



Pinewood Infant School and Foundation Unit

Nursery (F1) Admission Policy

September 2025

Contents

1. Accessing Your Entitlement	3
Extended 30-hour Entitlement/Acorns	3
Twilight Sessions	3
Home Visits	3
Future Admissions into Foundation 2 (Child’s First Official School Year)	3
2. Chargeable Services, Private Childcare Provision & Hours of Operation	4
Operating Hours	4
Chargeable Services Continued	4
How Parents are Invoiced	5
Parent Invoices Explained	5
Accessing Invoice History	6
Monthly Statements	6
Alternative Payment Methods	6

1. Accessing Your Entitlement

Children are entitled to their 15-hour universal entitlement starting the term after their 3rd birthday in line with Nottinghamshire County Council policy. Intakes start therefore in September, January and April. Children access their Universal 15 hours by attending the nursery for 5 mornings (8:30am-11:30am). It is an expectation that children attend for the whole 5 sessions in the morning in order to gain the most from our nursery experience.

We have an open catchment policy; therefore anyone can apply for a place in our Foundation Unit.

In the event of oversubscription priority will be given as follows:

1. Children who are looked after by the local authority and previously looked after children
2. Priority will be given to children who live in the school catchment area who have a sibling attending the school or our link Junior school
3. Other children who live in the catchment area
4. Children who live outside the catchment area

Extended 30-hour Entitlement/Acorns

In addition to the universal offer of 15 hours that every child in the term after their third birthday is entitled to, some children may be eligible for the extended 30-hour provision where many working parents are entitled to 30 hours childcare funding (38 weeks per year during term time).

Eligibility criteria can be found on <https://www.childcarechoices.gov.uk/> . We offer a limited number of places for the 30-hour provision. If our 30-hour provision is full you will be placed on a waiting list.

In addition to these places, we have some spaces in our Acorn provision where parents who are not eligible for the 30-hour childcare funding, can choose to pay for extra sessions in the nursery (spaces permitting). We have a limited number of 30 hour/Acorn places available. Acorn arrangements are fixed for each term and are also reviewed termly. Priority, if full, will be given to the 30-hour entitlement places.

Twilight Sessions

You and your child will be invited to attend an after-school session in the Foundation Unit in the term before they start at Pinewood. During the meeting you will find out about nursery routines and meet the staff. It allows your child the opportunity to play alongside their peers and explore the environment, while you liaise with the class teacher and share important information about your child. You will be given a start date for your child at the end of the meeting. There is an expectation that you will attend the meeting as it is a very important part of your child's introduction to nursery life.

Home Visits

Home visits occur after the twilight session. A member of our Foundation team will visit you and your child at home and complete an all about me form with you. Home visits are a way of getting to know our children more thoroughly and helps them settle into our unit. A convenient time and date for the home visit will be discussed during the twilight session.

Future Admissions into Foundation 2 (Child's First Official School Year)

Please be aware that attendance at the school's nursery does not guarantee a place in the reception class for your child's first official school year. All parents must apply for a school place through their local authority when the admissions process opens. It is essential that you complete and submit the official application once you receive communication from either Nottinghamshire or Nottingham City Council, even if your child is already attending our nursery. Failure to apply through the appropriate admissions process may result in your child not being offered a place at the school.

2. Chargeable Services, Private Childcare Provision & Hours of Operation

As a school, our operating hours differ from those of private day nurseries, which often offer flexible extended childcare throughout the day. Our school day follows a more traditional schedule, which means we are unable to provide care outside of standard school hours. However, we are committed to offering the 15 and 30-hour funded childcare entitlements as flexibly as possible within these constraints. To ensure the safety and well-being of all children, as well as to manage capacity effectively, families accessing the 15-hour entitlement will need to take their sessions during the morning. Afternoon sessions are reserved for families who qualify for the 30-hour entitlement or for those who wish to purchase an additional afternoon session.

To clarify, families who are entitled to the 15-hour childcare provision must take these sessions during the morning. For those entitled to 30 hours, these hours are to be used during afternoon sessions. At the time of writing this policy we cannot currently offer 30-hour entitlements to be taken in more than 3-hour blocks across less than 5 school days. This is necessary to ensure the school can maintain effective levels of health and safety, as well as appropriate staffing ratios throughout the day. By offering the 15-hour entitlement in the mornings only, we are able to plan and manage our resources responsibly while maintaining the highest standards of care and supervision. However, Pinewood Infant School & Foundation Unit is committed to continuously reviewing and evolving our childcare offer. If an opportunity arises to make positive and practical changes to the current structure, we will always take this into careful consideration.

As a school, our qualified teaching staff and support team are entitled to a lunch break during the school day. To maintain high standards of care and supervision during this period, we employ additional midday supervisors who are specifically responsible for overseeing the children over lunchtime. This 45-minute lunch break falls outside of the funded education hours and is therefore considered a period of 'private childcare', which is chargeable to parents. The cost of this lunchtime session is carefully set in line with other local childcare providers, many of whom also face similar constraints in offering fully flexible sessions due to staff lunch breaks. At Pinewood Infant School & Foundation Unit, we are committed to setting this charge fairly and responsibly, taking into account the needs of our families, the operational costs to the school, and the pricing of comparable local settings.

Operating Hours

Morning Session (15 Hour Entitlement) – 8.30am – 11.30am

Private Childcare (Lunch Session) – 11.30am – 12.15pm

Afternoon Session (30 Hour Entitlement) – 12.15pm – 3.15pm

We understand that some families may choose to opt out from paying the 'private childcare' offer. School is more than happy to offer parents the choice to collect their child at 11.30am and return them to school for 12.15pm. Should you wish to take this option, please speak directly with the nursery team. If this is not the case, then a charge will be applied for the use of the 45 minute 'private childcare' session.

Chargeable Services Continued

We recognise how important it is for families to receive good value for money and to have the information needed to make informed decisions about their child's care and education. While we strive to keep costs as low as possible and ensure transparency, there are some unavoidable chargeable items and services that require payment from parents. These include contributions towards snack money, payment for hot school dinners, private childcare cover during lunchtime, private afternoon sessions for non-entitlement hours, book bags as well as the optional item of a sunhat. These charges support the school in maintaining a high-quality provision while meeting the day-to-day needs of our children in a safe, well-equipped environment.

To make payments as convenient and accessible as possible, the school uses the online application 'School Money'. This secure platform allows parents to easily view and settle any payment requests directly through the app. For those who prefer not to use the app, payments can also be made by card at the main school office.

We aim to provide flexible options to support all families in managing school-related payments efficiently and with ease.

As of September 1st, 2025, the cost for chargeable services and items can be found below:

Item	Cost
Snack Money*	£0.30 per week
Hot School Dinner**	£3.16 per day
Private Childcare 11.30am – 12.15pm*	£4.10 per day
Private Childcare Afternoon Session (Acorns 12.15pm – 3.15pm) *	£15.70 per day
Book Bag*	£4.00
Sunhat*	£3.50

*Pinewood Infant School & Foundation Unit has the right to review the cost of each item on an annual basis. Price increases are communicated to parents with good notice.

**Nottinghamshire County Council has the right to review the cost of a hot school dinner on an annual basis. Price increases are communicated to parents with good notice.

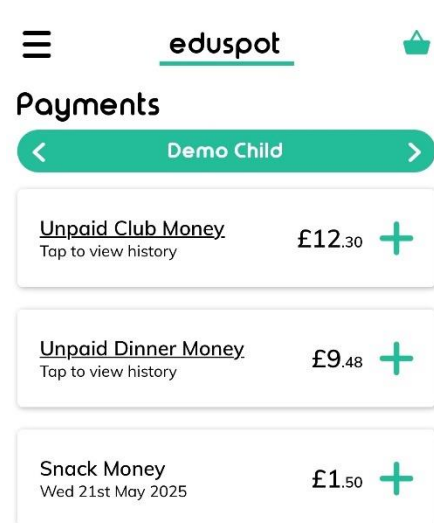
How Parents are Invoiced

Here at Pinewood Infant School and Foundation Unit, we are a cashless school. As part of our fees policy, it is a requirement that parents ensure all accounts are settled on a weekly basis. For added convenience, families also have the option to pay monthly in advance if they prefer. Please be aware that if certain fees remain unpaid, we may need to consider restricting your child's access to specific services or sessions until the outstanding balance is cleared. We appreciate your understanding and cooperation in helping us maintain smooth and efficient operations.

At Pinewood Infant School and Foundation Unit, parents are invoiced weekly through their School Money account, ensuring a clear and timely overview of any fees due. In addition, a statement of payments / debts will be emailed to families on a monthly basis to help keep everyone informed of any paid, free and outstanding balances. This system supports our cashless policy and makes it easier for parents to manage payments.

Parent Invoices Explained

Please find below information about parent invoices and how they are displayed on the School Money app.



Once your child is enrolled at the school, you will shortly receive registration details to help you get set up with the School Money app. The app allows parents and guardians to easily manage school-related payments.

Once you're set up and logged in, you'll be able to view your weekly invoice, which outlines the services your child has used, such as school meals or private childcare. The app provides a simple and secure way to keep track of your account and make payments conveniently online.

The image on the left is an example of what parents will see when logging into the app. To provide parents with full transparency around invoicing and chargeable items, parents have the flexibility to view historical information by selecting 'tap to view history' beneath each offer. At times this will not be available if a payment is brand new to the School Money system.

Accessing Invoice History

Parents can easily view their invoice history by selecting the 'Tap to View History' option. This feature provides access to past invoices, beginning with the most recent week, allowing parents to conveniently track and review their payment records. If there are any concerns or if something appears incorrect, parents are encouraged to contact the school office. The team will be happy to assist with any questions or clarify any issues related to specific invoices. Examples of this is shown below:

The screenshots show the Eduspot app interface for a 'Demo Child'. The first screenshot displays the 'Transaction History' and 'Club History' sections. The second screenshot shows the '30 Hour Entitlement Sessions' with the following data:

Day	Attendance
Monday	Attended
Tuesday	Not Attended
Wednesday	Attended
Thursday	Not Attended
Friday	Attended
Weekly Total	£0.00
Amount Paid	£0.00
Amount Due	£0.00

The third screenshot shows the 'Private Childcare 11.30-12.15' with the following data:

Day	Attendance
Monday	Attended
Tuesday	Not Attended
Wednesday	Attended
Thursday	Not Attended
Friday	Attended
Weekly Total	£12.30
Amount Paid	£0.00
Amount Due	£0.00

Monthly Statements

The school will issue financial statements to parents during the first week of each month. Statements will be issued via email. The statements will provide a clear summary of all payments received prior to the reporting date, as well as any outstanding debts that still need to be settled. In some cases, the statement may also include future payments that will eventually require funding; however, these do not need to be paid immediately. Any future charges will be managed in accordance with the school's Fees Policy, which outlines payment timelines and expectations. If you have any questions after reviewing your statement, please feel free to contact the school office for clarification. An example of the statement is shown below:

All Payments (1 - 301 / 301)									
Type	Description	Reference	Instalments	Total Paid	Total Outstanding	Total Amount	Due Date	Paid?	
Dinner Money	Nursery Dinners	W/C 19 May 2025	1		£9.48	£9.48	Thu 22 May 2025	Unpaid	
Other	Snack Money	Summer Term 1	1	£0.00	£1.50	£1.50	Wed 21 May 2025	Unpaid	
Club / Extended Services	Private Childcare 11.30-12.15	W/C 19 May 2025	1		£12.30	£12.30	Mon 19 May 2025	Unpaid	
Club / Extended Services	Breakfast Club	W/C 19 May 2025	1	£0.00	£0.00	£0.00	Mon 19 May 2025	Paid	
Club / Extended Services	15 Hour Entitlement Sessions	W/C 19 May 2025	1	£0.00	£0.00	£0.00	Mon 19 May 2025	Paid	
Club / Extended Services	30 Hour Entitlement Sessions	W/C 19 May 2025	1	£0.00	£0.00	£0.00	Mon 19 May 2025	Paid	

Alternative Payment Methods

We understand that some families may choose to make payments using alternative methods, such as the Tax-Free Childcare scheme. If you wish to use this payment method, funds can be sent directly to the school's bank account. To ensure accurate allocation, we kindly ask that you notify the school once a payment has been made and provide a breakdown of the amount paid for each type of session—for example, hot dinners, private childcare or other services. Please note that all payments, regardless of the method used, must comply with the school's Fees Policy, which requires that fees are paid on time or in advance.