

# Long Sutton County Primary School



## Nursery Fees Policy

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## Statement of intent

**Long Sutton County Primary School** aims to provide a nursery experience for children that is affordable, high quality and geared towards a smooth transition to primary school.

We aim to:

Our aim for the children is: **"Be a Star!"**

This was developed with the children as a key theme for everything that the children do. It is central to our teaching and expectations of behaviour both in the way that the children interact with other children and adults.

The four challenges are:

**S**tick together and support each other,

**T**reat others the way you would like to be treated, be an

**A**dvert for the school

**R**eveal your inner star

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.

Parents should be aware of, and given access to, this policy and the school's procedures. It will be included on the school's website and made available to view at the school on request.

Signed by:

\_\_\_\_\_ Head teacher                      Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors                      Date: \_\_\_\_\_

## 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 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:
- 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.
- 2.2. The charges are as follows:
- £ **4.20** per additional hour of care
- Meals/snacks will be charged as follows:
- £1.00 Breakfast
  - £1.75 Lunch
  - £1.00 Afternoon tea
  - Mid-morning and mid-afternoon snack at 25p each.
- 2.3. Parents will book the required sessions for each week **at least one week** in advance.
- 2.4. 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.
- 2.5. Parents will not be required to pay any fee as a condition of taking up a '30 hours' place.
- 2.6. Parents are required to give a refundable deposit worth one week's childcare to ensure that the reserved place is taken up.

- 2.7. Deposits will be repaid in full after 8 weeks to parents who take up a reserved place.
- 2.8. Deposits will be not be repaid to parents who fail to take up a reserved place.
- 2.9. Parents experiencing problems funding a deposit can speak to the Head Teacher or School Business Manager to discuss the possibility of waiving the deposit.

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

- 3.1. 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)
- 3.2. 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
- 3.3. The school may ask parents to complete a form to help us ensure they receive their free early education and childcare hours.
- 3.4. Parents can use the free early education and childcare allowance from the term following the child's second birthday.

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

- 4.1. All children in England receive 570 hours free childcare per year.
- 4.2. 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.
- 4.3. '15 hours' free childcare is available from the term following a child's third birthday.

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

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

- 5.1. 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.
- 5.2. 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.
- 5.3. 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.
- 5.4. 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.
- 5.5. 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.
- 5.6. 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 Keystone Multi Academy Trust 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.
- 5.7. The school will retain copies of documentation to enable Keystone Multi Academy Trust to undertake audits and fraud investigations; however, as per the Data Protection Act 2018, it will be stored securely and deleted/destroyed when there is no longer any good reason to keep the data.
- 5.8. If parents cease to meet the eligibility criteria, they will receive a 'grace period' of four weeks – i.e. they will continue to receive the 30 hours free childcare for a period of four weeks.

- 5.9. 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.
- 5.10. 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.
- 5.11. 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.
- 5.12. 30 hours free childcare can be claimed at the same time as claiming Universal Credit, tax credits, childcare vouchers or Tax-Free Childcare.

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

- 6.1. 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.
- 6.2. To receive their free childcare allowance, foster parents must apply directly to Keystone Multi Academy Trust by completing Keystone Multi Academy Trust's eligibility form. The school can provide this form on request.
- 6.3. Foster parents are required by Keystone Multi Academy Trust to reconfirm their eligibility every three months.

## **7. Payment information**

- 7.1. Payments should be made in advance before the first of the month for all non-statutory sessions and meals, which parents have booked for their child that month.
- 7.2. Payments will be made monthly by ParentPay or by childcare vouchers. Childcare vouchers must be credited to the MAT bank account by 15<sup>th</sup> of the preceding month. If childcare vouchers are not credited by the 15<sup>th</sup> of the month, full fees will be required.
- 7.3. Online payment direct into the school's bank account is also permissible. To obtain the details and discuss the procedure, contact Tracey Roscher (the School Business Manager)

- 7.4. 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 monthly basis.
- 7.5. 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.
- 7.6. Late payments (after the 1<sup>st</sup> of each month) will incur a fee of £10.00. Parents can avoid this by ensuring the timely payment of fees each month.
- 7.7. One month's notice and payment will be required to withdraw your child from the nursery.

## **8. Late collection**

- 8.1. 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 15 minutes and a further £1 for each subsequent 5-minute period.
- 8.2. These costs may be waived in exceptional circumstances at the discretion of the Head Teacher.

## **9. Difficulty with payments**

- 9.1. The school will work with parents to ensure all avenues for assistance with payments are explored.
- 9.2. 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 Clare Smith, the Nursery Manager or Mrs Tracey Roscher, the School Business Manager, as early as possible, to reach a suitable arrangement for both parties.

## **10. Debt collection**

- 10.1. The governing board has a duty to ensure the school receives all the funds to which it is entitled, including nursery fees.
- 10.2. The governing board will not write off any debt which exceeds £500
- 10.3. 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.
- 10.4. The school will not initiate legal action to recover debts; however, we will refer uncollected debts to Keystone Multi Academy Trust to consider such action.



10.5. All debts will be handled in accordance with the Trust's Debt Recovery Policy.

## 11. Roles and responsibilities regarding debt collection

11.1. The Head Teacher and SBM will ensure that:

- Letters requesting money are accurately recorded and well-maintained.
- Evidence of the steps taken by the school in pursuance of debt is recorded including dates and times of both letters 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.

11.2. The governing board:

- Will prescribe and regularly review the arrangements for debt recovery.
- At its discretion, will refer uncollected debts to Keystone Multi Academy Trust 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 Bill Lord, Head Teacher

## 12. The process for pursuing debts

12.1. **Informal reminder** – Within two days of late payment, the debtor will be informally reminded in person or by telephone that they owe money to the school.

12.2. **First reminder letter** – If the debt is yet to be paid one week after an informal reminder, a formal letter will be sent to the debtor.

12.3. **Second reminder letter** - If the debt is yet to be paid one week after a first formal reminder, a second formal letter will be sent to the debtor and the child's place in nursery is cancelled. These letters allow the debtor every opportunity to settle their debt and ensure the school can prove all reasonable steps have been taken to recover the debt should the issue proceed further.

12.4. **Final reminder letter** – If no response is received following the second reminder, the school will send a letter to the debtor advising them that they will be referring the matter to Keystone Multi Academy Trust to consider legal

action. This letter will be sent by recorded delivery to ensure the debtor has had every chance to respond.

- 12.5. **Possible legal action** – If no payment is made, and the governing board decides to escalate the matter to Keystone Multi Academy Trust, Keystone Multi Academy Trust will decide whether to take legal action against the debtor.

### **13. The waiving of debts**

- 13.1. The waiving of debts is at the discretion of the Head Teacher and the governing board.
- 13.2. 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.
- 13.3. The Head Teacher is authorised to waive debts of up to £100.
- 13.4. Debts between £100 and £500 will only be waived with the approval of the governing board. Debts of £500 or more will never be waived.

### **14. Monitoring and review**

- 14.1. This policy will be reviewed on an annual basis by the Head Teacher and SBM in conjunction with the governing board.
- 14.2. The next scheduled review date is October 2021.

## Letter to Parents: 30 Hours Free Childcare



**Long Sutton County Primary School**  
Dick Turpin Way, Long Sutton. Spalding Lincs. PE12 9EP  
Telephone 01406 363381  
E-mail [enquiries@longsutton.lincs.sch.uk](mailto:enquiries@longsutton.lincs.sch.uk)  
Web site [www.longsutton.lincs.sch.uk](http://www.longsutton.lincs.sch.uk)  
Registered Company Number 07788995

Headteacher: Mr B Lord

Date

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

Dear parents / carers,

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.

**Claiming your 30 hours free childcare**

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 DfE’s Eligibility Checking System.

Please complete and return the below cut-off slip to the [school office](#) by [the end of the Summer term](#), indicating whether you consent to your data being used in this way and, if consent is given, providing the requisite information.

Yours sincerely



Bill Lord

Head Teacher

✂.....

Full name:		
I consent to my personal data being used for the DfE’s Eligibility Checking Service.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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

Unique eligibility code:	
National Insurance Number:	
Child’s date of birth	



Long Sutton County Primary School

Dick Turpin Way, Long Sutton. Spalding Lincs. PE12 9EP

Telephone 01406 363381

E-mail [enquiries@longsutton.lincs.sch.uk](mailto:enquiries@longsutton.lincs.sch.uk)

Web site [www.longsutton.lincs.sch.uk](http://www.longsutton.lincs.sch.uk)

Registered Company Number 07788995

Headteacher: Mr B Lord

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 Keystone Multi Academy Trust by completing Keystone Multi Academy Trust'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 Tracey Roscher, the School Business Manager in school, by emailing [tracey.roscher@longsutton.lincs.sch.uk](mailto:tracey.roscher@longsutton.lincs.sch.uk) or by calling 01406 363381 to discuss the matter further and receive your form.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Bill Lord', written in a light grey or blue ink.

Bill Lord

Head Teacher