

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 - 2.40pm full days (with a 30-hour code) or half days 8.40am - 11.40am. Optional additional hours for afternoon sessions (11.40am - 2.40pm) and/or wrap around care (2.40pm - 3.15pm) can be paid for.
We are a cashless school – invoices for additional hours can be paid on +Pay via the MYEd app.
- I understand places are for Monday to Friday every week during term time.
IF spaces are available, we may be able to accommodate alternative days (Priority will be given to places Monday through to Friday).
- I understand that payment for additional hours must be paid weekly in advance via +Pay 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 if I collect my child after 2.40pm a late charge fee will apply.
- 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.
Failure to re validate your 30-hour code will result in the removal of afternoon/wrap around sessions, unless you are able to pay for the additional hours.
- I understand that I can request to cancel these days by giving one month's notice in writing.
- 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.
- I understand that if my child does not attend without a valid reason given, Carlton Road Academy will follow their Attendance Procedures and that may ultimately lead to my child being removed from the school roll, with notice. [Carlton Road Academy - Attendance, Illness, Term Time Absence and Holidays](#)
- 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.
- 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>



Headteacher: Clare Coyle
Carlton Road Academy
Carlton Road
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PE21 8QX

Session's available for Carlton Road Academy Nursery 3- & 4-year-olds 2026/2027 (Term Time Only)

Early Years Entitlement (EYE) funded hours (15 hours free childcare):

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

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

8.40am - 2.40pm - 6 hours: Monday to Friday – 30 hours eligible funded hours, no additional cost

OPTIONAL additional hours - £16.00 per week for wrap around care (2.40pm - 3.15pm)

Calculated at: 30 hours free. 2 hours 55 minutes payable (non-funded hours charged at the local authority rate of £5.53 per hour)

With no 30-hour code afternoon sessions and wrap around care:

8.40am - 3.15pm - 6 hours 35 minutes: Monday to Friday – free entitlement (15 funded hours)

OPTIONAL additional hours - £98.00 per week for afternoon sessions and wrap around care (11.40am - 2.40pm afternoon sessions including 2.40pm - 3.15pm wrap around care)

Calculated at: 15 hours Free. 17 hours 55 minutes payable (non-funded hours £5.53 per hour)

With no 30-hour code afternoon sessions:

8.40am - 2.40pm - 6 hours: Monday to Friday – free entitlement (15 funded hours)

OPTIONAL additional hours - £82.95 per week for afternoon sessions (11.40am - 2.40pm)

Calculated at: 15 hours Free. 15 hours payable (non-funded hours £5.53 per hour)

Parents will not be required to purchase additional hours or pay additional charges to secure free places.

T: 01205 364674 **E:** enquiries@carltonroadacademy.net **W:** www.carltonroadacademy.net



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We have intakes in September, January and April. We may also be able to take mid-year intakes. When you register at our nursery, you will be asked to complete a funding form so we can claim the funding for your child. Your child will not be able to start their funded place until we have received this form. **Please note, funding applications for 30 hours should be made the term before your child is due to start nursery.**

NOTE – In the event of the nursery being oversubscribed, priority will be given to children due to start their 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.

Lunches

School meals are **£2.30 per day**. Hot and cold food is available as well as a vegetarian option.

Dairy and gluten free meals can be provided. Please speak to the school office to book.

Meals must be booked and paid for at least **1 week in advance on +Pay via the MYEd App**. A healthy packed lunch from home must be provided if you have not booked a school meal.

Sundries

- Parents/carers are requested to provide spare clothing and footwear for changes, if needed.
- Nappies, pull-ups, wipes and cream for children who require changing must be provided by parents/carers. Please see our Intimate Care Form in the starter pack.
- Sunscreen, specific dietary requirements (over and above what can be provided by school), water bottles etc are to be provided by parents/carers.
- Fruit, vegetables and milk (cows) are provided as a snack everyday free of charge.

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Aspire to Achieve



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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.

**** Please note our nursery provision starts from the term after a child's 3rd birthday.***

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:.....

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Carlton Road Academy is part of the Voyage Education Partnership. Company Registration Number: 8158309 (England and Wales).
Registered Office: Venture House, Enterprise Way, Wyberton Fen, Boston PE21 7TW



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