Hunsbury Park Primary School

Nursery Admissions

Last updated: 10th May 2026

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1. Introduction

Hunsbury Park Primary School Nursery provides high-quality early years provision for children aged 3 and 4. This policy outlines the procedures for nursery admissions, available sessions, fees and payment expectations. It operates alongside the school's wider Early Years' policies and aligns with national Early Years statutory guidance. Our Nursery offers up to 24 mornings places and 24 afternoon places.

2. Admissions Policy

Eligibility

- Children are eligible to join the nursery the term ***after*** they turn 3 using funding or when they turn 3 if sessions are paid for. Please see the table below for more detail.
- All places are offered subject to availability and staffing ratios.

Birthday	Start Date
Turn 3 between April 1st and August 31st	First day of the school's Autumn term (September)
Turn 3 between 1st September and 31st December	First day of the school's Spring term (January)
Turn 3 between January 1st and March 31st	First day of the school's Summer term (April)

Application Process

1. **Expression of Interest Form**
   Parents/carers must complete the Nursery Expression of Interest Form through the school office or school website.
2. **Phone Call to Offer a Tour of the Nursery**
3. **Forms to be Completed and Returned**
4. **Offer of Place**
   - Offers are made in writing (email or letter).
   - Offers include confirmation of start date, agreed sessions, and any required documentation.
5. **Acceptance of Place**
   Parents must confirm acceptance within the stated timeframe. Failure to reply may result in the place being offered to another family.

6. **Settling in Sessions**
   A settling in session will be arranged prior to the child's start date. Some children may require more than one session.
7. **Required Documentation**
   Before starting, families must provide:
   - Completed application pack, including medical forms
   - Birth certificate
   - Funding code (for 30-hour places, if applicable)

Admission Criteria (if oversubscribed)

If more children apply than places available, priority will be based on:

1. Children with an EHCP naming the Nursery
2. Looked After or Previously Looked After Children
3. Children with siblings already attending Hunsbury Park Primary School
4. Children of staff working at Hunsbury Park Primary School and Nursery
5. Children living within the local area

Nursery admission **does not guarantee** a place in Reception; normal school admissions rules still apply.

All admissions will be considered in line with the Equalities Act 2010, we will not discriminate against disabled children, and we will take all reasonable steps to provide effective educational provision. When responding to admission requests for children with an EHCP, we will work with parents/carers to establish whether the provision offered in our mainstream setting is appropriate and respond to any consultation, looking with care at the documentation. We are an inclusive nursery and seek to support children who wish to join us. On occasions, where need is severe and complex, we will seek further information, advice and support from WNC.

We strongly advise parents to visit the setting to ensure that the nursery provides or can obtain access to the provision required before applying for a place.

Any appeals or queries regarding this process should be put in writing to the Chair of Governors at Hunsbury Park Primary School, Dayrell Road, Northampton, NN4 9RR.
Parents who accept a place will be expected to commit to taking the place for the rest of the academic year and are encouraged to use every session Hunsbury Park Nursery offers.

Waiting List

- When oversubscribed, an age-appropriate waiting list is kept for the current academic year.
- Parents are contacted if a place becomes available.
- When sessions become available, priority will be given to children eligible for 30 hours.

Withdrawing offers

Once a written offer has been made, there are limited circumstances in which an offer can be withdrawn – these are as follows:

- Offers made in error
- Offers made on the basis of a fraudulent claim
- Parents not responding to offers within the stated timeframe

Delayed starts

Once a place has been accepted, the start date can be delayed once, and only delayed by one half term before the reserved space is opened up to other children.

3. Nursery Sessions

Available Sessions

The nursery offers the following term-time only session structure:

Morning Session – 9:00am – 12:00 midday
Lunch club – 12:00 midday – 12:30pm
Afternoon Session – 12:30pm – 3:30pm
All-Day Session - 9:00am – 3:30pm.

Parents may request:

- 15 funded hours – for children aged 3 to 5
- 30 funded hours (subject to eligibility and valid code) – for children aged 3 to 5
- Paid additional hours (subject to availability)

Please note that all sessions are term-time only attendance (38 weeks).

Attendance Options

Families may select:

- **15-hour entitlement:**
  - 5 mornings **or** 5 afternoons
  - OR a combination of sessions adding up to 15 hours
- **30-hour entitlement (eligibility required):**
  - 4 full days plus 9:00am – 1:00pm on a Friday
  - *Please note: There is an option to book an additional chargeable Friday afternoon session from 1:00 – 3:30pm for any parents wishing to do this above their funded 30 hours.*
- **Additional ad hoc paid sessions:**
  - Offered only if there is space
  - Booked termly and not guaranteed long-term

At Hunsbury Park Nursery, we try to support our families by being as flexible as we can, however our priority is always the children. We know that children need consistency and regular attendance to feel secure in the environment to develop and learn. For this reason, children must attend a minimum of 15 hours per week. Extra sessions are to be requested in writing to nursery@hunsburypark.org and will be dependent on availability.

Changing Sessions

- Requests to change sessions can be made by emailing nursery@hunsburypark.org
- Changes will be accommodated where possible

Attendance and Absence

Parents must inform the nursery as soon as possible if their child is unable to attend for the whole or part of a day when they are due to attend. Parents will still be charged for the session unless it is covered by funded hours.

If attendance and punctuality are poor or erratic, the Nursery Lead or school Family Support Worker will talk to parents and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual, following our school's attendance policy. If attendance does not improve, we may invite parents for further meetings with the school Attendance Lead or Head of School. These meetings will focus on offering any support needed to help your child attend Nursery more regularly, aiding their progression and development. However, if absences continue to be frequent and unauthorised, the child may lose their place. Parents will be notified of the loss of place in writing. If a child is absent for a

period of three weeks and no mitigating circumstances have been offered, for example an illness certified by a doctor, the child may lose their place and it may be offered to someone else. This will be decided by the Head of School and a letter explaining the situation will be sent to the parents.

4. Fees & Payments Policy

Funded Places:

Universal 15 Hours

All 3–4-year-old children receive 15 hours of funded childcare from the term after their third birthday.

Extended 30 Hours (if eligible)

Families may access 30 funded hours if they meet government eligibility criteria. Parents must:

- Apply for a valid 30-hour code
- Renew the code every 3 months
- Complete a Funding Declaration Form each term

If a family becomes ineligible:

- A **grace period** applies
- After the grace period, the child will revert to a 15-hour place or paid hours if available

Fees for Additional or Non-Funded Hours

Parents may purchase extra sessions beyond funded hours if places allow.

At Hunsbury Park, we run three sessions. The following sessions are available children to attend for **15 hours** per week.

	Session	**Days**	**Times**	**Hours**	**Charge per week**	**Voluntary Contribution (for snacks)**
Option 1	15 hours	Monday	9am – 12pm **OR** 12.30 – 3.30pm	3	£0	£1.50
		Tuesday		3		
		Wednesday		3		
		Thursday		3		
		Friday		3		
Option 2	15 hours	Two full days and a short morning session	Day 1 – 9am – 3.30pm	6.5	£0	£1.50
			Day 2 – 9am – 3.30pm	6.5		
			Day 3 – 9am – 11am	2		
Option 3	16 hours	Two full days and a full morning session	Day 1 – 9am – 3.30pm	6.5	£5 (for hour above 15 hours funded)	£1.50
			Day 2 – 9am – 3.30pm	6.5		
			Day 3 – 9am – 12pm	3		
	Extra sessions above 15 hours funding		9am – 12pm **OR** 12.30pm – 3.30pm		£15.50	N/A
			Lunch club 12 – 12.30pm		£3	
			Full day (9am – 3.30pm including lunch club)		£34	

For families eligible for **30 hours**, the sessions available are below.

	Session	**Days**	**Times**	**Hours**	**Charge per week**	**Voluntary Contribution (for snacks)**
Option 1	30 hours	Monday	9am – 3.30pm	6.5	£0	£2.50
		Tuesday		6.5		
		Wednesday		6.5		
		Thursday		6.5		
		Friday	9am – 1pm	4		
Option 2	32.5 hours	Monday - Friday	9am – 3.30pm	6.5 per day	£15 (for hours above funded 30 hours)	£2.50

The following additional costs apply to all nursery children.

Additional costs		
Trips	Ad hoc	Any costs associated with trips will be added to Arbor to be paid by parents
Meals/snacks	Lunch	To be provided by parents or purchased via Kingswood Catering
Consumables	Pulls ups/wipes	To be provided by parents
	Sun cream	To be applied before arriving at nursery
Late collection charge		£5.50 per 5 minutes

Lunch Arrangements

For children attending all day:

- Parents may provide a packed lunch

  OR
- Purchase a school lunch via Kingswood Catering.

Payment Expectations

- Invoices are issued **monthly** and are due to be paid **in advance by the 25th of each month**
- Payment must be made by the stated due date.

- Payments can be made via:
    - Arbor
    - Tax-Free Childcare accounts

Late Payments

If payment is late:

1. A reminder notice will be sent.
2. Continued non-payment may result in withdrawal of paid sessions.
3. Persistent late payment may lead to a change of sessions or loss of the nursery place.

The school reserves the right to recover unpaid fees through standard Local Authority procedures.

Additional costs

The nursery is able to charge additional **voluntary** costs as part of a free entitlement place – this includes but is not limited to the following:

- Snacks – a voluntary contribution towards a snack for each session children attend for.
- School trips

Leaving Nursery

If you wish to remove your child, you will be required to give **4-weeks' notice** in writing to nursery@hunsburypark.org**.**

Children will not continue with an allocated nursery place at Hunsbury Park Nursery beyond the end of the current school year (July) in which they turn 4 years old. At this age, although not necessarily of statutory school age, they must have applied for and been allocated a school place to join the Reception class at Hunsbury Park Primary School or another school. Hunsbury Park Nursery may consider continuing to offer places to children who have deferred their entry to school until they are 5 due to exceptional circumstances. This is allocated on a case-by-case basis and must be agreed by Hunsbury Park Primary School.

Non-Attendance

Fees still apply for:

- Illness
- Holidays

- Occasional absences

Funded hours cannot be transferred or refunded.

This policy is to be read in conjunction with:
Charging & Remissions Policy

5. Additional Operational Information

Settling-In

Settling in sessions will take place and will depend on how individual children settle. Initially, children will be invited to come to nursery for 30 minutes **with an adult from home.** We will then arrange a 30-minute session for your child to attend without you. They may or may not need more settling in sessions.

Late Collection Charges

To ensure legal staffing ratios, if your child is collected late, you will be charged £5.50 for each 5 minutes your child is not collected. Children need to be collected promptly at 12.30pm and 3.30pm.

Term Dates

Nursery follows **Hunsbury Park Primary School term dates**. These can be found on the school website.

6. Monitoring and Review

This policy is reviewed by the headteacher and governing body on an annual basis. Any changes to this policy will be communicated to all relevant stakeholders.

The scheduled review date for this policy is 10th May 2027.

This policy will be reviewed annually or sooner if:

- Government funding rules change
- Session structures are updated
- School leadership deems a revision necessary