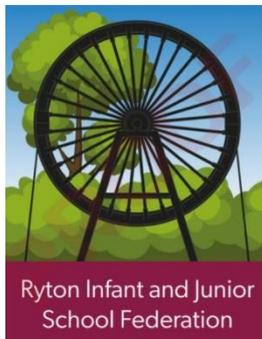


# NURSERY FEES POLICY



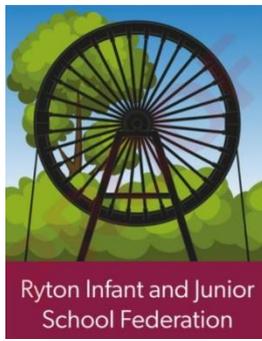
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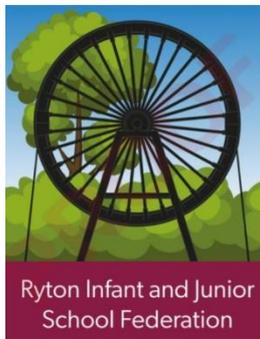


## **Aims**

Ryton Infant and Junior School Federation aims to provide a nursery experience for children that is affordable, high quality and geared towards a smooth transition to primary school.

We will work with parents to claim benefit entitlement related to nursery fees such as Working Tax Credits and free childcare entitlement.

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.



## **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 2014 (as amended)
- The Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016 (as amended)
- DofE (2018) 'Early years' entitlements: operational guidance'
- DofE (2018) 'Early education and childcare'

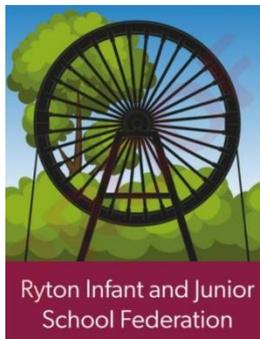
## **Role and Responsibilities**

### **2.1 The governing board**

The governing body has overall responsibility for approving the Nursery Fees policy, but can delegate this to a committee, an individual governor or the Headteacher.

The governing body also has overall responsibility for monitoring the implementation of this policy.

In our school, monitoring the implementation of this policy has been delegated to the Resources Committee.



## 2.2 The Headteacher

The Headteacher is responsible for ensuring staff are familiar with the Nursery Fees policy, and that it is being applied consistently.

## 2.3 Staff

Our staff are responsible for:

- Implementing the Nursery policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

## 4.4 Parents

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the Nursery Fees policy.

### Fees

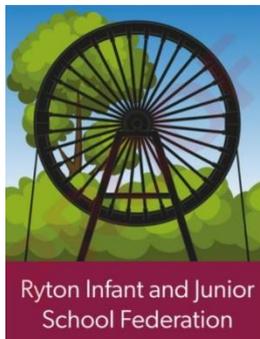
3.1. Parents are charged for care provided outside of the following provision:

- 15 hours' free provision a week for eligible two-year-olds
- 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-year olds.
- Extended 30 hours' free provision a week for children in foster care.

3.2. The charges are as follows:

- £18 per additional session for 2 Year Olds and £15 for Nursery Children
- £2.50 for every additional 30 minutes over the 30 hour or 15 hour funding (If your child is in nursery from 8.45am to 3.15pm this incurs a fee of £2.50 for each day
- £2.20 for each lunch provided

These charges will be determined by the Resources Committee when necessary. Parents will be informed of any changes to charges for the forthcoming half term within a reasonable time.



3.3. Parents will book the required sessions for each week. Any changes for the following half term should be made in advance. In exceptional circumstances the Nursery Manager may be able to make changes to sessions mid - term, subject to availability.

3.4. 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.

3.5. Parents will not be required to pay any fee as a condition of taking up a '30 hours' place.

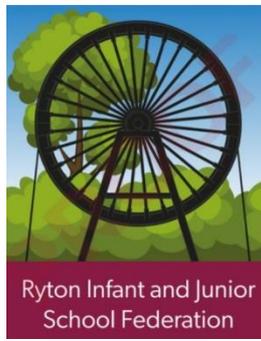
### **Eligibility for free education and childcare for two-year-olds**

4.1. Parents of two-year-olds are eligible for free education and childcare if they live in England and receive one of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit – if the parent and their partner have a combined income from work of less than £15,400 a year after tax
- Tax credits and they have an annual income of under £16,190 before tax
- The guaranteed element of State Pension Credit
- Support through part 6 of the Immigration and Asylum Act
- The Working Tax Credit 4-week run on (the payment parents receive when they stop qualifying for Working Tax Credit)

4.2. A child may also be eligible for free early education and childcare if any of the following apply:

- They're looked after by the local council



- They have a current statement of special education needs (SEN) or an education, health and care (EHC) plan
- They receive Disability Living Allowance
- They've left care under a special guardianship order, child arrangements order or adoption order

4.3. The school may ask parents to complete a form to help us ensure they receive their free early education and childcare hours.

4.4. Parents can use the free early education and childcare allowance from the term following the child's second birthday.

### **Eligibility for 15 hours' free childcare for three and four-year-olds**

5.1. All children in England receive 570 hours' free childcare per year.

5.2. 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.

5.3. '15 hours' free childcare is available from the term following a child's third birthday.

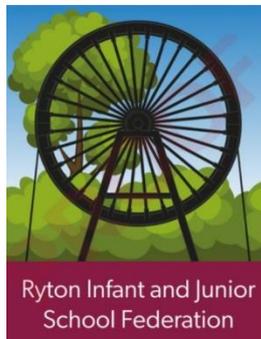
5.4. The school may ask parents to complete a form to help us ensure they receive their free childcare hours.

### **Eligibility for 30 hours free childcare extended entitlement**

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

- The parent 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.

6.2. 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.



6.3. 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.

6.4. 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.

6.5. 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.

6.6. 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 30hours free childcare the term after receiving a decision from HMRC.

6.7. The school will retain paper copies of documentation to enable the LA to undertake audits and fraud investigations; however, as per the Data Protection Act 2018, it will be stored securely and destroyed when there is no longer any good reason to keep the data.

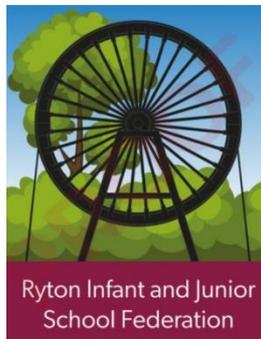
6.8. If parents cease to meet the eligibility criteria, they will receive a 'grace period' of two weeks – i.e. they will continue to receive the 30 hours' free childcare for a period of four weeks.

6.9. A child who becomes ineligible during the first half of a funding block will be funded until the end of that following funding block or for as long as they remain under the compulsory school age, whichever is shorter.

6.10. Consideration to extend the grace period will be taken in exceptional circumstances, e.g. if a parent has been forced to leave their home and paid employment.

6.11. A child will not be able to take up their 30 hours' free childcare place if their parents fall into their grace period before the child has started at the school.

6.12. 30 hours' free childcare can be claimed at the same time as claiming Universal Credit, tax credits, childcare vouchers or Tax-Free Childcare.



## **Eligibility for extended entitlement for children in foster care**

7.1. 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:

- 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
- In single foster parent families, the foster parent holds additional paid employment outside of their role as a foster parent.
- In two foster parent families, both partners hold additional paid employment outside of their role as a foster parent.

7.2. 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.

7.3. Foster parents are required by the LA to reconfirm their eligibility every three months.

### **Payment information**

8.1. Payments should be made in advance on ParentMail for all non-statutory sessions and lunches, which parents have booked for their child that week.

8.2. 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 and staff rotas are set on a termly basis.

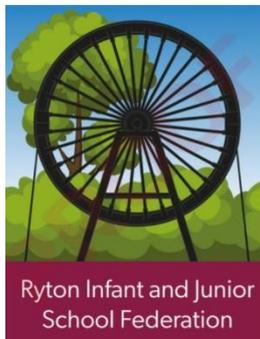
8.3. If a child is absent for a long period due to illness, the nursery will decide on a case-by-case basis as to whether fees will need to be paid for the period. The nursery's decision is final.

8.4. One month's notice and payment will be required to withdraw your child from the nursery.

### **Late collection**

9.1. Staffing ratios must be maintained at all times. If a child is collected late, this can lead to staff 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 20 minutes. After this children will be taken to After School Care and the cost of £8.00 will be passed on to the parents.

9.2. These costs may be waived in exceptional circumstances at the discretion of the Executive Headteacher.



### **Difficulty with payments**

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

10.2. 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 Mrs Laybourne, the School Business Manager, as early as possible, to reach a suitable arrangement for both parties.

### **Debt collection**

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

11.2. A full record will be kept of debts owed to the school for seven years. This will include all letters requesting money, reminders and invoices.

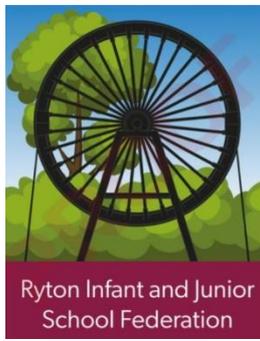
11.3. The school will not initiate legal action to recover debts; however, we will refer uncollected debts to the LA to consider such action.

11.4 All debts will be handled in accordance with the schools Debt Recovery Policy (available on the school website)

### **Monitoring and Review**

12.1. This policy will be approved by the Resource Committee every two years or more often if there is a change to the Governments funding for nursery places and then submitted to the Governing Body

12.2. The next scheduled review date is November 2024



## Appendix 1

### **Letter to Parents: 30 Hours Free Childcare**

Address line one

Address line two

City/town

Postcode

Date

### **30 hours extended early years' entitlement for eligible three- and four-year-olds**

Dear parents,

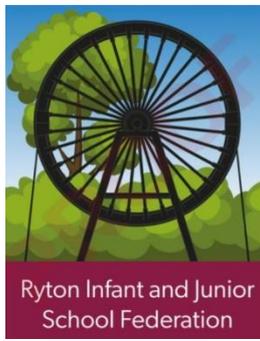
I'm writing to inform you that you may be eligible for 30 hours' free childcare per week, extended from the universal 15 hours available to all parents.

To be eligible, parents need to meet one or more of the eligibility criteria listed below:

- They (and their partner where applicable) are 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 the 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.

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.

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.



Parents are not eligible if:

- The child does not live with them.
- They or their partner has a taxable income over £100,000.
- They are from outside the EEA and their UK residence card says they cannot access public funds.

You can check your eligibility by using the government's Childcare Choices website or the Childcare Calculator. If you are eligible, you will be directed to the digital childcare service to apply and receive your unique eligibility code. We will need this code, together with your National Insurance Number and child's date of birth, to enable us to verify your eligibility with the DoE's Eligibility Checking System.

Please complete and return the below cut-off slip to the Infant School Office, indicating whether you consent to your data being used in this way and, if consent is given, providing the requisite information.

Yours faithfully,

Mrs Helen Laybourne  
School Business Manager

.....

Full name:

I consent to my personal data being used for the DfE's Eligibility Checking Service. Yes

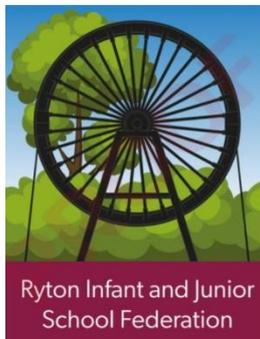
No

If you indicated 'Yes' above, please provide us with the below information.

Unique eligibility code:

National Insurance Number:

Child's date of birth



Appendix 2

Letter to foster parents: 30 hours' free childcare

Address line one

Address line two

City/town

Postcode

Date

### **30 hours extended early years entitlement for children in foster care,**

Dear parents and carers,

From September 2018, a child in foster care is entitled to an additional 15 hours' free 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:

- 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
- 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 parent.

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.

If you believe you are entitled to 30 hours' free childcare for a child in your care, please get in touch with me via email or by calling 01914132776 to discuss the matter further and receive your form.

Yours faithfully,

Mrs H Laybourne

School Business Manager