



Nursery Admissions Policy

Effective from September 2026 | Review: July 2027

Brocklewood admits children to Nursery from the age of three. Nursery places are allocated directly by the school and are separate from admission to Reception.

Nursery sessions

Morning and afternoon sessions are three hours each. Children can access their 15-hour funded entitlement through these sessions. Families entitled to the 30-hour funded entitlement can request full-day places.

Additional sessions: Families using the 15-hour funded entitlement may purchase extra morning or afternoon sessions at £10 per session. A full additional week, Monday to Friday, may also be requested. Children staying for the full day may bring a packed lunch or have a school dinner.

Applying for a place

Parents should complete a Nursery admissions form, available from the school office. As the child approaches their third birthday, the school will contact the family to discuss the available sessions and complete the admission paperwork.

All places are subject to availability. Paid additional sessions are limited; priority will be given to families requesting an ongoing weekly pattern of sessions.

Values and ethos

Our Nursery is part of the Brocklewood community. Children are explicitly taught and encouraged to follow KRIS: Kind, Respectful, Inclusive and Safe. We work closely with parents so that children feel secure, develop independence and enjoy learning.

Starting Nursery

The school will arrange introductory sessions to help each child become familiar with the Nursery staff and environment before they start.

Attendance

Although Nursery attendance is not statutory, regular attendance helps children build secure relationships, develop good routines and make progress. We expect 100% attendance at all booked sessions and no late arrivals. Parents should contact the school promptly if their child will be absent or late.

Safeguarding

The Nursery operates robust safeguarding arrangements. Safeguarding concerns are managed in line with school procedures and local safeguarding partnerships.

Special Educational Needs and Disabilities

The Nursery is committed to inclusive practice and operates in line with the Equality Act 2010. Children with additional needs are supported through reasonable adjustments, liaison with parents and, where appropriate, access to local authority inclusion funding and external support.

Toileting and intimate care

Toilet training is recognised as intimate care and is managed sensitively in line with the school's Intimate Care Policy. Children are supported to achieve the highest level of independence appropriate to their age and ability.

Where medical, physical or developmental needs affect toileting, an individual care plan will be agreed with parents and, where appropriate, the SENCO and relevant health professionals. Parents must provide any nappies or pull-ups, wipes, nappy sacks, bags for soiled clothing and spare clothes their child requires.

Admission to Reception

A Nursery place does not guarantee or automatically transfer to a place in Reception. Parents must make a separate Reception application through their home local authority, in line with the Brocklewood Admissions Policy for the relevant year.

Contact

School office: 0115 9153272 | admin@brocklewood.nottingham.sch.uk