

## St Andrew's Church School Nursery

### Charging Policy

#### 1. Overview

The aim of this policy is to set out what charges will be made for additional Nursery services offered by St Andrew's Church School. This charging policy has been formulated in accordance with guidance from the Department for Education – Free Early Years Provision Childcare: model agreement updated January 2024.

#### 2. Nursery Early Years Entitlement Funding – 3- and 4-Year Olds

Children can start at St Andrew's Church School Nursery after their third birthday. From the date of their third birthday until the 3- and 4-year-old funding starts (the term after they turn three) the following funding options are available for families who are eligible: -

- **2-year-old funding** - 15 funded hours per week for 38 weeks per year - if eligible for families on low income, looked after/adopted children, children with SEN or DLA. A funding code is required from the Local Authority. <https://parent.bathnes.gov.uk/web/portal/pages/home>
- **2-year-old funding for working families** – 15 funded hours per week for 38 weeks per year - if eligible a funding code is required from HMRC and must be obtained the term before it is to be used - by 31 August to be used from 1 September. <https://www.childcarechoices.gov.uk/>
- If not eligible for the above the place can be on a paid for basis.

From the term after the child's third birthday (1 September, 1 January, 1 April) the following options become available for families who are eligible: -

- **3 and 4 year old funding** - 15 funded hours per week for 38 weeks per year (universal entitlement). All children are entitled to this.
- **3 and 4 year old funding for working families** - 30 funded hours per week for 38 weeks per year (extended entitlement) - if eligible a funding code is required from HMRC and must be obtained the term before it is to be used – by 31 August to be used from 1 September. <https://www.childcarechoices.gov.uk/>

To access the funded hours parents/carers must complete an Early Years Entitlement form and the school must have seen the child's birth certificate. The attendance pattern also needs to be agreed with the school and can only be changed termly, (September, January, and April) on completion of an Amendment form that has been received by the school office.

In some circumstances if a child changes from an all-year-round Nursery to St Andrew's Church School term time only Nursery, part way through the year of Early Years Entitlement funding, there may be a shortfall of funding for the hours attending at St Andrew's Church School term time only Nursery. If this is the case the local Authority will inform the St Andrew's Church School Nursery and the shortfall will need to be covered by the parents/carers. An invoice will be raised, and the payment will need to be paid on ParentPay.

Also, if a child is dual registered and attending another Nursery too, the funding split will need to be confirmed by the parent/carer and if there is a shortfall the local Authority will inform the

St Andrew's Church School Nursery and the shortfall will need to be covered by the parents/carers. An invoice will be raised, and the payment will need to be paid on ParentPay.

Currently the school does not charge a deposit to secure the child's nursery place however the place will only be confirmed once the school receives the signed reply slip from the offer letter.

Where there is a waiting list, children will be admitted based on the school's admissions arrangements for the appropriate year.

The Nursery is open term time only (38 weeks) and is closed for the main school holidays and does not charge for inset days as Nursery will be closed.

### **3. Attendance**

Although attendance is not compulsory in Nursery, children who are eligible for funded sessions are expected to regularly attend their booked sessions. Attendance is monitored by the school and the Early Years Funding team at BANES, and should a child not regularly attend a session within their pattern, such as missing a morning/afternoon each week then funding will be reduced for that session and the session could be reallocated to another child.

If you choose to take a holiday in term time the Early Years Funding Team will only fund a maximum of 4 continuous weeks within a funding year.

### **4. Charging For Additional Hours**

Additional hours are sessions in Nursery over and above each child's free Early Years Entitlement of 15 hours per week. Space permitting, parents can purchase additional sessions.

Charges for additional sessions will be reviewed annually by the school's Local Governing Body, when an incremental increase in fees may be applied in line with inflation.

Currently each additional session, morning or afternoon will be charged at £16.25, £32.50 for a full day.

Additional booked regular sessions will be invoiced termly and paid for in advance by the date stated on the invoice on Parentpay. This payment is non-refundable. The attendance pattern must be agreed with the school and can only be changed termly. (September, January, and April) on completion of an Amendment form that has been received by the school office.

The invoices will be clear, transparent, and itemised, allowing parents/carers to see that they have received their funded entitlement completely free of charge and to understand that the fees paid are for additional booked sessions.

One-off extra sessions will be invoiced when the school agrees to the extra session. Payment will need to be made on Parentpay prior to the extra session date. This payment is non-refundable.

### **5. Charging For Additional Services**

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of funded, high quality, flexible childcare. Government funding is not intended to cover the cost of meals, consumables, or additional services. The school can charge for meals and snacks as part of a free Early Years entitlement place. Children attending St Andrew's Church School Nursery for a full day or afternoon session will need to book and pay for a school lunch on ParentPay or bring a packed lunch

from home. An annual charge of £30 per year pro rata for a daily snack and cookery sessions will also be available to pay on Parentpay.

The school can charge for consumables and services such as trips and music tuition. St Andrew's Church School Nursery children do sometimes go on school trips and due to additional costs, parents/carers will be asked for a voluntary contribution towards the cost of the trip such as coaches and entrance fees. The contribution will be set up on Parentpay and no invoice will be raised.

## **6. Unavoidable School Closure**

Should St Andrew's Church School Nursery be closed for reasons beyond our control, such as adverse weather conditions, parents/carers will still be charged for pre booked additional sessions as the St Andrew's Church School Nursery still needs to cover staffing costs etc.

## **7. Early Years Pupil Premium (EYPP)**

For children who may be eligible for Early Years Pupil Premium (EYPP), parents/carers should complete the relevant section on the Early Years Entitlement form.

Once the funding has been confirmed by the local authority, it will be allocated on a needs analysis, which will identify appropriate resources and support to progress their learning and development.

## **8 Disability Access Fund (DAF)**

If your child receives Disability Living Allowance, St Andrew's Church School Nursery may be eligible to receive disability Access funding.

Parents/carers will need to liaise with the school SENCO to complete an application form for the St Andrew's Church School Nursery to claim the funding.

## **9 Notice Period**

If your child intends to leave St Andrew's Church School Nursery, parents/carers will need to fill in a Notification of Leaving Form and return it to the school office **at least 4 weeks** (20 school days) prior to your child's leaving date. Any payments made for additional booked sessions will be non-refundable and if there are any outstanding payments for other items these will need to be settled prior to the child's leaving date.

## **10 Non-Payment of Nursery Fees**

If payments are 1 week late a reminder will be issued.

If payments are 2 weeks late nursery fees will incur a £2.00 daily charge.

Ignoring reminders or attempts to resolve arrears of fees will result in the suspension/termination of your child's space.

After 8 weeks of non-payment court proceedings will be initiated. All legal and court costs will be included in the final bill amount outstanding including any tracing fees.

## **11 Late Collection Fees**

Late collection of your child will result in a fee of £5 per 5 minutes which will start being charged after 5 minutes after the end of the session time.

Date Prepared 05/02/2024

Review Date 05/01/2025

Date Approved by Governors: 6/03/2024