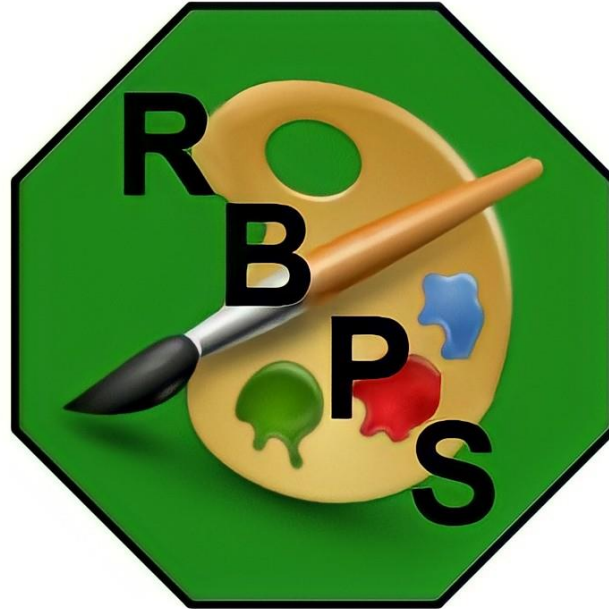


Richard Bonington Primary and Nursery School



Nursery Admissions Policy.

Adopted:	Sept 2023
Reviewed:	Sept 2024
Head Teacher:	Mrs L Barbuti
Chair of Governors:	Mrs V Burr

If you require this in another format, please contact the school office:

T: 0115 956 0995 or E: admin@rbps.org.uk

Richard Bonington Nursery offers up to 30 hours provision based on the Early Years Foundation Stage Curriculum. The school day starts at 8.45 and finishes at 3.45 which equates to 2 x 3-hour sessions and an hour for lunch. Wrap around breakfast and after school club is available through Lime Trees Childcare, please ask our office for more information or view their website <https://thelimetrees.co.uk/>.

We have an open catchment policy, therefore anyone can apply for a place in our nursery. It is made clear at the time of application that a nursery place will not guarantee a place in Foundation Stage 2. These admissions are dealt with by the Nottinghamshire admissions team.

When the numbers of applicants are high, priority will be given to children who live in the school catchment area and have siblings in school. To apply for a nursery place parents should fill in an application form (available through the school office, nursery or online).

Children are offered a place for the term after their 3rd birthday subject to availability.

Lunchtimes (11.45-12.45) are charged at £4.50 (correct as of September 2023). Parents can choose to supply a packed lunch or book and pay for a school lunch.

Sessions unattended for either sickness or holidays must be paid in full and will not be reimbursed. This is due to staffing numbers allocated to ensure the correct ratio of adults to children. If money owed is not paid, Richard Bonington reserves the right to suspend any further sessions until the debt is cleared.

Nursery Teachers will carry out a home visit to new families to the school, in the term before a child starts. These visits encourage good relationships between staff, parents and children and are a good opportunity for parents to ask questions and receive information.

On admission children and parents are invited to a 'stay n play' session as transition into the unit. The following day the child officially starts and parents are expected to leave their child for the full session, unless otherwise arranged.

If attendance is poor or erratic, without a genuine reason, the Nursery Teacher will talk to parents and remind them that for the child to fully benefit from Nursery education, attendance needs to be regular and punctual. If a child is absent for a period of four weeks without any contact from the parents, and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. A letter explaining the situation will be sent to the parent.

All parents and carers must be made aware that a place in the nursery does not automatically guarantee a place in the main school and that they must still go through the correct admissions procedure. The Nursery staff, alongside colleagues in Reception, plan together to ensure a smooth transition process takes place with all relevant documentation transferred.