



Spon Gate Primary School

Nursery Charging & Remissions Policy

Date last reviewed: 16/07/21

Date signed off by Headteacher and Governing body: TBC

Spon Gate Primary School supports the entitlement to free 15 hours early years provision for 3 and 4 year olds. However, we are currently unable to offer provision to 2 year olds that are eligible.

From September 2017 many working parent/carers of 3 to 4 year olds in England became eligible for 30 hours of funded childcare, rather than the current 15 hours.

Universal free 15 hours provision is available from the term following a child's third birthday up until they reach compulsory school age, for every child, irrespective of background or family circumstances.

To qualify for the additional 15 hours of free education for 3/4 year olds the following criteria must be met:

- Your child will be aged 3 or 4.
- Both parent/carers must be working - or the sole parent/carer is working in a lone parent/carer family.
- Each parent/carer earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage.
- Each parent/carer must have an annual income of less than £100,000.
- You live in England.

To qualify for 15 hours of free education for a two year old child the parent/carer or family will need to be in receipt of:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit - if you and your partner have a combined income from work of £15,400 or less a year, after tax
- Tax credits and you have an income of £16,190 or less a year, 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 you get when you stop qualifying for Working Tax Credit)

Children are also entitled to funding for two year old place if:

- They're looked after by a local council
- They have a current statement of special education needs (SEN) or an education health and care plan
- They get Disability Living Allowance
- They've left care under a special guardianship order, child arrangements order or adoption order

Scope

The Education Act 2002 offered the opportunity to develop the provision of child care within maintained schools

Maintained schools are being encouraged to develop 'wraparound' day care and/or for 2, 3 and 4 year olds attending funded Early Years Foundation Stage Education

The Department of Education advises schools that while the free entitlement at the point of delivery is statutory, provision beyond 15 hours for children not eligible for the additional 15 hours is not and therefore can be charged for, in line with the power to charge for extended services. See Child care Act 2006 the Secretary of States Code of Practice 2010

The Governing Body of Spon Gate Primary School makes its charges for non-funded child care under Section 27 of the Education Act 2002

Equalities Implications

The opportunity of onsite nursery provision will help enhance children's wellbeing and achievements promoting secure foundations for future learning and life

The provision of quality nursery places for 3 and 4 year olds will help parent/carers to return to work, education and training. This will support families in reducing the impact of poverty.

Policy Aims

- Ensure our charges are fair and affordable
- Review all charges regularly
- All parent/carers will be given notice of increased charges in the term prior to its effective date
- The primary objective of any monetary increase is made to sustain the nursery
- We will be aware of the charges made by other nursery providers
- The government's free entitlement which covers 15 hours per week, over a minimum of 38 weeks, will be maintained at all times subject to session availability
- Ensure that the childcare we offer is flexible and meets the needs of working parent/carers
- Ensure parent/carers can easily identify on their invoice what charges are in relation to the additional hours from their free provision

Nursery Charges

Nursery provision will be available from 8.50 a.m. to 11.45 p.m. (3 hours), five days a week, 38 weeks of the year

Minimum requirement of acceptance of a place for free early years entitlement at Spon Gate Primary School Nursery is 5 x 3 hour sessions term time, unless otherwise agreed.

Parent/carers are not obliged to purchase additional hours (additional hours not currently offered by Spon Gate Primary School)

The charging policy covers children accessing nursery provision which is additional to the Early Years Foundation Stage funded education

No charge can be made for the Early Years Foundation Stage funded education place of 15 hours per week or the additional 15 hours per week, but parent/carers can purchase additional childcare provision where available

The costings are based on resource requirements to meet Early Years Foundation Stage and Ofsted regulations.

Application for a Nursery Place

If you choose to apply for a place at Spon Gate Primary School Nursery please complete an application form in school or by downloading a form from our website <https://www.spongate-coventry.org.uk/nursery-application-form/>

We recommend that you apply 12 months prior to the date of required commencement.

Securing place deposit

If offered a place or you take up any additional sessions we will require a deposit equal to four week's fee (£15 per day) . Should the place be accepted then refused at a later date the deposit will not be returned.

The parent / carer must confirm within one week of receiving notification that they still wish to take up the Nursery place. If the place is not confirmed it may be withdrawn.

Pricing Structure

Additional child care/ad hoc nursery places may be purchased at the following costs (from September 2021):

Provision	Cost
Two Year Old Paid Place	<i>Currently Not Available</i>
Breakfast Club Provision for Nursery Pupils	<i>Currently Not Available. Any special concessions to be considered individually.</i>
3 to 4 Year Olds (Funded)	<i>No Cost (15 hours only)</i>

3 to 4 Year Olds (Non-Funded & Part Funded)	<i>Any special concessions to be considered individually. £15 per session</i>
---	---

Additional sessions

We only offer 15 hours of nursery provision a week. These are mornings only. All fully funded places must be for the whole week. For any other type of arrangement, this would need to be discussed and agreed by the Headteacher. The nursery does not currently offer any other type of childcare provision.

Payment

Terms and conditions and collection arrangements form part of the admissions policy and procedures

Parent/carers will only be invoiced for those sessions not covered by the free nursery entitlement. These sessions are charged at an hourly rate of £5p/h.

Timing of payments

All fees are payable in advance a week before the start of each month.

Payment are by BACS (direct bank transfer) or cash only. Any charges arising from payment in uncleared funds will be passed on to the parent/carer

Non-payment fees

Payment of unpaid fees will normally be pursued through the small claims court.

If payment has not been received within 4 weeks of the date of the invoice then additional sessions will be withdrawn.

Changes to sessions

Unfortunately, we are unable to accommodate short term changes to nursery sessions such as changing from a Thursday morning to a Friday morning for one week only, as this makes planning appropriate staffing cover very difficult and increases administrative time and costs.

Additional fees

Spon Gate Primary School Nursery reserves the right to impose charges for late collection of children or for the non-collection of children up to £5.00 for every 15 minutes per child, to cover the additional staff costs incurred.

Additional charges may apply for special events for example in school activities such as fayres or trips etc. Parent/carers will be notified in advance when this is the case.

Late payment fees

A late payment fee of £15 will be applied for each payment not received by the agreed due date. If payment has not been received within 4 weeks of the date of the invoice then additional sessions will be withdrawn.

Absences

Charges will be made for sessions even when a child is absent through sickness or holidays

Charges will be made for sessions when a child is absent due to events out of our control e.g. Election days and national lockdowns etc.

Notice for Withdrawal

The notice period for withdrawing a child from any additional services at Spon Gate Primary School Nursery is one calendar month.

Other contributions

Contributions are requested to cover the cost of trips and special events organised to enrich the delivery of the curriculum. No child will be excluded if a contribution is not received, however plans may have to be cancelled if sufficient contributions are not received.

Support for Childcare Costs

Parent/carers may be able to access a range of tax credits and grants to support childcare costs. Childcare costs cannot be met directly from the school budget

Remissions

Children who are eligible for the pupil premium fund may be considered for help and support in other ways. Please discuss any issues with the Headteacher

Review and monitoring

This policy will be reviewed annually