



## Policy Document

Subject	Nursery Fees Policy
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# Nursery Fees Policy

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## ***Statement of intent***

Ashwell School aims to provide a nursery experience for children that is affordable, high quality and geared towards a smooth transition to primary school.

We will work with parents to claim benefit entitlement related to nursery fees such as Working Tax Credits and free childcare entitlement.

This Nursery Fees Policy has been established to provide transparent fee information, set procedures for the payment of fees and create a framework for dealing with non-payment in a swift and fair manner.

Parents should be aware of, and given access to, this policy and the school's procedures. It will be included on the school's website and made available to view at the school on request.

## **1. Legal framework**

1.1. This policy has due regard to legislation and statutory guidance including, but not limited to:

- Childcare Act 2006
- Childcare Act 2016
- The General Data Protection Regulation
- Data Protection Act 2018
- The Local Authority (Duty to Secure Early Years Provision Free of Charge) Regulations 2014 (as amended)
- The Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016 (as amended)
- DfE (2018) 'Early years entitlements: operational guidance'
- DfE (2018) 'Early education and childcare'

## **2. Fees**

2.1. Parents are charged for care provided outside of the following provision:

- Universal 15 hours free provision a week for all three to four-year-olds.
- Extended 30 hours free provision a week for eligible three to four-year-olds.
- Extended 30 hours free provision a week for children in foster care.

2.2. The charges are as follows:

- £21 per additional afternoon session (11:45am – 3.15pm)
- £6 per additional lunch club session (11:45am – 12:45pm)

2.3. Parents will book the required sessions for each half term in advance.

2.4. Parents will not be required to pay any fee as a condition of taking up a '30 hours' place.

## **3. Eligibility for 15 hours free childcare for three and four-year-olds**

3.1. All children in England receive 570 hours free childcare per year.

- 3.2. At Ashwell, these hours are taken as 15 hours a week for 38 weeks of the year, as part of our 'Core Offer' Monday – Friday between 8.45am and 11.45am.
- 3.3. The school will ask parents to complete a form to help us ensure they receive their free childcare hours during the admissions process and throughout the year.

#### 4. Eligibility for 30 hours free childcare extended entitlement

- 4.1. You may be able to get 30 hours free childcare if:
  - you live in England
  - your child is 3 to 4 years old
- 4.2. Your eligibility depends on:
  - if you are working
  - your income (and your partner's income, if you have one)
  - your child's age and circumstances
  - your immigration status
- 4.3. Ashwell School follows the guidance set out by the government, full details are available to download at: <https://www.gov.uk/30-hours-free-childcare>

#### 5. Payment information

- 5.1. Payments should be made in advance or **prior to the start of the half term** for all non-statutory sessions and lunches, which parents have booked for their child for that half term.
- 5.2. Payments can be made by:
  - Tax-Free Vouchers
  - Employer ChildCare Vouchers
  - Online payment direct into the school's bank account via Arbor. To obtain the details and discuss the procedure, contact the school office.
- 5.3. Payment is required when a child is on holiday or absent due to illness, as the nursery must hold the child's place during this period and staffing commitments are set on an annual basis.
- 5.4. If a child is absent for a long period due to illness, the school will decide on a case-by-case basis as to whether fees will need to be paid for the period. The school's decision is final.
- 5.5. Late payments will incur a **£10** fine for each **week** payments are overdue. Parents can avoid this by ensuring the timely payment of fees each week.
- 5.6. A minimum of half a terms notice and payment will be required to cancel or withdraw your child from the extended nursery provision.

## **6. Late collection**

- 6.1. Late collection can impact staffing across the school. Staffing ratios must be maintained at all times. If a child is collected late, this can lead to staff needing to stay beyond the end of their contracted hours or impact additional roles they have across the school. This incurs a cost which will be passed on to the parents at **£5.00** for the first **15 minutes** and a further **£1** for each subsequent **5-minute** period.
- 6.2. These costs may be waived in exceptional circumstances at the discretion of the Headteacher.

## **7. Difficulty with payments**

- 7.1. The school will work with parents to ensure all avenues for assistance with payments are explored.
- 7.2. Parents may face financial difficulties and, understandably, would like to ensure as little disruption to their child's care and education as possible. Parents and carers experiencing such difficulties should contact the school office, as early as possible, to reach a suitable arrangement for both parties.

## **8. Debt collection**

- 8.1. All debts will be handled in accordance with the Debt Recovery Policy.

## **9. Monitoring and review**

- 9.1. This policy will be reviewed on an annual basis by the Headteacher and SBM in conjunction with the governing board.
- 9.2. The next scheduled review date is September 2023.