



**LINCOLN GARDENS PRIMARY SCHOOL**  
**NURSERY CHARGING POLICY**

<b>PERSON RESPONSIBLE FOR POLICY:</b>	<b>CLAIRE MALLIA</b>
<b>APPROVED: GOVERNING BODY</b>	<b>DATE: SEPTEMBER 2020</b>
<b>SIGNED:</b>	<b>ROLE:</b>
<b>TO BE REVIEWED:</b>	<b>SUMMER 2021</b>

This policy sets out the terms and conditions for additional paid hours over and above the universal entitlement to 15 free hours per week for children aged three and four years. Parents of children who have applied for their child to attend nursery or whose child is already attending our nursery will be offered the opportunity take up additional chargeable sessions subject to availability.

### Policy Aims

- The aim of the school in offering additional chargeable sessions is to ensure that nursery provision remains viable and sustainable during periods when optimum take-up is not achieved solely through the allocation of the 15 hours free provision and/or the additional 15 hours extended entitlement (providing 30 hours in total)
- To ensure quality of provision is maintained. The number of additional paid sessions combined with universal free and extended provision will not exceed the total number of allocated places originally set down.
- Parents wishing to take up flexible free entitlement only will not be disadvantaged by the allocation of additional chargeable sessions. Priority will be given to requests for flexible free entitlement/or extended provision (up to 30 hours) and places will be allocated to children who have applied by the closing date; subject to the school's admissions policy.

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### Top up Provision

- Additional sessions will only be offered when all nursery applications for the universal 15 hours free provision and/or extended provision have been received and allocated. This will be determined at the start of the summer term each year. Applications after this date will be dealt with as late applications and allocated subject to availability. This applies to both flexible free provision and requests for additional hours.
- Unallocated places will be offered as additional chargeable sessions to parents who have registered an interest.
- Where applications exceed the number of available sessions in any one year, then places will be allocated in accordance with the school's admissions policy.
- Additional hours will only be offered in blocks of three hours i.e. one 'session'.

### Admissions Policy

The school offers one intake for nursery aged children in September of each year. Children are admitted during the academic year (1 September to 31 August) in which they attain their fourth birthday. Applications may be made at

any time prior to the deadline of 30 April in any year. Applications made after this date will be allocated subject to availability. Parents are invited to express an interest in purchasing additional hours when they apply for free nursery provision. Allocation of additional hours will be as follows:-

- Priority 1. Children residing in catchment
- Priority 2. Children residing outside the catchment area but with siblings currently attending the school.
- Priority 3. Children residing outside the catchment area.
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### **Charges**

- The charge for each additional session in the current year (2020/21) is £10.00. Charges will be reviewed annually.
- We operate a phased start during the first two weeks of the new academic year to ensure we provide the best possible experience for your child so that he/she settles quickly. We will agree with you in advance a date when the additional hours will take effect from.
- The phasing period will not apply to children starting mid-year unless parents specifically request this.
- We reserve the right to apply additional charges if children are not collected on time.

### **Additional charges**

Occasionally we may ask you for a voluntary contribution towards an educational visit or other school based activity. We will send you a separate letter on each occasion, outlining details of the activity and proposed costs.

### **Payment methods**

Invoices will be issued monthly in advance. Payment may be made in via ParentMail. The school is currently not able to accept credit/debit card payments.

### **Absences**

If your child is absent from school for any reason then charges for additional hours will still apply. Applications for temporary variations in hours will not be accepted. Please note that your child's nursery place may be withdrawn if he/she is absent for prolonged periods.

### **Termination**

Parents will be required to sign an agreement for the full academic year or part thereof if admitted mid-year. Termination of additional hours may be made with one half term's notice. Payment equivalent to one half term's charges will be required for immediate cancellation of provision.

### **Requests for changes to provision**

Parents may request changes to chargeable sessions on a termly basis. These will be approved subject to availability. Requests for a reduction in sessions will be treated as cancellations and charges will apply if the required notice period is not received.

### **Late payments**

Payment of invoices should be made within fourteen days of issue. Payment after this date may be liable to additional collection charges. Continued non-payment will result in the withdrawal of the additional chargeable sessions. This will not affect your child's entitlement to flexible free provision.

### **Review**

We will review the terms of this policy on an annual basis.

September 2020