

# Heathfield Nursery Admissions

Children attend Heathfield Nursery for their allocated sessions in the morning or afternoon across the school day. The children attend 5 days a week (Monday to Friday) during term time. The majority start in the September of the academic year in which they will be four years old. A small number of children start in the spring or summer term before this. Some children in Nursery attend for 30 hours.

Our 15 hours entitlement is fully funded through the Universal Entitlement.

Our 30 hours entitlement is fully funded through the Universal Entitlement together with the Extended Entitlement for those parents who are eligible and can provide a valid 11-digit HRMC code. All funded hours are completely free.

We also offer the flexibility to pay for additional hours (subject to availability). These are optional and do not impact your access to free funded hours. You can opt in or out of these at any time.

Heathfield Nursery Sessions		
Session Name	Time	Cost
<b>Half Day Morning Session</b>	8.45am - 11.45am	15 Hours Universal Funding – Free of Charge
<b>Half Day Afternoon Session</b>	12.30pm - 3.30pm	15 Hours Universal Funding – Free of Charge
<b>30 Hours Session</b>	8.45am - 2.45pm	30 Hours Universal Free Funding & Extended Entitlement Funding – Free of Charge
<b>Nursery Lunch Club (Optional)</b>	11.45am – 12.45pm (Collect at 12.45pm)	We offer our Nursery children (am or pm) to attend our lunch club for £8.00 per day. Packed lunch must be provided or a school lunch can be bought for £2.50 per day. Subject to availability.
<b>Nursery Ad-Hoc Sessions (Optional)</b>	8.45am – 11.45am Or 12.30pm – 3.30pm	Ad-Hoc sessions of 3 hours (am or pm) are available to children attending Nursery at a cost of £8.00 per hour, per day (£24.00 per day) Subject to availability.
<b>Nursery Extended Day End of Day (Optional)</b>	2.45pm – 3.30pm	We offer an additional end of the day session for our Nursery children from 2.45pm until 3.30pm at a cost of £6.00 per child, per day. Subject to availability.

Once your child has started our Nursery, due to the long-term commitment we make and local authority funding regulations, we require a minimum of 1 month's written notice to withdraw your child from their Nursery place.

To apply for our Nursery you will need to complete the green application form available from the School Office. When returning your completed form you will need to supply **your child's full, original birth certificate** along with one of our accepted proof of addresses.

- Full UK Driving Licence
- Council Tax Bill
- Utility Bill (Gas/Electric/Water dated within 3 months at application)
- Rental Agreement
- Child Benefit Letter

The closing date for applications is 6<sup>th</sup> March 2026. We will contact you in late May to let you know if we are able to offer a space. Spaces are offered using the criteria operated by Richmond Local Authority as follows:

- Looked After children
- Children with an EHCP (Educational Health Care Plan)
- Children who have siblings in the school at the time of admission
- Children of staff who work at Heathfield Schools' Partnership
- Distance of home to the Nursery

If you require any further clarification about our Nursery, please do not hesitate to contact the School Office on 0208 894 4074 or email: [info@heathfield-inf.richmond.sch.uk](mailto:info@heathfield-inf.richmond.sch.uk) or visit the Achieving for Children website via the link below:

[School admissions - London Borough of Richmond upon Thames](#)