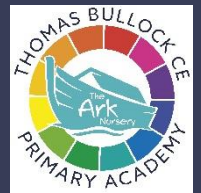


# Thomas Bullock Church of England Primary Academy and Nursery

*Engage, Embrace, Care, Achieve*

Headteacher: Mrs Shannon O'Sullivan



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## Appendix to DNEAT Thomas Bullock CE Primary Academy and Nursery Charging, Admissions and Complaints Policy

### Nursery Charging Policy from January 1<sup>st</sup> 2022

Nursery Childcare is available 8.45am to 3.15pm (charges apply). The Nursery is open term time only, and is closed for teacher training days.

#### **FREE Funded places**

Children are entitled to a FREE Government funded place for 15 hours per week from the term after their third birthday. Normally the funded sessions are available from 9:00am until 12pm or 12.15pm to 3:15pm, Monday to Friday, however, we can offer flexibility to claim the funded hours between 8.45am and 3.15pm subject to availability of places (and Covid19 current guidance or restrictions).

#### **FREE 30 hour funded places**

The Government provides free 30-hour placements for families where both parents work and earn a minimum amount (criteria apply). To access this funding, you need to apply before each term starts and you need to obtain a tax code from HMRC. Please apply <https://www.gov.uk/30-hours-free-childcare> if you wish to access the 30-hour free entitlement. If your child stays across lunchtime you will need to either purchase a hot meal currently at £2.35 per day (only available for children staying for whole days) or provide a packed lunch. If you join Nursery and you have not received a code in advance or have registered elsewhere, the normal charges will apply until funding can be accessed for the following term.

A deposit is not charged.

The entitlement is offered free (15 hours and 30 hours where applicable). Government funding does not cover the cost of meals, consumables, additional hours or services. Parents will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority (Government) and the current hourly rate.

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.



The three cut-off dates for the end of a school term are:

31<sup>st</sup> August - for birthdays from 1<sup>st</sup> April to 31<sup>st</sup> August, funding begins in September.

31<sup>st</sup> December - for birthdays from 1<sup>st</sup> September to 31<sup>st</sup> December, funding begins in January.

31<sup>st</sup> March - for birthdays from 1<sup>st</sup> January to 31<sup>st</sup> March, funding begins in April.

### **Admission to Nursery**

The Admission Policy is issued to all families as part of the registration process. It is also available via our website and upon request from the school office.

Early Education is offered to families for 38 weeks of the year. The funded hours can be claimed (to the maximum the family is eligible for, subject to availability and Covid19 current guidance) - Mon - Fri 8.45am -3.15pm subject to available places.

### **Starting Nursery before funding is available**

Your child may start Nursery when he or she is 'rising three,' if a place is available. This means he or she may start in the term in which they turn three years old, e.g. if your child is three on 21<sup>st</sup> November 2021, she or he may start in September 2021. We will apply for funding for your child as a rising three but if this is unavailable normal nursery charges will apply until funding becomes available. If places become limited, priority will be given to children eligible for funding.

Lunch 30minutes included for all day

Unfunded nursery hours - times and prices- or those over and above will be charged at:

Morning session	9:00am – 12:00pm	£4.95 per hour
All day	8:45am – 3:15pm	£4.95 per hour

Children can have a hot lunch at a cost of £2.35 per day (which is not part of the funded hours) or provide their own packed lunch.

### **Additional costs**

Occasionally, we may ask for a voluntary contribution to cover trips out or visiting theatre companies. Charges for additional services will be agreed in advance with families.

### **Notice of increase in fees**

If we need to increase prices, we will give notice of one month.

### **Trial sessions**

Should you wish to book for your child to have a trial session, please do so at the office. The first morning nursery session is free but any further trial sessions you might wish to take will be chargeable if your child is not yet eligible for funding.

### **Booking**

Please apply for a place by contacting the school office on 01362820300. Places must be booked in advance to ensure adequate staffing levels.

## **Payment terms**

Payment must be made in advance, for 4 weeks and no deposit is charged. All families will be issued an invoice 4 weekly in advance unless the balance equals zero. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in this policy. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied. Payment to be paid via parent payment system.

## **Cancellation policy/illness**

Once you have booked a paid place, you are obliged to pay, even if your child does not attend for any reason, including illness and holidays.

## **Unavoidable closure of school**

The school policy and procedures apply. Nursery is closed for the main school holidays and training days and there is no charge on these days. Should school be closed for reasons beyond our control, you will not be charged for the sessions affected.

## **Notice period**

We hope that you will not need to leave our nursery, but we require notice in writing if your child will no longer be attending. We ask that parents give as much notice as possible, with the minimum being four full weeks. Any payment that has been made for a place within your full four-week notice will not be refunded and further payment will be required to complete your commitment to the end of the four-week period.

## **Late payment fees/debt collection policy**

In cases where payment is late without prior arrangement, your child's place will be terminated for chargeable sessions. Your child will be able to attend any funded sessions that he or she is entitled to. Any outstanding debts will be forwarded to the Local Authority Credit Control Department for recovery.

## **Late collection of children policy**

If you are unexpectedly late to collect your child, please inform the school by telephone immediately. We will require all parents to sign-up for after school care – so that they can charge for late collection care. If you are regularly late there will be additional charges (even if you are only accessing the funded hours) and your place may be withdrawn if there is a waiting list.

## **Additional Funding**

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. This additional funding is used for additional support to meet need and is not contributory to session costs.

## **Complaints Policy**

Our Complaints Policy is issued to all families as part of the registration process. It is also available via our website and upon request from the school office.

Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this policy and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the Chair of Governors.

This policy has been written with regard to the DFE Guidance:  
Early Education and Childcare Statutory Guidance for Local Authorities - June 2020  
Early years Entitlements: Operational Guidance For Local Authorities and Providers  
- June 2020

