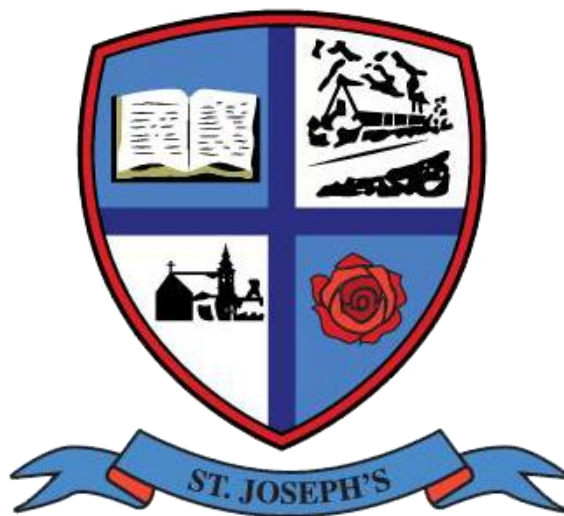


ST JOSEPH'S CATHOLIC PRIMARY SCHOOL



PRE-SCHOOL CHARGING POLICY

REVIEWED: March 2025

TO BE REVIEWED: March 2026

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL & LITTLE JOEY'S PRE-SCHOOL

PRE-SCHOOL CHARGING POLICY



BACKGROUND INFORMATION:

Little Joey's Pre-School operates a service, which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money.

Opening times and hours for the setting are:

Monday to Friday from 8.30 am to 3.30 pm (daily) – term time only.

BOOKING, FEES AND INVOICING:

- Cost : £5.00 per hour;
- Additional services (see EYE funding statement below);
- Settings operational hours – Daily from 8.30am to 3.30 pm – term time only;
- Pre-school enrolment will take place in September, January and April; however, if you require a preschool place mid-term please contact the School Office in the first instance.

Fees:

- Fees are to be paid half termly – invoices will be issued mid-way through each half term to be paid by the last day of the half term;
- A minimum amount of hours per week must be agreed prior to the start of each term;
- Payments may be made via Parent Pay, Childcare vouchers or Tax Free Childcare;
- If a child is away on holiday - the Pre-school will charge £5.00 per hour for any non-funded hours booked during their absence. Funded hours will be claimed for as usual;
- If a child is absent due to sickness e.g. 1-7 days - the Pre-school will charge £5.00 per hour for any non-funded hours booked during their absence. Funded hours will be claimed for as usual;
- If a child is absent due to long term sickness e.g. 3-6 months - the Pre-school will charge £5.00 per hour for any non-funded hours booked during the first two weeks of their absence to allow for staffing costs etc;
- Funded hours will be claimed for as usual for the first two weeks. No charge will be made for the rest of this absence after this time;
- Increases in regular hours – can be agreed via the School Office, subject to available places;

- Cancellation of place: School Office to be notified four weeks in advance of any termination of this contract. If this notice is not given any payments already made for the forthcoming half-term will not be returned;
- Late payment of fees – If invoice deadlines are repeatedly missed, a meeting will be arranged with school finance staff and a mutually acceptable instalment plan put in place to clear the deficit;
- Only funded hours will be available while the outstanding debt is cleared;
- Non-payment of instalment plan – If the instalments are not paid on time, as agreed with the school, the child's place at the Pre-school will be withdrawn;
- The school will then take all action necessary to recover the outstanding money.

CHARGES:

Emergency closure: No charge will be made in the event that the school's management decides to close the building. Any payment already made for the session affected will be credited against the next invoice.

No charges will be made for Bank Holidays and INSET Days. Any INSET Days arranged after an invoice has been issued will be credited against the following one.

EARLY YEARS ENTITLEMENT FUNDING (EYE FUNDING) DETAILS:

- We are in receipt of EYE funding for three and four year olds. This will be available from the funded period after your child's third birthday;
- EYE funding entitlement is 210 hours in the autumn term, (equates to 14 weeks), 165 hours in the spring term (equates to 11 weeks), and 195 hours in the summer term, (this equates to 13 weeks). A minimum of 3 hours and a maximum of 7 hours can be claimed in any one day;
- The 15 hours can be used for up to 7 hours a day, which can be used for our two 3 hour daily sessions plus the lunch hour.
- You can use more than one provider but you can only claim the maximum entitlement of hours per funding period in total.

To claim the EYE funding the following information is needed on registration:

- Child's legal documentation – birth certificate, passport ;
- EYE funding parent declaration form - completed every term and signed by parent.

Funding cannot be obtained until the relevant documents have been produced. The normal fees will apply until receipt of funding is confirmed. Parents/carers will be required to pay for any hours that exceed the EYE funding allowance e.g. EYE funding will only cover up to 7 hours per day and minimum 3 hours.

Please see annex A. Complete and return to school

15 HOURS EXTENDED FUNDING (30 HOURS):

- Parents /carers must apply for the additional 15 hours funding using the following information below, a code will then be provided for parents/carers to pass onto the school office;

www.childcarechoices.co.uk

HMRC Childcare Choices Helpline 0300 123 4097

- Parents/ carers must reapply for the funding every 3 months.
- The 30 hours can be used for up to 7 hours a day, which can be used for our two 3 hour daily sessions plus the lunch hour.
- Funding is available the term after the child turns 3 or the term after the start date of the 11 digit code whichever is the latter.
- We need to see proof of DOB (for both universal 15 and extended)

Please see annex A. Complete and return to school

The Grace Period

A child will enter the grace period when the child's parents cease to meet the eligibility criteria set out in the Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016, as determined by HMRC or a First Tier Tribunal in the case of an appeal.

Local Authorities will be able to access information about whether a child has ceased to meet the eligibility criteria and entered the grace period via the Eligibility Checking Service. The grace period end date will automatically be applied to eligibility codes.

The local authority should continue to fund a place for a child who enters the grace period as set out in the Early Education and Childcare Statutory guidance for Local Authorities 2017.

Date Parent receives ineligible decision on reconfirmation:	LA audit date:	Grace Period End date:
1 Jan – 10 Feb	11 February	31 March
11 Feb – 31 March	1 April	31 August
1 April – 26 May	27 May	31 August
27 May – 31 August	1 September	31 December
1 September – 21 October	22 October	31 December
22 October – 31 December	1 January	31 March

ELIGIBILITY ONE-SIDER

Parents of three and four year olds will need to meet the following criteria in order to be eligible for 30 hours free childcare:

They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.

This equates to £115 a week (or c.£6,000 a year) for each parent over 25 years old or £111.20 a week (or c.£5,700 a year) for each parent between 21 and 24 years old.

This applies whether you are in paid employment, self-employed or on zero hours contract.

The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.

Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.

Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.

Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.

If a non-EEA national, the parent must have recourse to public funds.

A parent will **not** receive a 'yes' decision where:

Either or both parents have an income of more than £100,000

The parent is a non-EEA national and subject to immigration control (and has no recourse to public funds)

What happens if a parent loses eligibility?

They will receive a 'grace period' – this means they will be able to keep their childcare for a short period.

Once the 'grace period' has lapsed, the parent may be entitled to the universal 15-hour entitlement.

ARREARS MONITORING:

A final date for payment will be contained within the invoices. The school office will check payments against invoices on due date. All parents/carers who have not paid will be contacted to remind them of the outstanding invoice. A deadline for payment will be agreed. If payment has not been received by the agreed date the non-payment of fees procedure will be followed.

NON-PAYMENT OF FEES PROCEDURE:

1. A meeting to establish a debt recovery plan will be arranged with parent/carer and school office;
2. This will cover instalment amounts and frequency as agreed amongst all parties and deadline for completion. Arrangements will be confirmed in writing by the school as soon as possible after the meeting;
3. Parents will be informed that no additional hours can be booked until the outstanding debt has been cleared. Hours covered by funding will be unaffected;
4. If the payment plan is not adhered to and the parent does not contact the school office to ask for a meeting the Pre-school may withdraw the child's place;
5. A meeting with the parent will be arranged. Any action will be confirmed in writing;
6. The school will take all action necessary to recover the outstanding debt.

WORKING TAX CREDIT:

If you are entitled to Working Tax Credit you may be able to get help towards the cost of childcare. For further details contact the tax credits helpline on 0845 300 3900 or visit HM revenue and Customs (HMRC) website www.hmrc.gov.uk/taxcredits or www.childcarechoices.co.uk

CHILDCARE VOUCHERS:

A parent entitled to childcare vouchers should request the relevant application form from his/her employer. This will then be completed by the employee and the Pre-school and forwarded to the voucher provider. Invoice will then be issued by Pre-school to the parent containing the reference code to be used. This is then returned to the employer. Payment is made direct to the County Council and then allocated to the school budget.

Tax Free Childcare is also available. Please visit www.childcarechoices.co.uk for more information.

TERMINATION OF THE CONTRACT:

- **Setting:** The contract will be terminated by the Pre-school in the event of unreasonable behaviour of parents or non-payment of fees. Four weeks' written notice will be given;
- **Parents/Carers:** Parents wishing to terminate a contract should give four weeks' notice in writing. The pre-school will charge for any hours already booked if the notice period is not long enough.

INFORMING PARENTS OF CHANGES TO POLICY:

A copy of this Charging Policy will be included in the pre-school Induction pack and preschool prospectus.

This policy will be implemented with due regard to the Disability Discrimination Act of July 1995 which ensures the right of all to freedom from discrimination within the Education Service.

Legal framework and statutory guidance

1.13. The following frameworks and legislation underpin this model agreement:

Early Education and childcare, Statutory guidance for Local Authorities 2017

Childcare Act 2006

Childcare Act 2016

Equality Act 2010

School admissions code 2014

Statutory framework for the early years foundation stage 2014 Local Authority, (Duty to Secure Early Years Provision Free of Charge) Regulations 2014

The Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016

Special educational needs and disability code of practice: 0 to 25 years 2015

Data Protection Act 1998



Lancashire County Council Early Education Funding (EEF) Parental Agreement

Step 1 – Placement details – provider to complete

Childcare provider/school name:	St Joseph's Catholic Primary School, Wrightington
Ofsted registration number:	119696
EEF start date:	

Step 2: Your child's details - parents/carers to complete

Child's Forename(s):	
Child Surname(s):	
Name by which the child is known (if different from above):	
Address:	
Date of Birth:	
Gender:	
Ethnicity:	
Does your child receive Disability Living Allowance as the provider will be able to claim the Disability Access Funding?:	

Step 3: Parent/carer details - parents/carers to complete

Parent / Carer 1	Parent / Carer 2
Surname:	Surname:
Forename:	Forename:
Date of Birth:	Date of Birth:
National Insurance number or Asylum Support Reference Number (previously NASS):	National Insurance number or Asylum Support Reference Number (previously NASS):

Step 4: Document check - provider to complete

Documentary proof of DOB Type (e.g. birth certificate, passport):	
Proof of DOB seen by (name of staff member):	
Date document recorded:	
Working parent eligibility code: (if applicable e.g. 12345678912):	
2 year old golden ticket voucher code (if applicable):	

Step 5: Setting and attendance details - parents/carers to complete with provider

You need to agree and complete this declaration form with each setting your child attends for their funded entitlement to ensure that funding is paid fairly to each of them. Your provider should help you to complete this section.

	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week	Total weekly charge	No. of weeks per year (e.g. 38,48,51,52)	Total funded hours per year
2YO golden ticket or 34YO universal funded hours per day							£0		
Working parent's funded hours per day							£0		
Additional chargeable hours per day									
Total hours attended per day									

Your child can attend a maximum of two settings in a single day. If you are splitting your funded entitlement across more than one setting, please complete the table below:

	Mon	Tues	Wed	Thurs	Fri	Total no. of funded hours per week
Setting name/address:						
Setting name/address:						

Note: the maximum number of funded hours your child can receive across all providers is:

- 2 year old families receiving additional forms of support (i.e. 2YO golden ticket): a maximum of 15 hours a week/570 hours per year
- Working families with children aged from 9 months to 4 years old: a maximum of 30 hours a week/1140 hours per year.
- All 3 and 4 years old (i.e. universal funding): 15 hours a week/570 hours per year

Disability Access Funding (DAF)

If your child is splitting their entitlement across more than one setting and is in receipt of DLA please nominate the setting that you want to claim the DAF.

Name of provider nominated to receive DAF

Step 6: Additional Charges - provider and parent to complete

Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents, i.e. there must not be any mandatory charges for parents in relation to the early education funded entitlement hours.

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

Additional Charges	Mon	Tues	Wed	Thurs	Fri	Total weekly charge £
Meals						
Non-food consumables						
Additional/enhanced activities						
Total £						

Step 7: Notice period – provider to complete

I am entitled to reduce the number of funded hours outlined in this agreement or move my child from the above-named childcare provider to a new childcare provider, providing I give the childcare provider at least

Four weeks written notice.

I understand there will be no transfer of funding within the term unless written notice has been given by the deadlines specified in section 3 of Appendix 1 - Parental Agreement Terms and Conditions of Early Education Funded Places.

Step 8: Parent/Carer/Guardian with legal responsibility declaration

I confirm that the information I have provided above is accurate and true and I agree to the conditions set out in this document

I authorise the provider named in this agreement to claim the early education funded entitlements as agreed above on behalf of my child. I understand that the data collected in this form will be shared with my chosen provider and local authority.

I give consent for the information contained within this agreement to be used by Lancashire County Council for the purposes of checking my eligibility for all elements of the early education funded entitlements (i.e. working families entitlements, 2 year old entitlements for families receiving Government support, Early Years Pupil Premium and Disability Access Fund (if applicable), in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998.

I confirm the childcare provider named in this agreement has provided me with a copy of the terms and conditions of funding (Appendix 1) and that I understand these.

Parent/Carer/Guardian with legal responsibility	Childcare provider
Signed:	Signed:
Print name:	Print name:
Date:	Date:

Data Protection

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held, why it is being held; and to whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or Lancashire County Council. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately.

Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>

Privacy Notice: [Early Years' Service - Lancashire County Council](#)