

Education Department Policy

Subject: Policy for the application and awarding of additional hours for a child in a States' nursery class due to an educational, developmental or family reason

Date: 14th February 2017

Author: Director of Policy and Planning

1. Overview

This policy outlines the process for applying for, and the awarding of free additional hours in States school nursery classes, including the criteria used.

2. Scope

The policy applies to parents / carers making an application for free additional hours for a child who has gained a place in a States' school nursery class.

5. Further information and related documents

Please refer to the online form available at www.gov.je/nurseryhours

Further information is also available from: [Registering for a school nursery place](#)

6. Guidelines

How to make an application for additional hours

All applications must be made using the online form available at www.gov.je/nurseryhours . The application will be considered by the Education Department and maybe be referred to the 'Nursery Panel' for consideration. Parents and schools will be informed by email once a decision is made.

The Nursery Panel

The Nursery Panel consists of representatives from the Education Department, the Jersey Child Care Trust and Health and Social Services. Parents and schools are informed of all decisions by email.

For successful applications, additional hours are available immediately. In all cases 10 additional hours will be awarded.

The Criteria for accessing free additional hours

A child may be eligible for 10 additional hours a week (2 hours a day) free of charge if they:

- have social or emotional needs impacting on their learning;
- have a physical or medical condition which impacts on their access to education;
- the child's family has particular challenges (e.g. siblings with additional needs, multiple births, parental illness).

Extra hours will be granted if one or more of the following conditions are met.

The child:

- has been assessed by the Speech and Language department and the referral has been evaluated as priority 1 or 2;
- is being tracked and monitored via the Pre-school Forum;
- has significantly delayed development as evidenced through the Development Matters profile and a child's learning journey;
- is looked after by the States Of Jersey (Looked After Child);
- is new to English and assessed as at the early stages of acquisition;
- qualifies for Jersey Premium.

The family has:

- three children all of the ages five and under, living together;
- a level of need above universal services and has been referred to the appropriate service.

For all other applications the Nursery Panel will decide whether to award free additional hours based on the needs of the child and the family.

In certain circumstances it may be in the best interests of the child that the awarded additional hours are: not accessed immediately; and/ or the hours are accessed over a phased period increasing over time. In such cases, officers from the department, representatives from the school and the parent will discuss the most appropriate way to incorporate the additional hours.

