accurate. This is to check that you are still eligible. If the reconfirmation deadline is missed, you will receive a message stating that your eligibility has lapsed.

Once you have completed the process above, please remember to inform the admissions team (**email to admissions@deansbrookinf.barnetmail.net**) as soon as possible but no later than **Friday 5th December**. Please ensure that you have included all the relevant information. The school will verify your eligibility code and confirm whether your application has been successful.

Due to high demand, we may not be able to offer everybody who is interested in 30 hours a place. You will, however, still be entitled to our 15 hours free childcare per week consisting of 5 half days.