



Bowbrook
Primary School

Bowbrook Nursery
Offer Guide

Information for parents

This document sets out our nursery offer and guides you through the free funding available, our sessions, timings, when children are able to start nursery, additional sessions, payments, extended hours available and enquiries.

1. 3-4 Year olds

Bowbrook Nursery can accommodate 26 places, and accepts children aged 3 & 4. Children are welcome to start Bowbrook Nursery, the term after they are 3 years old to take advantage of free funding. If parents wish for their child to start as soon as they turn 3, then parents will need to pay for their places as Government funding will not start until the school term after their 3rd birthday.

2. Opening Hours

We are open 38 weeks of the year during school term time.

Please see our daily timetable below:

Timings	Sessions	Duration
08:45-11:45	Morning Session	3 hours
12:15-15:15	Afternoon session	3 hours
11:45-12:15	Lunch Time Session	30 mins
6 hrs per day plus lunchtime		

3. Additional Wrapround Care

In addition, we offer longer hours for nursery children that may be required for working parents. This is provided within the school's wraparound care provision at our Breakfast and After School Clubs. Please see below:

Timings	Sessions	Hours per session
7:45-08:45 am	Breakfast-	1.00 hour
15:15-17:30pm	After Care	2.15 hours

4. FREE GOVERNMENT FUNDING

15 hours free funding (Universal Funding)

All children are entitled to 15 hours per week of free nursery entitlement for 38 weeks of the year. This is automatically granted, parents DO NOT need to apply for this. This funding is automatically received the term after the child's third birthday and so the free hours start at this point.

30 hours free funding for working parents (Extended Funding)

Some children may receive 30 free hours entitlement instead of 15 hours through the Free Childcare for Working Parents scheme. This extended provision is also for 38 weeks per year and is eligible for **working parents**.

The amount of free childcare you can get through Free Childcare for Working Parents depends on:

- your child's age and circumstances
- whether you're working (employed, self-employed, or a company director)
- your income (and your partner's income, if you have one)
- your immigration status

You will not be eligible if either:

- your child does not usually live with you
- you or your partner's expected [adjusted net income](#) (including any [foreign income](#)) is over £100,000 for the current tax year

If you're working or on leave

You can usually get Free Childcare for Working Parents if you (and your partner, if you have one) are:

- in work or starting a new job
- on sick leave or annual leave
- on shared parental, maternity, paternity or adoption leave
- getting Statutory Neonatal Care Pay
- on Bereaved Partner Paternity Leave

If you're not currently working

You may still be eligible if your partner is working, and you are on [carer's leave](#) or if you get any of the following:

- Incapacity Benefit
- Severe Disablement Allowance
- Carer's Allowance
- Limited Capability for Work Benefit
- contribution-based Employment and Support Allowance

Your income

You (and your partner, if you have one) must each expect to earn a certain amount over the 3 months after you apply. The amount will depend on your age.

All amounts are before tax.

	Minimum income over the 3 months after you apply	Weekly equivalent
Over 21 years	£2,643.68	£203.36
18 to 20 years	£2,256.80	£173.60
Under 18 or an apprentice	£1,664	£128

Example:

If you're 19 and your partner is 22, the minimum amount you'll each need to earn will be different. You'll need to earn at least £2,256.80 and your partner will need to earn at least £2,643.68 over the 3 months after you apply.

This is the [National Minimum Wage or Living Wage](#) for 16 hours a week on average.

You can use an average of how much you expect to earn over the current tax year if:

- you work throughout the year but do not get paid regularly
- you're self-employed and do not expect to earn enough in the next 3 months

Example

You're eligible if you're 21 or over and do not have a regular income but earn £10,574.72 a year. This is the same as earning £2,643.68 every 3 months on average.

If you're self-employed and started your business less than 12 months ago

You can earn less and still be eligible for Free Childcare for Working Parents.

If you have more than one job

You can use your total earnings to work out if you meet the threshold. This includes:

- earnings from any employment
- earnings from any self-employment

If you're both employed and self-employed, you can use just your self-employment income if this would make you eligible.

Your immigration status

You (and your partner if you have one) must have a National Insurance number.

The person who applies must also have at least one of the following:

- British or Irish citizenship
- [settled or pre-settled status](#), or you have applied and you're waiting for a decision
- permission to access public funds - your UK residence card will tell you if you cannot do this

You can find all of the government Funding Information here:

www.gov.uk/free-childcare-if-working

Applying for 30 hours free funded nursery entitlement

Parents must apply for the 30 hours nursery entitlement via an online application form. As part of your application you'll set up a childcare account. Applications should be made at:

<https://www.gov.uk/free-childcare-if-working/apply-for-free-childcare-if-youre-working>

You'll usually find out if you're eligible immediately after applying, but it can sometimes take up to 7 days.

Once your application has been approved

You'll get an 11-digit code in your childcare account.

HMRC will let you know by text or email that the code is in your account.

Please give the code to school.

Please ensure you apply early so that you receive your code in time for your child to start.

You must have a valid code before your child starts nursery.

To keep getting Free Childcare for Working Parents

IMPORTANT -You must [sign in to your childcare account](#) every 3 months to confirm you're still eligible. If you do not do this then school may ask you to pay for your child's nursery sessions.

If you apply more than 3 months before your childcare starts, you'll have to reconfirm your eligibility to keep your code valid.

The funding starts the term after the child's third birthday and so the free hours start at this point.

Please see the table below of dates:

When your child turns 3	When they can get 30 hours free Childcare from	Deadline for applying
1 September to 31 December	Term starting on or after 1 January Spring Term	31 December
1 January to 31 March	Term starting on or after 1 April Summer Term	31 March
1 April to 31 August	Term starting on or after 1 September Autumn Term	31 August

5. Start dates for Bowbrook Nursery

Children are welcome to join Bowbrook Nursery when they are 3 years old. A large number of vacancies are available in the Autumn term following the transition of four year olds to Primary School.

Free funding starts the term after a child has turned 3 years old and so the start of terms in January and after Easter are common start dates but parents may opt to send their child earlier and pay for the place until funding starts.

See the start dates for free funding below:

Child turns 3	Free funding starts	School Term
1 September to 31 December	Term starting on or after 1 January	Spring Term

1 January to 31 March	Term starting on or after 1 April	Summer Term
1 April to 31 August	Term starting on or after 1 September	Autumn Term

6. Nursery Sessions

We run the following session structure for free funded hours.

The 15 hour funded places should be taken over 2 and a half days either at the beginning or end of the week to allow us to accommodate for staffing and for full time places. This also provides consistency for the children in building relationships with children and staff. Any changes to the weekly pattern throughout the year should be requested to see if it can be accommodated.

Free 15 hours	2 ½ days per week	Mon & Tue full day & wed morning session
Free 15 hours	2 ½ days per week	Wed afternoon and Thur & Fri full days.
Free 30 hours	5 days per week	Monday to Friday

7. Charges

Parents may want to purchase extra nursery sessions. For example if parents only receive 15 hours free funding or where parents want their child to start before the free funding kicks in (the term after their third birthday)

The **lunchtime period** is also an extra session and so a charge applies for this.

Parents may also require longer hours and wish to purchase the **School Breakfast and After School Care Club sessions**.

Consumables: We request that Families provide any pull ups and wipes that their child may need daily in their school bag. Where School have had to purchase these there may be a charge of £2.50 per day invoiced.

We accept Government Tax Free Childcare Scheme vouchers for paid nursery sessions and our school wraparound care.

Our nursery prices are equivalent to £6:00 per hour.

Please see the Charges below:

Bowbrook Nursery Charges		
Description	Price	Duration
Half day session (morning or afternoon)	£18:00	3 hours
Full Day	£36:00	6 hours
Lunchtime	£3.50	30 min

Updated: Sep 2026

School Lunch	£2.66	
Breakfast Session	£4.00	1 hour
After Care Session	£11.00	2.15 hours
Nursery Trips	When applicable	
Consumables Pull Ups/wipes	£2.50 When applicable	

Payment is invoiced via the school's payment system Arbor.

8. Requesting a Nursery Place

Parents are able to request a Nursery place 1 year in advance of their child turning 3 years old.

Parents can do by emailing admin@bow.318education.co.uk

Please email with your child's name, address, DOB, 15 or 30 hrs funding and the nursery sessions you would like either full time Mon to Fri, 15 hours Mon, Tue & Wed morning or 15 hours Wed afternoon, Thus & Fri. Wraparound Care hours can be sought at a later date.

This will be acknowledged by staff and you will be contacted to discuss your particular needs. Your child may be placed on a waiting list for the next available intake.

Children awaiting places are organised and considered according to their date of birth and the attendance pattern requested.

If there are insufficient places available to accommodate all the children on the Nursery waiting list, an admissions criteria will also be applied to allocate places. This criteria is the same as the school's admission criteria. Please see the School's Admissions Page below

<https://bowbrookprimary.co.uk/home/joining/admissions/>

9. Nursery Registration

When your child has been allocated a nursery place, we will ask parents to complete a **Nursery Funding Form** and a **School Registration form** to collect important child and family information for our school records.

10. Nursery Induction

Building relationships with parents is important to us and we want to provide the best possible start for your child. We provide nursery open mornings and stay and play sessions at points in the year for those on our waiting list and Our Nursery Teacher will liaise with you over Nursery Induction and starting arrangements. This may be a tailored approach based on individual needs. If your child has been at a previous childcare setting we will also contact them to arrange transfer of your child's records and ensure a thorough transition. If you have any concerns regarding Special Educational Needs our School SENDCO can discuss these with you.