



## **Policy for Paying for Additional Nursery Sessions at St Matthew's**

1. Parents may request additional sessions over and above the free 15 hours entitlement. These will be charged for.
2. The current charge for additional sessions is £13 per session, plus £2 for lunch supervision if this is required. Lunch should be provided by the parents/carers. A child whose parent has successfully applied for Early Years Pupil Premium may have their additional sessions part funded by this funding.
3. Additional places over and above the 15 hours free entitlement will only be available if the nursery is not full for that term once all applications for the free 15 hours of entitlement have been processed.
4. If the number of requests for additional hours exceeds the number of places, then any additional sessions processes will be allocated according to the following criteria:
  - a. Where there are concerns regarding a child's well-being that will be partly addressed by the additional sessions (for example, child open to Social Care, Locality Team; CAF (Common Assessment Framework) open);
  - b. Where it will support parental access to employment, education or training;
  - c. Following these, or within each of these categories if there is a tie, the criteria outlined in Section 3.1 of the Nursery Admissions Policy will be applied (see school website for policy).
5. Additional places are allocated for one term only. Priority will then be given to applications for the 15 hours free entitlement before additional sessions are allocated again according to the above criteria.
6. When requesting and accepting an offer of an additional session or sessions, a parent is committing to taking up that place for the full term. If a parent then wishes to cancel that place, they will be liable to pay for the term in full.
7. Parents must pay for the additional sessions in advance for each half term. Payment must be made by the end of the first week of each half term at the latest. The school may withdraw the additional session(s) if payment is not received on time.