

# Nursery Admission and Nursery Fees Policy



Date of policy: June 2025

Review date: June 2026

The government provide funding to allow for three and four-year-old children to have access to free early years provision to help them prepare for moving on to a full-time place in school. Research suggests that access to high quality early years care and education can have long lasting positive benefits on a child's overall development and that children's experience in the earliest years can lay firm foundations for their future.

### **What is free early education entitlement for 3 and 4 year olds?**

In England ALL 3 and 4 year olds are entitled to the same entitlement. i.e. 570 hours over an academic year taken over no more than 15 hours each week. Here at St Thomas & St Anne's Primary School we make this available to parents by offering 15 hours of free provision each week for the 38 weeks of the school academic year.

This entitlement continues until the child starts in a school reception class or until the term in which they turn 5, whichever is the sooner.

The table below shows when your child will be eligible for both the three and four year old entitlements:

Children born in the period	Eligible from the start of the Term on/following
1 <sup>st</sup> April – 31 <sup>st</sup> August	1 <sup>st</sup> September
1 <sup>st</sup> Sept – 31 <sup>st</sup> December	1 <sup>st</sup> January
1 <sup>st</sup> January – 31 <sup>st</sup> March	1 <sup>st</sup> April

### **What is the eligibility criteria for the extended entitlement for three and four year olds?**

Three and four year old children from 'working families' will be entitled to an additional 570 free hours each academic year, or 30 hours in total each week for 38 weeks of the school year.

The extended entitlement is intended to support working parents with the cost of childcare and enable them, where they wish, to return to work or to work additional hours. The additional 15 hours will be available to families where both parents are working (or the sole parent is working in a lone parent family), and each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW), and less than £100,000 per year. Working will include employed and self-employed persons. Parents do not necessarily need to actually work 16 hours a week, but rather their earnings must reflect at least 16 hours of work at NMW or NLW, which is £107 a week at the current NMW rate. This includes those parents on zero contract hours who meet the criteria.

Families where one parent does not work (or neither parent works) will usually not be eligible for these additional hours. However, the government intends to make provision to support families where one parent is in receipt of benefits relating to caring responsibilities or a disability and the other parent is working. Full details will be set out in regulations, but the government intends that the additional entitlement should be available in the following circumstances:

- Both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity or paternity leave;
- Both parents are employed but one or both parents is temporarily away from the workplace on adoption leave;
- Both parents are employed but one or both parents is temporarily away from the workplace on statutory sick pay;
- One parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring; or
- One parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits.

To apply visit <https://www.gov.uk/applay-30hours-free-childcare>

**You will need:**

- your National Insurance Number, and your partner's National Insurance Number (if applicable)
- child's legal name and correct date of birth
- a government gateway account

**If you are successful you will need to provide us:**

- with the 11-digit eligibility code you receive on your successful notification – begins with 500
- your child's legal name via a copy of your child's birth certificate
- your signed and completed Parent's Declaration Form

Without all of the above we cannot verify your code with the Local Authority and we will not be able to accept this funding as payment of your fees.

## When you can start using your extended entitlement hours:

If your child's third birthday falls between	You need to apply, get a code and contact your childcare provider before	Once your place is confirmed you can start using your extended hours from
1 September – 31 Dec	31 December	1 January (Spring)
1 January – 31 March	31 March	1 April (Summer)
1 April – 31 August	31 August	1 September (Autumn)

If you become eligible after the start of a funding period, you must wait until the following period to access your extended entitlement place. To be able to use your extended entitlement you will need to have made a successful application and received a code by the deadlines given. If you miss the deadline you cannot use the extra funded hours, but you will still be able to use the universal hours. For example if you do not apply and receive a code by 31 August deadline you cannot use your extra hours in September you will need to wait until 1 January.

### Reconfirming your 30 hours and tax-free eligibility

You will need to reconfirm you are still eligible for 30 hours and Tax- Free Childcare every three months, using your childcare service account, even if you have not yet taken up your place. This is the parent's responsibility and the Nursery cannot do this for you. It's easy to do; if your details have not changed you just tick a box to confirm this. You'll be reminded to do this 4 weeks before the reconfirmation deadline. It's important you let HMRC know if your circumstances have changed, as they will be checked against other systems.

If you miss the reconfirmation deadline, you will receive a message telling you that your eligibility has lapsed. You should go into your childcare account and reconfirm.

### Grace Period

If you are no longer eligible for 30 hours, you will enter a grace period where you may be able to retain your 30 hours childcare place for a short period of time.

Parent receives ineligible decision on reconfirmation	Grace period end date
Between 1 January and 10 February	31 March
Between 11 February and 31 March	31 August
Between 1 April and 26 May	31 August
Between 27 May and 31 August	31 December
Between 1 September and 21 October	31 December
Between 22 October and 31 December	31 March

Once out of the Grace Period and you no longer qualify for Extended Hours funding, fees will be charged as per the table in the FEES section of this document. If you wish to change your child's hours or remove your child from the Nursery please refer to the REQUEST TO CHANGE SESSIONS and TERMINATION OF ATTENDANCE sections in this document.

Your entitlement to the extended hours will stop:

- when your child reaches compulsory school age
- when your child attends a reception place in a maintained school or academy

We offer the following sessions daily, Monday to Friday.

**Morning session** – 8:50 – 12pm (3 hours 10 mins)

**Afternoon session** – 12 – 3:20pm (3 hours 20 mins)

**Whole day** – 8:50 – 3:20pm (6 hours 30 mins)

- Any hours above your free entitlement will be charged at £5 per hour. Fees will be payable monthly in advance and invoices will be issued before the relevant period of childcare.
- Nappies and wipes are excluded and must be supplied by the parent / carer (if needed).
- Late Collection fees will be charged at £5 per each 15 minutes or part thereof. This is to cover the staff costs.

### **Meals**

Nursery children who attend afternoon or whole day sessions, will be able to order a cooked school meal at the current price of £2.90, alternatively, your child may wish to bring a packed lunch with them.

If your child qualifies for the Early Years Pupil Premium Grant then they will be entitled to a free school meal – you can apply for this via Shropshire Council's website.

As part of the registration process you will be asked to supply any special dietary requirements.

### **Non-collection/ Late collection of child:**

In the unlikely event that a parent is more than 15 minutes late (without some contact to Nursery) all parental contact numbers will be tried.

- If parents cannot be reached, then all emergency contacts will be tried.
- If the Nursery is unable to contact any of those listed on the registration form then the senior staff member will contact Children's Social Care help line.
- Late Collection fees will be charged at £5 per each 15 minutes or part thereof. This is to cover the staff costs.

### **Nursery Closures – Planned:**

St Thomas & St Anne's Nursery operates on a term time only basis in line with St Thomas & St Anne's Primary School term dates (these can be found online).

### **Nursery Closures – Unplanned (Short Term):**

We will always strive to open the nursery but where it is deemed unsafe or we are unable to e.g. a snow day, parents will be notified at the earliest opportunity. Fees will be charged for these days.

### **Non-Attendance**

If a parent/carer chooses to take their child/ren out of nursery for any reason e.g. a holiday outside school holidays, or if a child is unable to attend due to illness, fees will be charged at the normal rate.

Long term illness can be discussed with the School Business Manager.

### **Payment of Fees**

Invoices will be given out towards the end of each month in advance of the invoiced sessions. How to make payment will be detailed on the invoice.

### **Late Payment**

If fees are not paid as per the invoice date or as stated on the bill, the administrator will contact the parent/carer by phone.

The School Business Manager has the right to issue a formal warning to the parent/carer and inform them that continual late payment will result in their child's place at the Nursery being forfeited.

Parents/carers are encouraged to speak to the School Business Manager or Headteacher if they have any query about the fee policy, or if for any reason, they are likely to have difficulty in making payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity to avoid jeopardizing their child's place at the Nursery.

Each child's attendance at the Nursery is conditional upon continued payment of any necessary fees. If payment falls eight weeks in arrears or amounts to more than the Governors think is reasonable the Nursery reserves the right to suspend the child's place until the arrears are paid in full.

Legal proceedings will be made via the small claims court for any unpaid fees if payment is not made through previous payment request letters. Parents/carers will receive a letter stating that legal proceedings have started. The letter will include the total amount of debt which is being pursued including an additional £50 for legal costs.

### **Sickness**

We ask that you contact the school office to advise if your child will not be attending nursery. If your child is due to attend a session and they don't attend, we will contact parents to establish a reason of absence as per our attendance procedures. Any child with an infectious illness must be kept at home to prevent the spread of illness. In the case of sickness and diarrhoea all children must be kept at home until clear of symptoms for a minimum of 48 hours.

### **Request to change sessions**

Any requests to change your child/ren's agreed sessions must be done in writing, email is accepted, for review by the School Business Manager and Headteacher. If we are able to accommodate the requested changes you will sent an email of confirmation. Please allow for as much notice as possible when requesting any changes. In most

cases changes to hours will be put into place, if possible, at the start of the next half term.

### **Termination of Attendance**

Should you wish to remove your child from our nursery, please do so in writing, email accepted, at least 30 days in advance. Fees will be due for all sessions in your notice period.

The Nursery reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents or non-payment of fees following the non-payment procedure. At all other times one month's notice in writing will be given.

### **Roles and Responsibilities**

The School Business Manager is responsible for the enforcement and compliance of this policy during the day to day running of Nursery. Overall responsibility lies with the Headteacher.

### **Notice of Change**

These Terms and Conditions are subject to change with one month's notice.

### **Allocation of places**

In order to ensure the highest possible standards of care and learning we are limited to the number of children we can allow in each session and it may be that there are times when parental demand exceeds the number of places available in each session. If this is the case, then we will use the following policy to determine how places are allocated.

We will ask existing parents to confirm their required places in line with the following timetable:

<b>Term</b>	<b>Start Date</b>	<b>Deadline for existing parents to confirm their requirements</b>	<b>School to confirm places to existing parents by:</b>	<b>School to review requests from new parents for places</b>	<b>School to confirm places to new parents by:</b>
<b>Autumn</b>	<b>September 2025</b>	20.06.2025	24.06.2025	24.06.2025	28.06.2025
<b>Spring</b>	<b>January 2026</b>	24.10.2025	07.11.2025	07.11.2025	14.11.2025



<b>Summer</b>	<b>April 2026</b>	06.02.2026	13.02.2026	13.02.2026	27.02.2026
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Any requests for new places which we receive from parents after the review date will be considered on a first come, first served basis.

Our priority will be to offer as many parents as possible their free entitlement. However, we recognise that parents will want to have some form of guarantee that once they have agreed a certain pattern of provision that this is not liable to change. We will therefore prioritise existing parents and existing commitments before we look to accommodate any requests for changes in hours or any new children wanting to take up a place.

Any requests for new places which we receive from parents after the review date will be considered on a first come, first served basis.

Only if there are places remaining available once requests for the free entitlement have been met will we consider offering additional 'paid for' sessions.

There are 3 main category of parents and request for places will initially be placed into one of the following three categories

#### **Category A**

Children who are already attending nursery and are looking to retain the same sessions as in the previous term.

#### **Category B**

Children who currently attend nursery who are looking to alter the sessions that they take up.

#### **Category C**

Children who do not currently attend nursery.

Within each of the above categories we will then prioritise children using the following criteria:

#### **Sub-Priority 1:**

Looked after children, who are in Public Care as long as they have an eligible birthdate but who need not reside in the school's designated catchment area.

#### **Sub-Priority 2:**

Children living in the school's designated catchment area who have a sibling in the nursery or school and that sibling will be attending at the time the younger child starts nursery. If new places are limited, priority can be given to older children.

#### **Sub-Priority 3:**

Children living in the school's designated catchment area without siblings at the nursery or school. If new places are limited, priority can be given to older children.

**Sub-Priority 4:**

Children out of the school's catchment area with siblings in the nursery or school at the time the younger child starts nursery. If new places are limited, priority can be given to older children.

**Sub-Priority 5:**

Children out of the school's catchment area without a sibling in the nursery or school. If new places are limited, priority can be given to older children.

**How to apply for a place?**

You must apply to the nursery, using our enquiry form, which is available on our school website.

<https://hanwood.shropshire.sch.uk/welcome/joining-us-and-admissions-/>