

The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School

Charging, Remissions and Payment of Fees Policy

This policy takes into account the statutory DFE guidance 'Early Education and Childcare [April 2025].

The Federation offer 15 hours and 30 hours free entitlements.

Each school will provide information about charges on their individual websites.

From January 2026, invoices and receipts will be provided for all parents which will be itemised and a break down of charges showing separately the free entitlement hours, additional private paid hours and any meal/snack charges.

School Census

Each school receives pupil funding from the Local Authority for children who are eligible for free early education and childcare. Children need to be on the school roll for census day each term to receive their per pupil free entitlement.

For 2025-2026 dates are;

- Thursday 2nd October 2025
- Thursday 15th January 2026
- Thursday 21st May 2026

From April 2026, the funding for Early Years will change and funding for all areas (per pupil, EYPP, MNS) will be based on each Census. Currently, funding is largely based around the January Census.

Children should only be registered at one setting, unless an arrangement to share their 30 hour code is in place. If a child is registered and attending another setting and the other setting is in receipt of the free entitlement funding then parents/carers will have to pay for the hours the child has attended Kintore Way or The Grove Nursery Schools. If a child starts nursery at the beginning of a term and then moves to another setting before the census date and the school will not receive any funding then parents/carers will be charged for that time.

If parents/carers wish to change settings within the school term, the Federation will not transfer funds to the other setting unless there are exceptional circumstances relating to safeguarding, such as, being moved out of borough for safety reasons. We strongly recommend children only leave at the end of each term with written notice to the relevant school. A 30 hour code can be shared with other settings or childminders, however you must let the relevant school know.

School Fund

The Federation of Kintore Way Nursery School and Children's Centre and the Grove Nursery School (known as "the Federation" hereafter), each have a School fund that is used to pay for certain resources such as book bags for the children, small outings during the year, cooking materials, snacks, Christmas gifts and resources for the classroom, parents are offered the chance to make a voluntary contribution to this fund. We ask parents for a voluntary donation of £10 per term. The voluntary fund for The Grove Nursery School is within the schools' main budget account and not held separately.

Outings

Educational visits are an integral part of the school curriculum, so it is important that no child should miss out because of inability to pay. When a letter is sent out to parents and carers informing them of arrangements for an outing, the information may contain a phrase outlining the cost, and suggesting that parents may wish to make a voluntary contribution. It is not usual to expect parents who are accompanying the children to pay their own costs themselves. We strive to provide outings free of charge.

Fundraising Events

Each School organises fundraising events throughout the year. The focus of the fundraising is made clear to parents and carers for each event.

School Dinners

There is currently no cost to parents for school dinners of children entitled to a 15 or 30 hour code. School dinners is currently funded through Public Health as part of the Healthy Free Nursery Meals initiative. We still require parents to complete a Free School Meal Eligibility form to ensure the school can access Early Years Pupil Premium funding. Parents who are paying for a place or paying for "additional hours" outside of their 15 hours are required to pay for a maximum two school lunches at £2.65 per day.

Additional Hours Fees

All 3-4 year old children receive their 15 hours free entitlement or 30 hours with a valid code. 30 hour codes are required to be renewed every term with HMRC. Parents must notify the school if their circumstances change and they are no longer entitled for a 30 hour code. Parents will be given a 15 hour place or pay for additional hours.

Families Receiving Additional Support for 2 year olds receive 15 hours free entitlement (formerly known as the 2 year old Disadvantaged Entitlement), if they have a valid 2YO code. Parents must provide evidence of their successful application of their code by either emailing or providing a hard copy of the letter stating their free entitlement. Working Parents receiving 30 hours free entitlement must provide their 30 hour code to the office before their child commences. The code must be valid by the end of the month prior to them starting i.e. 31st August, 31st December or 31st March. Any codes starting after these dates must wait until the start of the following term before they can use the code, however, they can choose to pay for a place, if available.

Holiday Playschemes

During school holidays, a playscheme may operate for children up to 4 years of age, providing there is sufficient demand from regular attendees of the Federation. This is a chargeable service: fees are payable in advance and are non-refundable. For one week play schemes payment of fees are to be made the week before the play scheme commence. For play schemes in excess of one week, fees must always be paid one week in advance.

Parents may be eligible to claim working family tax credit to offset the costs of these services.

First Payment of Fees

Fees will be charged from a child's first day of settling if they do not qualify for any free entitlement. For children paying for additional hours, fees are charged from the child's first full time day. All fees are to be paid two weeks in advance and fees must be paid through ParentMail. Fees are also payable via the National Savings initiative through Childcare Choices, a Government run scheme. If you would like more information about this scheme, please speak to the school office. If parents fail to pay two weeks in advance, the additional hours may be remove until payment can be made if places are still available.

If a parent has any concerns about making payments for fees by the due dates because they are returning to work for the first time and transferring from state benefits to working benefits they should make an appointment to see the Federation School Business Manager immediately.

On-going Payment of Fees

All subsequent payments of fees **MUST** be paid two weeks or monthly in advance. Payments must be made to each school through ParentMail.

Fees are charged every half term and term time only.

Fees are charged if your child is off sick and when they are away on holiday.

Non Payment of Fees

If you **DO NOT** make payments two weeks in advance, then your child cannot receive additional hours in either Nursery School.

Fees Arrears

If fees are in arrears, you will be given two weeks to bring the account up to date and in advance. If you **DO NOT** make these payments your child's place will be withdrawn **immediately**.

If your account falls into arrears by more than one half term your child's place will be withdrawn permanently.

If your account is in arrears at the time of your child transferring to the 3-4's your child will receive their free 15 hours entitlement or their 30 hours free entitlement, however your child cannot access additional services while the account is in arrears.

If you fall into arrears there will be an admin charge of £10 added to your fees.

Arrears will be pursued through the small claims court.

Change of Place Type

After the first half term of attendance there will be a £15 administrative charge if a child's place type needs to be changed unless there are exceptional circumstances.

Annual Increase

All fees will be reviewed annually and increases will take effect on the 1st April of each year by the annual inflation rate as defined by the Bank of England. Reminder letters to inform parents will be sent out by the end of February. Fee amounts will be increased through ParentMail. Detailed fees sheets are available from the office at the request of individual parents.

Change of Fees

If the fees are to change for any reason other than the annual rise parent/carers will be given 3 months notice of the change.

Absence

If your child is absent for a week without notification, you will receive a letter regarding the child's absence. If after 2 weeks from the date of the letter there is no reply and the child remains absent, the placement may be withdrawn permanently. If applicable, fees will continue to accrue for the absence period.

Lateness

If you are late collecting your child and you have received a copy of this policy, then a fee of £20 per late collection may be charged.

Notice Period if a Child is Leaving the school

Parent/carers are required to give notice in writing of two weeks before the child's leaving date. A child can leave within the two week's notice period but the parent/carer will be charged for the two weeks.

Additional Circumstances – please note

If services are closed or reduced due to severe weather or other unforeseen circumstances beyond our control fees may still be payable. Every effort will be made to keep services running whenever possible and priority will be given to children whose parents are working or studying during School hours.

Each School closes for five In Service Training Days (INSETs) and three parent conference days. We do not charge for these days. Days in which each school is closed for induction / home visits will also not be charged.

Any parents making payments directly into the school bank account and not via ParentMail or National Savings may incur an additional £10 admin fee per transaction.

Monitoring

The Federation School Business Manager will ensure that accounts are monitored monthly and will inform Senior Leaders if any families are in arrears.

Links to other Policies

Attendance and Admissions.

The Federation Kintore Way Nursery School & Children's Centre & the Grove Nursery School

Policy Name

Charging and Payment of Fees Policy

Adopted and signed on behalf of the Federation by the Governing Body at the meeting on

11th December 2025

Name of Governing Body Representative

Robert Weir

Signature of Governing Body Representative



Signature of Headteacher



Date signed: 11th December 2025

Date to be reviewed: Autumn 2026



Free childcare entitlements parental declaration form

Step 1: Your child's details- parents/carers to complete

Child's Surname(s):	
Child Forename(s):	
Name by which the child is known (if different from above):	
Date of Birth: You will need to show your childcare provider evidence of your child's date of birth.	
Sex:	
Address:	

Step 2: Your details-parents/carers to complete

Parent / Carer 1	Parent / Carer 2
Surname:	Surname:
Forename:	Forename:
Date of Birth:	Date of Birth:
National Insurance number or Asylum Support Reference Number (previously NASS):	National Insurance number or Asylum Support Reference Number (previously NASS):

Step 3: Your child's eligibility- parents/carers to complete

To be completed with assistance from your chosen provider(s). Please tick which entitlement you will be using. If your child is two years old and eligible for both entitlements, you should use the entitlement for children from 2 years old receiving some additional forms of support first.

- ☐ Entitlement for children from 2 years old in families receiving additional forms of support:
-If parents/carers live in England and are in receipt of certain benefits,
-If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order.
- ☐ Working parent entitlement for children from 9 months old.
- ☐ Universal entitlement for 3- and 4-year-olds.

Your provider could receive extra funding for your child if certain criteria are met, please opt in by ticking the below boxes if they apply to you or your child:

The Disability Access Fund (DAF) is used to help providers to make reasonable adjustments in their settings, either to support an individual child, or for the benefit of all children attending the setting.

Is your child entitled to the Disability Living Allowance? Ticking yes will enable your chosen provider to receive the DAF.

☐ Yes ☐ No

Early Years Pupil Premium (EYPP) is paid to childcare providers to provide extra support for your child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. Ticking yes to the questions may enable your chosen provider to receive the EYPP.

Are you in receipt of Universal Credit?

☐ Yes ☐ No

Is your child currently looked after by a local authority/have they ever been looked after by a local authority in England or Wales?

☐ Yes ☐ No

Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999?

☐ Yes ☐ No

Step 4: Document check-provider to complete

Documentary proof of DOB Type (e.g. birth certificate, passport):	
Document recorded by (name of staff member):	
Date document recorded (dd/mm/yyyy):	
Working parent eligibility code: (e.g. 12345678912)	
[If LA uses codes] 2-year-old eligibility code (if applicable):	

Step 5: Setting and attendance details- parents/carers to complete

You need to agree and complete this declaration form with each setting your child attends for their funded entitlement in order to ensure that funding is paid fairly to each of them. Your provider should help you to complete this section.

Your child can attend a maximum of two settings in a single day and if your child attends more than one setting the local authority will distribute the funding appropriately between the settings.

Setting name:	Mon	Tues	Wed	Thurs	Fri	Total no.	Total	No. of weeks
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						of hours per week	weekly charge	per year (e.g. 38,45,51)
Total funded entitlement hours attended per day							n/a	
Total extra (chargeable) hours per day								
Total daily hours attended								

To fill in if your child attends more than one setting:

Total funded entitlement hours attended per day

	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week
Setting name:						
Setting name:						

To note: the maximum number of funded hours your child can receive is:

- 1) for 2-year-olds in families receiving additional forms of support: 15 hours a week for 38 weeks of the year
 - 2) for children aged from 9 months of eligible working parents: 15 hours a week for 38 weeks of the year (this will increase to 30 hours from September 2025). For 3 and 4 years old this can be combined with the below entitlement to a maximum of 30 hours.
 - 3) for all 3 and 4YOs: 15 hours a week for 38 weeks of the year
- If your child is splitting their funded entitlement across more than one setting, please nominate their main setting:

.....

Provider to complete:

Additional charges: Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents; that is, there must not be any mandatory charges for parents in relation to the free hours.

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

	Mon	Tues	Wed	Thurs	Fri	Total weekly charge
Additional charges for consumables or additional charges per day						

Provide details of the charges made for consumables and additional services and itemised details of what these charges relate to:

Step 6: Parent/Carer/Guardian with legal responsibility declaration

Declaration: I (name)
of (address)

confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise (Name of Provider/s)

to claim free entitlement funding as agreed above on behalf of my child. I understand that the data collected in this form will be shared with my chosen provider and local authority.

Parent/Carer/Guardian with legal responsibility	Childcare provider
Signed:	Signed:
Print name:	Print name:
Date:	Date:

[NAME OF LOCAL AUTHORITY] is collecting your data for the purposes of checking your eligibility for the free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance

with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998.

Please note that from April 2024 2-year-olds will qualify for DAF and EYPP, and under 2's will qualify from September 2024.

Data Protection

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed
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Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or [NAME OF LOCAL AUTHORITY]. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>
[insert local authority privacy notice here]