

King's Cliffe Endowed School

Pre-School



CHARGING POLICY

APRIL 2019

REVIEW DATE - APRIL 2020

Kings Cliffe Endowed Primary School

Pre-School Charging Policy

Date reviewed by Governing Body: April 2019

Chair of Governors Signature: 

Date for next review: April 2020

King's Cliffe Endowed Primary School supports the entitlement to free 15 hours early years provision (Universal Funding) and 30 hours Extended Funding for 3 and 4 year olds and 2 year olds that are eligible.

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 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)

Some families with 3 and 4 year old children may qualify for an additional 15 hours **Extended Funding** (making a total of 30 hours funded hours). You will usually get free childcare if you (and your partner, if you have one) are:

- in work - or getting parental leave, sick leave or annual leave
- each earning at least the National Minimum Wage or Living Wage for 16 hours a week - this is £125.28 if you're over 25

You're not eligible if:

- your child does not usually live with you
- the child is your foster child
- either you or your partner has a taxable income over £100,000
- you're from outside the EEA and your UK residence card says you cannot access public funds

If you're eligible for the extra hours, you sign up online to get a code which you must give to the school before the next term starts in order to claim the hours. Eligibility will be checked by the school 6 times per year and if a child is no longer eligible for the additional funding the notice period as per the DfE guidance will be applied.



To qualify for 15 hours of free education for a **two year old** child the parent 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 less than £15,400 a year after tax
- tax credits and you 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 you get when you stop qualifying for Working Tax Credit)

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)

Children are also entitled to a 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 school also offers additional sessions that can be paid for by parents for those who are not eligible for extended hours funding/two year old funding or wish to attend additional sessions to their entitled hours.

Legislation and Guidance

- The Education Act 2002 offered the opportunity to develop the provision of child care within maintained schools
- The Department of Education advises schools that while the free entitlement at the point of delivery is statutory, provision beyond 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 King's Cliffe Endowed Primary School makes its charges for additional child care under Section 27 of the Education Act 2002



Policy Aims

- Ensure our charges are fair and affordable
- Review all charges regularly
- All parents/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

Childcare Charges

- Childcare provision will be available from 9:00am to 3:00pm (6 hours), five days a week, 38 weeks of the year
- Minimum requirement of acceptance of a place at King's Cliffe Endowed Pre-School is 2 x 3 hour sessions term time.
- Parents are not obliged to purchase additional 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, but parents/carers can purchase additional childcare provision where available
- The costings are based on resource requirements to meet Early Years Foundation Stage and Ofsted regulations

Pricing Structure

Sessions run from 9:00am – 12:00pm (3 hours) and 12:00-3:00pm (3 hours) and from the 1st September 2019 are priced at £16.50 per 3 hour session.

Children who are staying all day or attending the afternoon session, should bring their own healthy packed lunch where they, along with the Pre-School staff, will join the rest of the school in the main hall.

Payment details, terms and conditions and collection arrangements form part of the admissions policy and procedures

- Parents will only be invoiced for those sessions not covered by the free nursery entitlement

Timing of payments

- Payment by bank transfer, cheque, cash payments or childcare vouchers. Any charges arising from payment in un-cleared funds will be passed on to the parent.
- Charges will be made for sessions even when a child is absent through sickness or holidays.
- Additional charges may apply for special events. Parents/carers will be notified in advance when this is the case.
- The Governing Body may ask parents for a voluntary contribution towards the cost of an activity that takes place during school hours, for example French tuition. This would normally be a termly contribution, which is aimed at meeting costs and not exceeding costs i.e. the school does not aim to profit from any voluntary contributions. In the event of insufficient voluntary contributions being made some



activities may have to be cancelled.

- The notice period for withdrawing a child from any additional services at King's Cliffe Endowed Pre-School is one calendar month.

Non-payment fees

- Reminder emails will be sent out before the payment due date.
- The school will pursue non-payment of fees via email and letter.
- If payment has not been received within 1 week of the payment due date on the invoice, we reserve the right to withdraw paid sessions.
- Payment of unpaid fees will normally be pursued through the small claims court.

Changes to sessions

Normally, 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. However in exceptional circumstances and where staffing allows, special requests will be considered.

Additional fees

King's Cliffe Endowed Pre-School 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, 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

- Parents/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

