

# Nursery Admission and Charging Policy

Chisenhale Primary School



Learning Together for a Better Future

**March 2021**

**Compiled by: Sharon Taylor-Sezgin,  
Approved by Governors: March 2021  
Proposed review date: March 2023**

**THE GOVERNING BODY OF CHISENHALE PRIMARY SCHOOL  
Nursery Admission & Charging Policy**

Children can start nursery at Chisenhale Primary School the school term after their third birthday. Every child is entitled to a free part time place (15 hours per week).

All school admissions are dealt with by London Borough of Tower Hamlets, to register a child please apply online at [www.towerhamlets.gov.uk/schooladmissions](http://www.towerhamlets.gov.uk/schooladmissions). Telephone number is 020 7364 3439.

**Full Time and Part Time places**

We offer 36 part time places in the first instance, this will be a morning or afternoon place.

1. All parents who are entitled to 30 hours funding through the Government working parent's scheme will receive a full time place. (See Eligibility for Free 30 Hours Place below).  
If a parent loses entitlement during the year through failing to complete the termly eligibility checks and loses funding then they will have to pay to continue receiving a full time place, until their government funding is restored, which is on a termly basis.
2. Parents who would like their child to attend full time but are not eligible for 30 hours funding can apply for a full time place by agreeing to pay a top - up charge. These charges apply for 38 weeks of the year including sickness and holiday absences. Fees are to be paid half-termly in advance. Failure to adhere to this will result in the withdrawal of the full time place. A minimum of a half terms notice is required to terminate the full time place.

**Payment**

The amount payable depends on joint household income. Parents/Carers will be required to sign an income declaration form (Appendix 1) informing the school of what banding the total household income falls under. Please see top – up charges below.

<b>Band 1</b>	<b>Joint Household Income under £30,000 (Gross)</b>
	Additional sessions to equal a full time place Fees per week £25.00
<b>Band 2</b>	<b>Joint Household Income between £30,000 - £60,000 (Gross)</b>
	Additional sessions to equal a full time place Fees per week £50.00
<b>Band 3</b>	<b>Joint Household Income between £60,000 - £100,000 (Gross)</b>
	Additional sessions to equal a full time place Fees per week £75.00
<b>Band 4</b>	<b>Joint Household Income over £100,000 per annum (Gross)</b>
	Additional sessions to equal a full time place Fees per week £100.00

## **Deposits**

### Full time 30 Hour Code Deposit

All parents joining our nursery on a full time basis and entitled to 30 hours funding through the government Scheme will be required to pay a £100 deposit at the time of accepting the nursery place. This deposit will be returned at the end of the nursery year, subject to the parent successfully maintaining their entitlement to the 30 hours funding.

### Full time Nursery Top - Up

Parents who would like their child to attend full time but are not eligible for 30 hours funding, will be required to pay a non-refundable deposit at the time of acceptance. This will be deducted from the amount owed for Summer Term. The deposit amount will be 2 weeks of the banding that the payments fall under.

NB: Deposits will be refunded sooner should family circumstances change and children change to a part-time place during the academic year.

## **Discretionary Full time Places**

Vulnerable children may be given a discretionary full time place. Parents/Carers will need to apply directly to the Head Teacher and an assessment of need will be made of each individual case. The Head Teacher's decision will be final.

## **Lunches**

For children attending nursery full-time we encourage parents to agree to them having hot lunches provided by the school. This is because lunch time is part of the school day and the learning experience and is served in a family setting. Lunches are available at a cost of £2.30 per day (academic year 2021/2022), unless the child has an entitlement to Free School Meals. (See Eligibility for Free School Meals).

## **Eligibility for 30 Hours Funding**

For Parents/Carers:

To check whether your child is eligible for 15 or 30 funded hours, please follow the instructions below.

Visit the Childcare Choices website at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

In the section labelled 'Help paying for childcare', answer the questions using the drop down boxes.

On completion of the questions, the system will tell you whether your child is eligible for 15 hours or 30 hours funding.

### Eligibility for Free School Meals

Information about Free School Meals is available on Local Authority Websites. See:  
[www.towerhamlets.gov.uk/lgnl/education\\_and\\_learning/school\\_finance\\_and\\_support/free\\_school\\_meals](http://www.towerhamlets.gov.uk/lgnl/education_and_learning/school_finance_and_support/free_school_meals)

Claims can be made by either:

- completing a paper copy of the claim form available from the school, Local Authority One Stop Shops or by telephoning the benefits service on 020 7364 5000
- making a claim for housing and/or council tax benefit (which also counts as a claim for free school meals )

APPROVED: Neil Cunningham Chair of Governors

Date:

2021

Signed:

Sharon Taylor-Sezgin Head teacher

Date:

2021

Signed:

## Appendix 1

### Declaration Statement

Please complete where a full time (fully funded) place has not been allocated and top up fees are going to be paid.

As per the Tower Hamlets Nursery Admissions Policy, you have been allocated a morning place at our Nursery and have requested additional hours for your child.

As you understand, the school receives funding for all 3 & 4 year olds for 15 hours per week. It is therefore necessary that parents/carers who are not entitled to the 30 hour funding from the government to contribute towards this full time place. Please refer to the income bands provided for the necessary contribution.

Please provide the details below of the household income. In doing so you confirm that the information is true and accurate. You confirm that the fees will be paid half termly in advance and if the full time place is no longer required you will give the school half terms notice.

Household income:

BAND 1

BAND 2

BAND 3

BAND 4

Signed : \_\_\_\_\_ Print Name:

\_\_\_\_\_

I confirm the above information is true and accurate.

Date: \_\_\_\_\_