



## KINGS CLIFFE ENDOWED PRIMARY SCHOOL CHARGING POLICY



**Date reviewed by Governing Body: 21/04/2021**

**Chair of Governor Signature:** \_\_\_\_\_

**Date for next review: April 2022**

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
1 <sup>st</sup> April to 31 <sup>st</sup> August	1 <sup>st</sup> September following a child's 3 <sup>rd</sup> birthday (Autumn school term)
1 <sup>st</sup> September to 31 <sup>st</sup> December	1 <sup>st</sup> January following a child's 3 <sup>rd</sup> birthday (Spring school term)
1 <sup>st</sup> January to 31 <sup>st</sup> March	1 <sup>st</sup> April following a child's 3 <sup>rd</sup> 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 – £142.56 at the National Living Wage (£8.91 per hour April 2021 – March 2022), less if you are under 25 and on the National Minimum Wage.

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
1 <sup>st</sup> April to 31 <sup>st</sup> August	1 <sup>st</sup> September following a child's 2 <sup>nd</sup> birthday (Autumn school term)
1 <sup>st</sup> September to 31 <sup>st</sup> December	1 <sup>st</sup> January following a child's 2 <sup>nd</sup> birthday (Spring school term)
1 <sup>st</sup> January to 31 <sup>st</sup> March	1 <sup>st</sup> April following a child's 2 <sup>nd</sup> 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 3:30pm (6.5 hours), five days a week, 38 weeks of the year (term time only)
- The minimum requirement of acceptance of a place at King's Cliffe Endowed Pre-School is 2 sessions per week.
- 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 12:00-3:30pm (3.5 hours) and from the 1<sup>st</sup> September 2021 are priced at £6.00 per hour (£18.00 for a morning session and £21.00 for an afternoon session). Any hours attended above your child's funded allowance will be charged at our hourly rate. For example, a child who is entitled to 30 hours funded and attends full time (32.5 hours) will be charged for 2.5 hours per week.

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 hours/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 notice period for withdrawing a child from 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.
- 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