

Terms and Conditions & Criteria for applying for a funded 30 hour place at Stanburn Primary School (Nursery) starting from Summer Term 2026 (Academic year 2025-2026)

At Stanburn Nursery, funded 30 hour sessions run Monday to Friday from 8.30am to 2.30pm, term time only.

To meet the funded 30 hour criteria you must meet the following:

- 1) I/We confirm my child is born between 1st September 2021 and 31st August 2022.
- 2) I/We can confirm we are eligible for a funded 30 hour nursery place.

Not everyone is eligible. Please check your eligibility by visiting:

<https://www.childcarechoices.gov.uk/how-to-apply-for-30-hours-free-childcare/>

- 3) I/ We can confirm that we are looking to send my child to Stanburn Primary School for Reception.
- 4) I/We I understand that attendance in the Nursery gives no priority for a place for my child in the Primary School and will not be taken into account for admission into Reception. I/We understand that a separate application for Reception is required.
- 5) If we are successful in securing a 30 hour nursery place I/we will complete the Nursery Admissions form.
- 6) I/We understand the funded 30 hour offer is not flexible and our child will be expected to have regular attendance at all sessions running Monday to Friday. Please note as you will be receiving 30 hour Government funding for your place a very specific absence criteria applies. Please read the attendance information below as stated on page 13 of the Early Years Providers Handbook:

Attendance Information

Holiday - To continue to receive funding a child must take no more than 2 weeks (10 school days) holiday throughout the academic year. If the holiday is for more than two weeks, then the funding will only be paid for half a term. If the child then takes another holiday of any length during the same academic year, no further funding will be paid.

Illness and Absence - If there are exceptional circumstances, for example when a child is genuinely absent due to illness or sickness, the provider (Stanburn Primary School) should contact FIS to discuss and clarify funding for the child.

It is important that 30 hour funded pupils follow the absence policy set out in the Handbook. Failure to attend may result in your child's place being withdrawn for 30 hour funding.

- 7) I/We have read and understand the attendance information and agree to reimburse Stanburn Primary School for any loss incurred in funding should my child not attend as required.
- 8) I/We understand that to access the funding, children must remain in Stanburn Nursery for a minimum of two weeks. Should parents choose to remove their child before this qualifying period, the parents will be liable for all costs incurred.
- 9) I/We will report my child's absence to the school office every day they will not be attending by

8:45am either by leaving a message on the attendance line, or by sending an e-mail to office@stanburn.harrow.sch.uk

10) I/We agree to collect my child from the School Office at 2.30pm promptly each day.

11) I/We understand that children not collected by 2.40pm will be placed in Stanburn Nursery and the parent charged a £10 admin late fee.

12) I/We understand that Wraparound Care is a charged serviced and not included in the funded hours.

13) I/We agree to provide packed lunch or order and pay for a school lunch in advance.

14) I/We agree to give **at least a terms notice of withdrawing our child's place at Stanburn Nursery.**

We currently have **26 spaces** at 30 hours in our nursery. If more applications are received than there are places for 30 hours, places will be offered to children in the following order:

1. Looked after children or previously looked after children by a local authority.
2. Children referred by Harrow's Special Educational Needs Assessment and Review Service.
3. Sibling link (i.e. older brothers/sisters). Children with a brother or sister attending Stanburn Primary School at the time of admission.
5. Any other children. If, under any criterion, there are more children than there are places remaining in the nursery, then the available places will be offered to child(ren) who live closest. Distance will be measured in a straight line from home to the centre point of the school site.

As there is no statutory requirement for nursery there is no right of appeal.

Should a 30 hour offer be made it will be necessary for you to ensure check your child's eligibility and have your code validated by the school office. This code should be received by the school office no later than 31st March 2026.

Please email the code to admissions@stanburn.harrow.sch.uk

Please Note: A 30 hours place cannot be started if your Validity Date has expired and you have entered your Grace Period - please ensure that you have reconfirmed before your child is due to start. To remain eligible, parents must reconfirm their eligibility every 3 months.

Application deadlines for new codes are as follows:

- 31 August in order to be valid for the autumn term (starting in September)
- 31 December in order to be valid for the spring term (starting in January)
- 31 March for in order to be valid the summer term (starting in April)

A full copy of the Early Years Providers Handbook is available at:

https://www.harrow.gov.uk/downloads/file/30187/Provider_Handbook

Please ensure you read and understand the content of the terms on which the funding for which you are applying for will be paid by the Council. Please note in particular the following information contained in the handbook;

- The availability of a full copy of the Handbook on Harrow Councils webpage and the terms and conditions that bind the Provider and the Parents
- Information about their offer and admissions criteria available to parents at the point the child first accesses provision at their setting and
- Those funding arrangements described at paragraphs 2.20 to 2.22
- The eligibility for funding criteria at section 3 of the Handbook
- Those Charging Guidelines at paragraphs 4.9 to 4.17 of the Handbook
- The Additional Support Information at paragraphs 5.1 to 5.10
- The consequences of making a fraudulent claim at section 6
- Information about to whom to complain at section 7

By signing below, I acknowledge that I have read, understood, and accepted the terms and conditions in their entirety.

Signature: _____

Print Name: _____

Date: _____