

St Peter's Church of England Primary School

Nursery Fees Policy

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 Act 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 years olds.

Extended 30 hours free provision a week for children in foster care.

- 2.2 The charges are as follows:

£75.00 per week for the additional 15 hours if not eligible for the free provision.

£2.05 per day for school meals (which are paid weekly, but cannot be altered from week to week).

- 2.3 The 30 hours free childcare offer cannot be used to pay for meals, other consumables (such as nappies or sun cream), additional hours or additional activities (such as trips). The school may charge a fee for these additions. If parents choose to pay for these, it is an arrangement between the parent and the school.

- 2.4 Parents taking up the 30 hours free childcare are required to give a refundable deposit worth one week's childcare to ensure that the reserved place is taken up.

- 2.5 Deposits will be repaid in full after eight weeks to parents who take up a reserved place.

- 2.6 Deposits will not be repaid to parents who fail to take up a reserved place.
- 2.7 Parents experiencing problems funding a deposit can speak to the Head Teacher to discuss the possibility of waiving the deposit.

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 These hours are usually taken as 15 hours a week for 38 weeks of the year, but parents may choose to take fewer hours over more weeks.
- 3.3 '15 hours' free childcare is available from the term following a child's third birthday.
- 3.4 The school may ask parents to complete a form to help us ensure they receive their free childcare hours.

4. Eligibility for 30 hours free Childcare extended entitlement

- 4.1 Parents of three and four-year-olds must meet the eligibility criteria below to be eligible for the extended 30 hours free childcare:

The parents of the child (and their partner where applicable) is seeking the free childcare to enable them to work.

Each parent earns, or is expected to earn, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage – this funding limit does not apply if a parent is self-employed and started their business less than 12 months ago.

- 4.2 Where one or both parents are in receipt of benefits in connection with sickness or parenting, they are treated as though they are in paid work.
- 4.3 Where one parent (in a couple household) is in receipt or could be entitled to be in receipt of specific benefits related to caring, incapacity for work or limited capability for work, they are treated as though they are in paid work.
- 4.4 Parents are not eligible if:
 - The child does not live with them.
 - The parent or their partner has a taxable income over £100,000
 - The parent is from outside the EEA and their UK residence card says they cannot access public funds.
- 4.5 Parents will check their eligibility for the scheme by using the government's Childcare Choices website or the Childcare Calculator. If parents are eligible, they will be directed to the digital childcare service to apply.
- 4.6 Eligible parents will provide the school with their unique eligibility code, National Insurance Number and child's date of birth, along with their written consent, to enable the school to verify eligibility and receive future notifications from the LA on the continued validity of the code - parents are encouraged to do this as soon as possible, as they can only start their 30 hours free childcare the term after receiving a decision from HMRC.
- 4.7 The school will retain digital copies of documentation to enable the LA to undertake audits and fraud investigations; however, as per the Data Protection

Act 2018, it will be sorted securely and deleted when there is no longer any good reason to keep the data.

- 4.8 A child will not be able to take up their 30 hours free childcare place if their parents fall in to their grace period before the child has started at the school.
- 4.9 30 hours free childcare can be claimed at the same time as claiming Universal Credit, tax credits, childcare vouchers or Tax-Free Childcare.

5. Eligibility for Extended Entitlement for Children in Foster Care

- 5.1 A child in foster care is entitled to an additional 15 hours childcare per week (30 hours free childcare per week total) provided that the child is aged three, but below the compulsory school age, and the criteria below are met:
 - 5.1.1 Accessing the extended hours is consistent with the child's care plan, placing the child at the centre of the process and decision making; and
 - 5.1.2 In single foster parent families, the foster parent holds additional paid employment outside of their role as a foster parent.
 - 5.1.3 In two foster parent families, both partners hold additional paid employment outside of their role as a foster parent.
- 5.2 To receive their free childcare allowance, foster parents must apply directly to the LA by completing the LA's eligibility form. The school can provide this form on request.
- 5.3 Foster parents are required by the LA to reconfirm their eligibility every three months

6. Payment Information

- 6.1 Payment should be made in advance on Monday mornings for all non-statutory sessions and lunches, which parents have booked for their child that week.
- 6.2 Payments will be by cheque or cash at the school office. Cheques will be made payable to ***St Peter's CE Primary School***.
- 6.3 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.
- 6.4 If a child is absent for a long period due to illness, the nursery will decide on a case-by-case basis as to whether fees will need to be paid for the period. The nursery's decision is final.
- 6.5 Late payment will incur a £10 fine for each week payments are overdue. Parents can avoid this by ensuring the timely payment of fees each week.
- 6.6 One month's notice and payment will be required to withdraw your child from the nursery.

7. Late Collection

- 7.1 Staffing ratios must be maintained at all times. If a child is collected late, this can lead to staffing needing to stay beyond the end of their shift. This incurs a cost which will be passed on to the parents at £5.00 for the first 15 minutes and a further £1.00 for each subsequent five minute period.
- 7.2 These costs may be waived in exceptional circumstances at the discretion of the Head Teacher.

8. Difficulty with Payments

- 8.1 The school will work with parents to ensure all avenues for assistance with payments are explored.

9. Debt Collection

- 9.1 The Governing Body has a duty to ensure the school receives all the funds to which it is entitled, including nursery fees.
- 9.2 A debts will be handled in accordance with the Debt Recovery Policy.

10. Roles and Responsibilities Regarding Debt Collection

- 10.1 The Head Teacher and School Bursar will ensure that:
Letters requesting money are accurately recoded and well-maintained.
Evidence of the steps taken by the school in pursuance of debt is recorded including dates and times of both letter and phone calls.
A final reminder is sent by recorded delivery to the debtor.
The privacy of the family involved will be respected and only made known to those who need to know.
The level of outstanding debt can be determined at any time.
- 10.2 The Governing Body:
Will prescribe and regularly review the arrangements for debt recovery.
At its discretion, will refer uncollected debts to the LA for consideration for legal action.
Will record all approved action in the minutes of the relevant meeting.
Will adhere to privacy arrangements
May delegate its responsibilities under this policy to Mr Mike Down, the Chair of Governors.

11. The Waiving of Debts

- 11.1 The waiving of debts is at the discretion of the Head Teacher and the Governing Body.
- 11.2 A debt may be waived when it is believed the debtor is experiencing serious financial hardship or if all reasonable avenues to recover the debt have been exhausted and it is believed it would not be cost effective to pursue the debt through legal action.
- 11.3 The Head Teacher is authorised to waive debts off up to £100.00
- 11.4 Debts between £100 and £500 will only be waived with the approval of the Governing Body. Debts of £500 or more will never be waived.

12. Monitoring and Review

- 12.1 This policy will be reviewed on an annual basis by the Head Teacher and School Bursar in conjunction with the Governing Body.
- 12.2 The next scheduled review date is May 2024.

TO BE REVIEWED SUMMER TERM IN READINESS FOR PAPERWORK – SEPTEMBER 2026