

Please read the following carefully before requesting a place in Carlton Road Academy Nursery

- I understand that Carlton Road Academy Nursery childcare for children aged 3 & 4 is available in school term time only (8.40am - 3.10pm full days or half days 8.40am - 11.40am).
 - I understand that the days I request will be the same days each week and that I am obliged to adhere to these days.
 - I understand that payment for childcare must be paid weekly in advance and in full and that my place can be removed or suspended until payment is made, at the discretion of the Head Teacher.
 - I understand that I am responsible for checking and reconfirming eligibility every 3 months of the 30 hours of funded childcare. I will provide Carlton Road Academy Nursery with my 30 hours code as soon as possible to be validated.
 - I understand that I can request to change or cancel these days by giving one month's notice in writing. *(Please note a change of days is subject to the alternative days being available).*
 - I understand that the terms and conditions of this care are subject to change, and the nursery will aim to consult with parents and give as much notice as possible for planned changes.
 - I understand that I will not be entitled to any refunds for sessions that my child does not attend, for any reason. If the school cancels the session/s *(in exceptional circumstances)* alternative times/days will be offered at a later date. No refunds will be given.
 - I understand that if my child does not attend with no reason given, Carlton Road Academy will follow Attendance Procedures that may ultimately lead to my child being removed from the school roll, with notice.
 - I understand that by choosing Carlton Road Academy Nursery for my childcare, I agree to adhere to all Carlton Road Academy policies, available on our website:
<https://www.carltonroadacademy.net/parents/policies/>
 - As a parent/carer I will do my best to support the staff and work with them to the benefit of my child.
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- NOTE – Priority will be given to children due to start Reception Year the following September.
Children can be offered a place the term after their 3rd birthday (once they are eligible to receive 15 hours free childcare) IF we have spaces available.
 - *Attending Carlton Road Academy Nursery does NOT reserve or guarantee a place in Reception Year. Reception Year places must be applied for through Lincolnshire County Council School Admissions:*
<https://www.lincolnshire.gov.uk/school-admissions/apply-school-place>

Please turn over to sign.

When is my three-year-old eligible for free childcare?

You can start claiming for 15 hours free childcare from the term after your child turns 3. The date that you can claim will depend on when their birthday is. We will need to see proof of age for your child, for example a birth certificate or passport.

Child's birthday	When you can claim
1 st January – 31 st March	The beginning of term on or after 1 st April
1 st April to 31 st August	The beginning of term on or after 1 st September
1 st September to 31 st December	The beginning of term on or after 1 st January

When to apply for 30 hours Free childcare?

You can apply from when your child is 2 years and 36 weeks old.

To apply for a 30-hour code visit <https://www.childcarechoices.gov.uk>

To receive 30 hours funding you must apply for the 30-hour code before the start of term:

When your child turns 3	When they can get 30 hours from	Recommended time to apply
1 September to 31 December	Term starting on or after 1 January	15 October to 30 November
1 January to 31 March	Term starting on or after 1 April	15 January to 28 February
1 April to 31 August	Term starting on or after 1 September	15 June to 31 July

Child's name:.....

Parent/Carer name:..... Relationship to child:.....

Parent/Carer Signature:..... Date:.....

**Session's available for Carlton Road Academy Nursery 3- & 4-year-olds
2025/2026 (Term Time Only)**

If you are entitled to standard 15 hours free childcare:

8.40am - 11.40am 3 hours: Monday to Friday – free entitlement, no additional cost.

With no 30-hour code:

8.40am - 3.10pm - 6.5 hours: Monday to Friday – free entitlement (15 hours)

PLUS £40.00 per week for afternoon sessions and lunchtime provision.

Calculated at: 15 hours Free.

17.5 hours payable - £40.00 per week (£10.00 per week for lunchtime provision and £30.00 per week for afternoon sessions).

Meals are **£2.30 per day** – Meals must be booked and paid for at least 1 week in advance. A packed lunch from home must be provided if you have not booked a school meal.

If you are eligible to 30 hours free childcare with valid 30-hour code:

8.40am - 3.10pm - 6.5 hours: Monday to Friday – (30 hours eligible)

PLUS £10.00 per week for lunchtime provision.

Calculated at: 30 hours free.

2.5 hours payable - lunchtime provision (£10.00).

Meals are **£2.30 per day** – Meals must be booked and paid for at least 1 week in advance. A packed lunch from home must be provided if you have not booked a school meal.

NOTE – Priority will be given to children due to start Reception Year the following September. Children can be offered a place the term after their 3rd birthday (once they are eligible to receive 15 hours free childcare) IF we have spaces available.



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Carlton Road Academy is part of the Voyage Education Partnership. Company Registration Number: 8158309 (England and Wales).
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