

# Navigation Primary



**Working together, learning together**

## **Nursery Admissions Top Up Policy**

**Approved by:** Finance, Personnel & Facilities  
Committee

**Date:** 26<sup>th</sup> September 2018

**To be reviewed :** Autumn 2019

**Signed:**

## **Introduction**

This policy should be read in connection with the Nursery Admissions Policy. All 3 year olds in Trafford LA are entitled to free nursery provision for 3 hours a day or the equivalent of 15 hours a week. Therefore, in line with LA guidance, Navigation Primary will offer 15 hour places with the option to purchase 'Top Up' sessions at the head teacher's discretion and when they are available [Appendix a]

### **1. Aims**

- To provide a fair system whereby children are given their entitlement of Nursery education.
- To ensure our provision promotes secure foundations for future learning.

### **2. Criteria for Admission**

Children will be allocated top up nursery places in accordance with the School's admission policy for nursery places as follows:

1. "Looked after" and "previously looked after" children (as defined in the Education Act 2002 - Admissions).
2. Those children who live in the catchment area of the requested school who will have a sibling attending Navigation Primary at the time of the applicant's proposed admission (this includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
3. Those children who live in the catchment area of the requested school.
4. Children, who live outside the catchment area of the requested school, with a sibling attending the requested primary, infant or junior school at the time of the applicant's proposed admission (this includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
5. Children who live nearest to the requested school, calculated in a direct straight line from the child's permanent place of residence to the school.
6. If there are more applicants than can be accommodated at a school in criteria 1.to 4. Places will be offered to those children in each criterion whose place of residence is nearest to the school as defined in criterion 5. Children who live nearest to the requested school, calculated as a direct straight line from the child's permanent place of residence to the school, using property co-ordinates provided through a combination of the Trafford Local Land and Property Gazetteer (BS7666) and Royal Mail Postal Address Information.

### **3. Organisation of Intake**

Part time places comprise of three hour morning or afternoon sessions: initially parents will be asked for preferences in terms of morning or afternoon places. Following this part time places will be offered taking parent preferences into account, wherever possible. The school reserves the right to allocate the places as it sees fit. Where space is available, pupils will be admitted to the nursery the term after they become 3. Pupils born on or before 31st August in the relevant year will be admitted in the Autumn Term. If spaces in nursery become available then the school will offer a January intake for pupils born on or before 31st December.

### **4. Top Up Sessions**

Top Up sessions will be allocated at the head teacher's discretion according to the current fees and terms and conditions [Appendix B]. Top up sessions will have to be agreed on a half term basis and payment for the sessions will need to be paid in advance. Variations or termination to the agreed sessions must be given in writing one half term in advance e.g. if you wish to end your top up places in the summer term notice must be given at the beginning of the spring 2 term.

## **5. Payment structure:**

- Nursery 'top up' sessions will work out at a cost of £13.00 a day, £65.00 for the week. It is preferable that if parents require 'top-up' they have it for the full week; however at the head teacher's discretion, 'top-up' sessions could be taken on a minimum of three sessions per week but they would have to be the same days each week in order that we could plan successfully for this provision.
- All fees are required in a half term in advance and must be paid by the Friday before the half term commences. Invoices will be sent out from the school showing the amount that needs to be paid.
- Charges will be made for sessions even when a child is absent due to sickness or a holiday.

## **6. Non-Payment fees:**

- Payment of unpaid fees will normally be pursued through the small claims court.
- If payment has not been received within four weeks of the date of the invoice then the child's place at nursery, for the 'top-up' sessions, will be at risk.



Appendix A



Additional Nursery Sessions – up to 15 hours

Each 3 hour session costs £13

Please indicate your preferences by ticking the appropriate session(s). Each nursery session is for 3 hours, and can accommodate only 26 children. Please note that all top up sessions should be either morning [AM] OR afternoon [PM] as we can not accommodate a mixture

Name of child: \_\_\_\_\_

Monday			Tuesday			Wednesday			Thursday			Friday		
AM	PM	Either	AM	PM	Either	AM	PM	Either	AM	PM	Either	AM	PM	Either

Afternoon Session

11.45 to 12.25 lunch session [packed lunch to be provided or a purchased school dinner]

12.25 – 3.25 p.m session

When accepting a top up place to begin in the following September parents/carers must pay a holding deposit of £40 which will be set against the first half term's charges – no place can be secured until the deposit is received. This deposit is non-refundable in the event of the child not taking up the offered place.

Signed \_\_\_\_\_ [parent/carer] Date \_\_\_\_\_



Appendix B – Contract for a nursery top place



This agreement covers the period \_\_\_\_\_ on the following terms:

1. \_\_\_\_\_ has been offered and accepted top up places on \_\_\_\_\_ at a cost of £\_\_\_\_ per week.
2. Fees are payable a half term in advance by the Friday before the half term commences as set out the invoices.
3. Charges will be payable for all sessions when the child’s place is available, even if your child cannot attend for any reason, including illness.
4. Parents/carers must arrive and collect their child on time.
5. Parents/carers must notify the school of any illnesses.
6. Notice can be given by either party to amend the contract by giving a half term’s notice in writing.

**Please note that failure to comply may result in the child’s top up place being withdrawn.**

Declaration

I have read and understand that this is a legally binding contract and have received a copy.

Signature (Navigation Primary School)

Date

\_\_\_\_\_

Signature (Parent / carer)

Date

\_\_\_\_\_