



# Higher Failsworth Primary School

## Nursery "Top up" places charging policy.

**'Working together for an Education for Life.'**

Date Adopted:	May 2016
Date of Review:	May 2018
Policy Reference Number:	P26
Staff Member:	Steve Sanderson
Governor:	Martin Breslin

### **Policy introduction:**

At Higher Failsworth Primary School we offer the free entitlement of 15 hours to nursery aged children, irrespective of background or family circumstances (see admissions policy). Currently we have 39 morning places and 26 afternoon places.

Should all morning or afternoon places not be filled with “Free entitlement” nursery pupils from the local community, school will offer ‘top-up’ provision during normal school term times, to provide more opportunity for parents to return to work, education or training.

### **Policy aims: We want to ensure that:**

Free entitlement is always a priority and that the nursery admission policy is implemented so that top-ups are offered according to the following criteria:

#### ***Criterion 1***

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Children in care or children who have previously been looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order will be given the highest priority for admission.

#### ***Criterion 2***

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Those children who are considered to have exceptional medical or social reasons as to why they should attend a particular school. Parents will be required to submit evidence to support their application under this criterion (see note (a) below).

(a) Exceptional reasons for priority over other applicants - Decisions must be consistent and based on objective evidence, which must be provided in writing by an appropriate professional i.e. a doctor or a social worker.

#### ***Criterion 3***

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Those children who already have a sibling at the school and who will still be attending when their brother/sister starts in nursery.

#### ***Criterion 4***

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Geographical proximity to school, with those families living next nearest to the school having higher priority

Our charges are fair and affordable and will be reviewed on an annual basis.

We do not profit from the top-up service nor does the service impact negatively on our budget

All parents are clear about the charges; what the charges cover and what will happen if the contractual agreement, that is signed up to, is not adhered to

### **Charging and what it includes:**

Top up bookings will be for a minimum of a school term.

Top ups will cost £75 for five morning or five afternoon sessions. Plus £10 for school meals unless you are entitled to free school meals. This price is subject to change annually, dependent on other cost increases.

It would be preferred that parents agree to a whole week of top-up sessions, however at the discretion of the Headteacher or Deputy Headteacher, these can be reduced to a minimum of three sessions per week, thus the charging would be £15 per session plus £2 per lunch where not entitled to free school meals.

The price determined for the top-up sessions has taken into consideration all of the costs included in the running of the nursery.

### **Morning top up places:**

These will commence at 08:30

### **Afternoon top up places:**

Children remain at school until 3.30pm

Children must be collected at 3.30pm

Any child not collected by 15:40 will be automatically enrolled into the Aiming High after school learning club (charged at £6.00 per session) and your child can be collected at any time up to 6pm.

Should a child at Aiming High not be collected by 6.15pm and no notice has been given to school, and school has not been able to contact you on your normal contact number, then the situation will need to be reported to the police so they can make appropriate arrangements for the child's care when school is locked up for the night.

## **School uniform.**

All nursery children must attend in the standard school uniform (see website for further details).

## **Timing and breakdown of the payments:**

All nursery “top up” payments must be paid in **advance** on no later than the Friday of the week previous to the attendance week. Payments can be made as far in advance as possible, these will show as a credit on your child’s account.

Payment is only accepted through the school Parentpay system. Cash or cheques to school are not acceptable under any circumstance. If you have no other children at our school, a Parentpay account will be created for your child and you will be offered guidance on its operation. The school office will always be able to offer assistance or password resetting during normal school hours.

Should payment not be registered, then your child cannot be admitted to Nursery the following week **unless** you have made a specific prior arrangement with the Headteacher or Deputy Headteacher the previous week.

Should you choose to pay cash via Paypoint, due to transaction clearance times, you are advised to make payment by Wednesday of the previous week, or bring a copy of your payment receipt to the school office prior for registration prior to taking your child to the Nursery classroom.

To avoid unnecessary embarrassment, we ask parents not to bring your child to their “top up” nursery places unless they have ensured pre-payment has been made for attendance or made a specific prior arrangement with the Headteacher or Deputy Headteacher during the previous week.

If payment for a top up place has not been received on two consecutive weeks then the “top up” place will be automatically cancelled and offered to other parents.

**All parents/carers requiring top-up sessions will be required to agree to a Contractual agreement with the school (appendix A).**

## **Appendix A: Higher Failsworth Primary School**

## Nursery top-up contractual agreement

I have read the charging policy and I agree to the following:

I agree to commit to a minimum of a terms attendance and to ensure there will always be a full set of clean clothes left at the nursery for my child.

All nursery “top up” payments must be paid in **advance** on no later than the Friday of the week previous to the attendance week. Payments can be made as far in advance as possible, these will show as a credit on your child’s account.

I understand that the payments are based on £15 per top up session a day and £2 lunch a day if not entitled to free school meals with the normal minimum being 3 days attendance per week.

If you wish to pay by nursery vouchers, please contact the school office to discuss.

I understand if my child is in an afternoon top up session and they are not collected by 3.40pm, I understand my child will be automatically enrolled in the Aiming High after school club (charged at £6.00 per session). I understand that should the after school club fee not be paid within 14 days, my child’s Nursey top up place may be discontinued by the school. School will still require payment and any non-payment may be referred to the Local Authority debt recovery service.

I understand that if I do not pay on time as detailed in the nursery top up policy, then my top-up place will be terminated.

Name of child.....

Date of birth.....

Signed.....

Print name.....