Thrunscoe Primary and Nursery Academy

Nursery Fees Policy

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Statement of intent

Thrunscoe Primary and Nursery Academy aims to provide a nursery experience for children that is affordable, high quality and geared towards a smooth transition into the primary academy.

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.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Childcare Act 2006
- Childcare Act 2016
- The UK 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 (2024) 'Early education and childcare'
- DfE (2024) September 2024 early education and childcare entitlements expansion'

2. Fees

Parents are charged for nursery sessions provided outside of the following provision:

Working parents entitlement – this entitlement is available for working parents of children from the term after they turn nine months until they start school. Parents are entitled to 15 hours per week over 38 weeks of the year.

Universal entitlement for three- and four-year-olds – all three- and four-year-olds are eligible for this entitlement from the term after they turn three through to starting school. Parents are entitled to 15 hours per week over 38 weeks of the year and can be combined with the working parents entitlement to make up 30 hours.

The charges are £16.50 per nursery session. Sessions are 8.40am to 11.40am and 12.15pm to 3.15pm. If you choose to pay for the alternate session on the same day as one funded session (either AM or PM) then your child will stay with us over the dinner period and the day would run from 8.40am – 3.15pm. There would be no additional charge for the gap between 11.40am – 12.15pm in these circumstances.

Parents will book the required sessions prior to the start of each term on a term by term basis.

An agreement to pay for additional paid nursery places will need to be signed by parents before the start of the term the paid sessions are commencing.

The academy will charge fees for additional items such as:

- Meals and snacks
- Nappies
- Sun cream
- Academy trips
- Specialist tuition

Fees will be reviewed annually in April.

3. Universal entitlement for three- and four-year-olds

All children aged three and four will be eligible to receive 570 hours free childcare per year. We offer this over 38 weeks term time and are unable to stretch the weeks. These hours are usually taken as 15 hours a week.

‘15 hours’ free childcare is available from the term following a child’s third birthday.

The nursery may ask parents to complete a form to help ensure they receive their free childcare hours.

4. Working parent entitlement

Provided that the eligibility criteria are met, children of working parents aged three- and four-years-old will be entitled to the 30-hour entitlement. The working parent entitlement takes account of the universal entitlement and offers eligible parents an additional 15 hours of early years provision per week.

Eligibility

Parents will be eligible to claim the working parent entitlement if their child has attained the relevant age, is under the compulsory school age, and the parents:

- Are seeking the free childcare to enable them to work.
- Are in qualifying paid work and earn the equivalent of 16 hours at the national minimum wage rate over the forthcoming quarter.

Parents will be treated as though they meet the minimum income requirement if they are on certain forms of family leave from work or are in receipt of certain forms of statutory pay in connection with sickness or parenting. If one parent in a couple household is in receipt of, or could be entitled to, specific benefits related to caring, incapacity for work, or limited capacity to work, they will be treated as though they are in paid work and therefore eligible.

Parents that are newly self-employed will not be required to demonstrate that they meet the income criteria for 12 months in order to qualify for the working parent entitlement.

Any parent whose income exceeds £100,000 will not be eligible for the working parent entitlement.

Children in foster care will be entitled to free early years provision under the working parent entitlement if the child has attained the age of three, is under the compulsory school age and the criteria set out below are met:

- The LA is satisfied that the foster parent engaging in paid work other than as a foster parent is consistent with the child's care plan, placing the child at the centre of the process and decision-making
- In single foster parent families, the foster parent holds additional paid employment outside of their role as a foster carer
- In two-foster-parent families, both partners hold additional paid employment outside of their role as a foster carer or one partner is working and the other has a limited capability for work and work-related activity

If parents cease to meet the eligibility criteria for the working parent entitlements upon reconfirmation, a place will continue to be funded for the child for a limited 'grace period'.

5. Payment information

Once the office have confirmed your booking, payments must be made, on-line using the Magic Booking payment system at time of booking.

To obtain details and discuss the procedures, contact the academy office.

Fees are payable for all sessions booked, even if some are missed due to illness, holiday or other reason, in order that we may reserve your child's place.

Late payments will incur a £10 fine for each week payments are overdue. Parents can avoid this by ensuring the timely payment of fees.

One month's notice and payment will be required to withdraw your child from the nursery or to decrease sessions attended.

Failure to pay fees due will result in the additional hours being withdrawn immediately by the academy.

6. Late collection

If a child is collected late there will be an additional charge of £5.50 up to and including 1 hour and every hour past that.

These costs may be waived in exceptional circumstances at the discretion of the headteacher.

7. Difficulty with payments

The academy will work with parents to ensure all avenues for assistance with payments are explored.

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 headteacher as early as possible to avoid the additional

places being withdrawn.

8. Debt collection

The governing body has a duty to ensure the academy receives all the funds to which it is entitled, including nursery fees.

Parents will be notified if their payment is late by text or by telephone.

If payment is not received within 3 days, the process of removing the additional hours from the child's nursery provision will commence. Parents will be notified of this action by letter and advised of the date the provision will end.

A record will be kept of debts owed to the academy for seven years in line with our Records Management Policy and Data Protection Policy.

9. Monitoring and review

This policy will be reviewed every two years by the business manager and approved by the governing body.

Policy date: February 2025

Approved by the Board of Governors on: 12th February 2025

Renewal date: February 2027

Appendix: Nursery Contract attached.

Thrunscoe Primary and Nursery Academy

Nursery Sessions Contract

Term:

Name of child _____ D.O.B _____

Statutory entitlement of 15/30 hours – funded from the term after 3rd birthday.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

My child has funded hours at another setting.

Please state hours and setting: _____

Top Up Sessions if available

Please tick the boxes below to show which sessions you require for your child each week, sessions above funded entitlement will be charged at £16.50 per 3 hour session.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

- Parents must provide a packed lunch for their child if attending over lunchtime.
- **Fees must be paid 7 days before the start of each week booked.**
- Parents must give 1 month's notice of any changes wishing to be made.
- Our Nursery Fees Policy is attached as guidance.

I have read and understood this contract and by signing below I confirm that I agree to be bound by this document.

Parent/carer name *(please print):* _____

Parent/carer signature: _____ Date: _____