

Nursery Top up Policy June 2023

The nursery has a total legal capacity of 39 children per session given the space allocation per child and legal ratios that are required by government guidance.

Staff ratios of 1:13 per fully qualified member of staff or 1:7 for less qualified staff are always observed. Unqualified staff do not count within ratios.

At Kilmorie, we hold central to our policy, a commitment to ensure fair and equitable offers are made to all families, irrespective of their financial capabilities or social differences.

With this in mind, all offers of 15 or 30-hour places that have been made possible through government legislation, are fulfilled as the first priority. Offers for these places will be made by the beginning of June. By mid-June, these places will have met the deadline for acceptance or rejection.

Should there then be any spaces left for either afternoon or morning places, they will then be offered to all families who have currently been offered a 15-hour place. This will happen by the beginning of July.

Families will then be able to apply for a paid top up place, giving their reasons why it is needed. Should there be more applicants than places, the school will decide to whom the available place should be offered by the end of July. The school's decision will be final but reapplication at the time of the next offer round will be possible, should it occur.

Should any nursery places remain unfilled, they will then be offered to families who have previously refused a 15-hour place on the basis that they can, at the point of acceptance, have a top up place.

Top up charges are calculated half termly and, in most circumstances, should be paid in advance at the start of each half term, for which you will be invoiced via ParentPay.

Refunds are not possible.

Each year the charges will be reviewed and have the potential to rise in line with school costs.