CHARGING AND REMISSION POLICY Summer 2022 Review: Summer 2023

Tunstall Nursery School supports the entitlement to free 15 hours early years provision for 3 and 4 year olds and 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. Regulations prescribe that children become eligible for 15 hours free early years provision on the dates set out below

A child born in the period	Will become eligible for a free place
1st April to 31st August	1st September following a child's 3rd birthday (Autumn school term)
1st September to 31st December	1st January following a child's 3rd birthday (Spring school term)
1st January to 31st March	1st April following a child's 3rd birthday (Summer school term)

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.
- British or Irish citizen.
- Settled or pre-settled status or you have applied and you're waiting for a decision.
- Permission to access public funds – your UK residence card will tell you if you cannot do this.

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

The children become eligible for a funded two year old place on the dates set out below

A child born in the period	Will become eligible for a free place
1st April to 31st August	1st September following a child's 2nd birthday (Autumn school term)
1st September to 31st December	1st January following a child's 2nd birthday (Spring school term)
1st January to 31st March	1st April following a child's 2nd birthday (Summer school term)

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 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 Tunstall Nursery School & Children's Centre makes its charges for additional child care under Section 27 of the Education Act 2002

Equalities Implications

Children

- The opportunity of on-site wraparound care will help enhance children's wellbeing and achievements promoting secure foundations for future learning and life
- The provision of quality nursery places for 2, 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 governments 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

Childcare Charges

- Childcare provision will be available from 8.30 a.m. to 3.30 p.m. (7 hours), five days a week, 38 weeks of the year
- Minimum requirement of acceptance of a place for free early years entitlement at Tunstall Nursery School is 5 x 3 hour sessions term time.
- Parent/carers are not obliged to purchase additional hours or pay lunch club charges (unless claiming the additional 15 hours) in order to secure free provision
- The charging policy covers children accessing day care 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 Tunstall Nursery School please complete an application form in school or by downloading a form from our website www.tunstall.croydon.sch.uk
We recommend that you apply 12 months prior to the date of required commencement.

Securing place deposit

If offered a full time place or take up any additional sessions or lunch club we will require a deposit equal to four week's fee. 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 it not confirmed it may be withdrawn.

Pricing Structure

Additional child care may be purchased at the following costs (from September 2020):

Paid Place - based in Two Year Old Provision

Where places are available in the two year old provision that have not been filled by a child eligible for a funded place, these places will be made available as paid places (for 2 year olds and 3 year olds). The session times will either be the morning (8:30am – 11:30am) or afternoon (12:30 – 3:30pm). The charge for these sessions is £25.00. Parent/carers will need to purchase all 5 sessions for the week.

Lunch Club

The Lunch Club is open every day during term time and runs from 11.30 a.m. to 12.30 p.m. This service is available to those with a place for either session. The Club is staffed by a minimum of 2 supervisors, keeping a ratio of 1 staff member to 8 children. The charge per day is £6.50 which is for staff costs. Each child brings a packed lunch. As this needs to be self-sustaining, it can only function if sufficient numbers attend each day.

Additional 15 hours offer

The session times are 8.30am – 3.30pm. There is an additional fee of £32.50 per week for the lunch hour.
Children will need to bring a healthy packed lunch. Please note that the eligibility code must be renewed every 3 months. The funding for the additional 15 hours cannot be transferred to a new provider until a new term.

Additional sessions

Should there be places available once everyone from the waiting list has been offered a sessional place at Tunstall Nursery School, we are able to market these places to parent/carers. The charge for an extra session is £20.00 per session, parent/carers will need to purchase all 5 sessions for the week.

Payment details, 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

For example, parent/carers of a 3 year old eligible for funding attending 5 morning sessions of 3 hours per week term time of 38 weeks would not make any additional payment, provided that the nursery entitlement is not being claimed at any other provider.

- Please note that the lunchtime session does not attract nursery funding and is charged in full

Staff / Governor Fees

The session times will either be the morning (8:30am – 11:30am) or afternoon (12:30 – 3:30pm). Staff and Governors will be given a 10% discount off the fees for these sessions. Parent/carers will need to purchase all 5 sessions for the week.
Lunch club will also be subject to a 10% discount

Timing of payments

- All fees are payable in advance on the first of each month
- Payment by cheque, bank credit, cash payments or childcare vouchers. Any charges arising from payment in un-cleared funds will be passed on to the parent/carer
- Charges will be made for sessions even when a child is absent through sickness or holidays
- Additional charges may apply for special events e.g. Musical Bumps etc. Parent/carers will be notified in advance when this is the case
- The notice period for withdrawing a child from any additional services at Tunstall Nursery School is one calendar month
- If a parent is due a refund this will be made by cheque. Cheques will need to be collected from the office. The school will not incur postage charges.

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 afternoon for one week only, as this makes planning appropriate staffing cover very difficult and increases administrative time and costs.

Additional fees

Tunstall Nursery School & Children's Centre 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, in accordance with our non-collection of children policy.

Voluntary contributions

Voluntary contributions are requested to cover the cost of trips and special events organized 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 with the cost of an occasional lunch club session if this is felt beneficial to the child.

Review and monitoring

- This policy will be reviewed annually