



Richard Bonington Primary School.

Nursery Admissions Policy

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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 (Reception) 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.

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 office staff if you wish to do this.

Parents must apply for the 30 hour entitlement code in the term before the child is due to start using the gov.uk website. This needs to be renewed periodically and parents will be notified by the Government website when this is required.

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. Due to our staffing provision we use midday supervisors to cover the lunchtime. Therefore, there is a charge of £5.50 payable for the lunchtime period (11.45-12.45) to cover those staffing costs.

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.

- Nursery lunchtime sessions are chargeable at the published rate per day.
- Invoices will be issued half-termly.
- All fees must be paid in full before the start of the half term to which the invoice relates.
- Children will not be able to attend paid lunchtime sessions until the invoice has been settled in full.
- Sessions not attended (including sickness or holidays) remain chargeable, as staffing ratios are planned in advance.
- Where fees remain unpaid, the school reserves the right to suspend lunchtime provision until the outstanding balance 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 £3.15 per day.

New starters.

Nursery Teachers will meet families in the term before a child starts. These meetings may take place at school, during an organised meet and greet session, or at the child's home. This is important to 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 for an hour. 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/>.