

# Richard Bonington Primary and Nursery School



## Nursery Admissions Policy.

<b>Reviewed:</b>	<b>June 2024</b>
<b>Next review:</b>	<b>June 2025</b>
<b>Head Teacher:</b>	<b>Mrs L Barbuti</b>
<b>Chair of Governors:</b>	<b>Mrs V Burr</b>

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

T: 0115 956 0995 or E: [admin@rbps.org.uk](mailto:admin@rbps.org.uk)

### **Our offer:**

Richard Bonington Nursery offers places for 15 hours or 30 hours:

30 hours-8.45am-11.45am/12.45pm-3.45pm

15 hours- 5 x mornings: 8.45am-11.45am or  
5 x afternoons: 12.45pm-3.45pm

### **Admissions:**

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 3<sup>rd</sup> birthday subject to availability.

Children who do not receive a full 30 hours entitlement, but wish to attend for 30 hours can pay the additional costs half termly in advance. Please speak to nursery staff if you wish to do this.

Parents must apply for the 15 or 30 hour entitlement in the term before the child is due to start. This needs to be renewed periodically and will be notified by the Government website when this is due.

### **Lunchtimes**

The 30 hours entitlement covers the two three hour sessions (8.45am-11.45am/12.45pm-3.45pm). It does not cover the lunchtime: the guidance states that the 30 hour entitlement is not to be used to pay for lunchtimes. Therefore, there is a charge of £4.50 payable for the lunchtime period (11.45-12.45). This pays for the midday staff.

Unattended sessions (sickness/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. Invoices are issued at the start of each half term and payment must be made within 3 weeks. If money owed is not paid, we will suspend any further sessions until the debt is cleared.

You are welcome to send your child with a packed lunch or you can order them a school dinner at a cost of £2.70 per day.

### **New starters.**

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 and play' session. The following day, the child officially starts and parents are expected to leave their child for the full session, unless otherwise arranged.

### **Attendance**

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.

### **Wrap around care.**

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/>.