

St Andrew's Church School Nursery – Term Time

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 February 2025.

2. Nursery Early Years Free Entitlement Hours – 3- and 4-Year Olds

Children can start at St Andrew's Church School Nursery after their third birthday. The free entitlement hours can be funded as follows: -

- 15 free hours per week for 38 weeks per year - for children aged 2 in families receiving additional forms of support: if parents/carers live in England and are in receipt of certain benefits, if a child is looked after by the local authority, has an EHC plan, gets Disability Living allowance or has left care under an adoption order, special guardianship order of a child arrangements order. For more information about your child's eligibility please visit [Early Years & Childcare](#)
- 15 free hours per week for 38 weeks per year (universal entitlement) for all children, the term after their 3rd birthday.
- An additional 15 free hours (working parent entitlement) for children in eligible working families - if eligible a funding code must be obtained the term before it is to be used - by 31 August to be used from 1 September.

For more information about your child's eligibility please visit
<https://www.childcarechoices.gov.uk/>.<https://www.childcarechoices.gov.uk/>

- If not eligible for the above the place can be on a paid for basis.

To access the free 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 Free Early Years Entitlement funding, the entitlement remaining might not cover the hours attending at St Andrew's Church School term time only Nursery. If this is the case the local Authority will inform St Andrew's Church School Nursery and the hours over and above the free early years entitlement 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. If the free early years entitlement does not cover attendance at both nursery's the local Authority will inform St Andrew's Church School Nursery and the hours over and above the free early years entitlement 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 registration fee or 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 the 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 free funded early years entitlement and to understand that the Nursery fees paid are for additional booked sessions over and above the free early years entitlement.

5. Charging For Additional Services

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free funded, high quality, flexible childcare. Government funding is not intended to cover the cost of meals, consumables, or additional services. Please see table below: -

Nursery Fees	
Description	Price
Free entitlement hours Term Time Only. 15h for children aged 2 years in families receiving additional forms of support 15h universal funding for all children, the term after their 3 rd birthday. An additional 15h of funding for children in eligible working families For more information about your child's eligibility please visit https://www.childcarechoices.gov.uk/ .	Free Nursery session. Am- 8.55-12:00 (3h 5 mins) Pm- 12:00-15:05 (3h 5 mins) Nursery day- 8:55-15:05 (6h 10 mins) Breakfast Club- 8:00-8:55 (55 mins) Afterschool Club- 15:05-16:30 (1h 25 mins)
Additional sessions purchased.	Am £16.25 Pm £16.25 Nursery day £32.50 If families are eligible for universal credit, they might be able to claim back some childcare costs
Late payment of additional sessions purchased	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
Breakfast club and After School Club	Breakfast Club- £3.50 Afterschool Club- £7:00 Working families may be able to use Tax-free childcare
Late collection fee	£5 for every 5mins a child is collected late
Additional Charges	
Meals	Meals cost £3.10 and are bookable through your child's Parentpay account or children are welcome to bring a packed lunch from home
Consumables	Nappies, wipes and suncream, please bring in from home
Additional charges are voluntary; however, they contribute to the high-quality provision offered to our children. If you are experiencing difficulties making these payments, please inform the school office so we can discuss the next steps together. Please note this will not impact your child's enrolment at our nursery.	

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 31/03/2025

Review Date

Date Approved by Governors: