



# Charging and Remissions Policy

The Governing Body of St. Paul's Nursery School endeavours to write and adopt policies that are fully inclusive for all children / staff / parents / carers / governors and members of the wider community.

Policy Approved by Governors:	July 2020
Date of review:	November 2025
Next review due	November 2026

**This policy outlines the nurseries procedures on charging families and accessing funded places. All families must read this before accepting their place at nursery.**

<https://www.childcarechoices.gov.uk/15-and-30-hours-childcare-support>

The above link takes parents directly to the childcare choices website and will help families determine what funded childcare they are entitled to.

Parents can check their eligibility for funded hours through the **childcare calculator** and apply for this and Tax-Free Childcare through the **childcare service**.

If eligible, the parent will receive an 11-digit eligibility code. Before a parent can take up a place they must bring their code, national insurance number and child's date of birth to us so we can check that their code is valid. Parents cannot take up a funded place until we have validated their code.

Every three months parents will need to confirm that the details they entered on their application are up to date. The DfE will send them email reminders and text messages to do this, nursery will also remind parents. This is ultimately parent's responsibility and non renewal of codes will not be a valid reason for applying for remission of charges.

Parents accessing the universal offer of 15 hours for 3–4-year-olds should contact us directly to take up the offer.

### **15 hours places:**

All children are entitled to apply for a 15 funded hour place at St Paul's Nursery School the term after they turn three. Paperwork confirming eligibility for this is given in application packs. The child's birth certificate must be seen to confirm date of birth before a place can commence. This applies from 1<sup>st</sup> January, 1<sup>st</sup> April or 1<sup>st</sup> September following their third birthday.

### **2 years old:**

Children may start with us from the age of two years from the academic year 2024 – 2025. Full fees would be payable if families are not eligible for the new funding available from 9 months old as the two year old disadvantaged funding does not begin until the term after the child's second birthday. Please contact for more information on these spaces as they are very limited. More information is available on [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) see excerpt below:

*Your 2-year-old can get funded early learning if you live in England and get any of the following benefits:*

- *Income Support*
- *income-based Jobseeker's Allowance (JSA)*
- *income-related Employment and Support Allowance (ESA)*
- *Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments*
- *the guaranteed element of Pension Credit*

*Your benefits will not be affected if you take up the 15 hours early learning offer.*

*2-year-olds can also get funded childcare if they:*

- *are looked after by a local authority*
- *have an education, health and care (EHC) plan*
- *get Disability Living Allowance*
- *have left care under an adoption order, special guardianship order or a child arrangements order*

**‘Rising threes’:** We offer the option of starting at the beginning of the term that the child turns three. This is known as being a ‘rising three’ and places must be paid for in full if you are not eligible for the 9 months funding for working parents.

For example: If a child turns three on the 2<sup>nd</sup> September, their funded place would not begin until January, however if we have space we would allow the child to begin on September 1<sup>st</sup> (beginning of the autumn term) and the parent would pay the full cost of care.

### 30 hour places:

Parents must apply online to be eligible for a 30 hour funded place at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). Certain criteria apply. You are eligible if:

You, and any partner, must each expect to earn (on average) at least £139 per week (equal to 16 hours at the National Minimum or Living Wage).

If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible.

You **can't** get 30 hours free childcare if **either** you, or your partner, each **individually** expect to earn £100,000 or more.

To keep your 15 or 30 hours free childcare place you need to check your details are up to date every 3 months. It is the responsibility of the parents to apply and reconfirm their details every three months. Nursery does send regular reminders to families.

The types of places available are:

Two-year-old 15 hours disadvantaged funded place	Two-year-old 15 hours working families funded place	Two-year-old thirty hours funded place for working families (available from Sept 25)	Additional self-funded hours
Three-and -four-year-old 15 hours universal place	Three-and-four-year-old 30 hours working families funded place	Three-and-four-year-old 15 hour funded place with additional purchased hours	

Different fees apply for different types of places. If you are unsure please contact the admin team for support.

2 year olds	Breakfast club	Morning session	Lunch time	Afternoon session	After School provision	After School provision	Full day place 7:30 – 6
<b>The cost does not apply to funded hours</b>	7:30–8:30 £5	8:30–11:30 £21	11:30–12:30 £3.00 meal £5.00 charge for care.	12:30–3:30 £21	3:30 – 4:30 £10.00	3:30-6 £18	£70.00 including meals
3 & 4 year olds	Breakfast club	Morning session	Lunch time	Afternoon session	After School provision	After School provision	Full day place 7:30 – 6
<b>The cost does not apply to funded hours</b>	7:30-8:30 £5	8:30-11:30 £15	11:30-12:30 £3.00 meal £5.00 charge for care.	12:30-3:30 £15	3:30 – 4:30 £10.00	3:30-6 £15	£55.00 including meals

The nursery no longer charges an enrolment or administration fee in line with statutory guidance from the Department for Education.

### Wraparound and holiday club fees.

These fees are listed above. The school offers a holiday club in all holidays except Christmas and runs on Tuesdays, Wednesdays and Thursdays from 8-5:30. Places are:

Full day	Half day 8-1	Half day 1-5:30	Enhanced 1:1 or 1:2 ratio place
£33	£16.50	£16.50	Full day £65 Half day 8 – 12:30 £32.50 Half day 1 – 5:30 £32.50

Enhanced places are limited to children who require/wish to access a higher level of adult support for any reason, current pupils are prioritised, and it is expected parents will apply for short breaks funding to supplement the cost. If parents are not in receipt of additional funding the 'application for remission of charge' form at the end of this policy should be completed to apply for an enhanced place at the usual day rate.

### 'Additional Facilities' Fee

*The 30 hours free childcare offer is not intended to cover the costs of meals, other consumables (such as nappies or sun cream), additional hours or additional activities (such as trips). Providers may charge a fee for these additions. If you choose to pay for these it is an arrangement between you and the childcare provider. [Childcarechoices.gov.uk](http://Childcarechoices.gov.uk)*

At St Paul's Nursery School we pride ourselves on offering the highest quality education that we can. This isn't possible with the funding allocated through the two-, three- and four-year-old scheme. In accordance with their terms and conditions we do not charge for care, however we do charge an additional facilities fee that covers snacks, drinks, breakfast, tea, activities, use of the square garden for forest schools, sun cream and other high quality resources such as visitors like professional storytellers and other curriculum enrichment opportunities we offer.

This fee is worked out as an additional £1 per hour for funded sessions. This is then multiplied by 38 weeks and divided by 11 months to give you monthly fee.

All fees are broken down and itemised on invoices given to you at the start of your child's place.

We offer a 50% discount on the 'additional facilities' fee to any families who were eligible for the two year funding, free school meals or early years pupil premium and also a 15% sibling discount for two siblings attending at the same time. Please let our team know if you are eligible for the funding.

Charges for your information are listed below:

Funded hours used	Additional services Weekly fee	Monthly fee Weekly x 38 / 11 months
The minimum attendance is 6 hours.		
6	£6	£20.73
7	£7	£24.18
8	£8	£27.63
9	£9	£31.09
10	£10	£34.54
11	£11	£38
12	£12	£41.45

Funded hours used	Additional services Weekly fee	Monthly fee Weekly x 38 / 11 months
13	£13	£44.90
14	£14	£48.36
15	£15	£51.81
16	£16	£55.27
17	£17	£58.72
18	£18	£62.18
19	£19	£65.63
20	£20	£69.09
21	£21	£72.50
22	£22	£76
23	£23	£79.45
24	£24	£82.90
25	£25	£86.36
26	£26	£89.81
27	£27	£93.27

#### **Option to 'opt out' and access a 'free' place:**

The DfE would like as many families as possible to access fully free childcare, particularly those from disadvantaged backgrounds. Nurseries have the choice whether to offer these places or not. At St Paul's we have opted to offer a limited number of these places. This is done by 'opting out' of the additional facilities fee and providing certain items from home instead of the nursery providing them.

This includes:

- All meals and snacks (healthy food guidelines and requirements apply)
- Sun cream
- Sun hats

Families accessing free places must provide these items on a daily basis and should be aware that failure to do so could be considered as a safeguarding risk. All families must provide nappies/ pull ups if applicable for their children. The nursery does not provide these.

If you choose to opt out of the additional facilities fee you do still have the option to pay for the extras we provide if you do not wish to bring snacks, sun cream etc. All the additional extras will cost £1.50 each per item per day.

#### **Payment of Fees:**

On enrolment you will be asked to indicate how you wish to pay your fees. We accept card payments via Famly, childcare vouchers and payments through tax free childcare accounts.

Invoices are sent out on the first of the month for that month. Payment must be cleared by the 15<sup>th</sup> of the month. We appreciate sometimes there can be reasons for delayed payments and ask that if you know a payment will be late you let us know.

If you are in financial difficulty you can complete the application for remission of fees form, which will be considered by the Head teacher.

All fees are renewed annually.

Consistent non-payment of fees will be followed up, including through the small claims court. Before this happens, the following steps will be taken:

- Step 1 - Payment Reminders will be sent via the Family app and email, twice weekly for up to two months after the 15<sup>th</sup> of the month that the payment is due.
- Step 2 - A payment reminder Letter will be sent via email: this will state the overdue amount and ask for payment
- Step 3 - A final reminder Letter will be sent via email, stating;
  - Amounts owing
  - next steps in debt recoverythe letter will also offer;
  - assistance in resolving the debt through a meeting with the Head teacher to discuss payment options

If payment still isn't received, a child's place may be frozen or the small claims process will begin.

### **Cancellation and non attendance:**

Once places have been offered and accepted, a monthly payment is due by the 15<sup>th</sup> of every month.

Non attendance is still payable, even if your child is ill or on holiday.

If you let us know before 9:30 that your child isn't attending that day you will not be charged for lunch.

To cancel or change your place you must give four weeks notice in writing. We reserve the right to charge for the four weeks notice period.

All fees are calculated monthly and an invoice will be given to you with this fee.

### **Staff discount**

Any person employed by the Nursery School is entitled to a 50% discount on nursery fees.

**All queries about money** will be dealt with by our admin staff, they are contactable via email on [st.pauls.nursery@york.gov.uk](mailto:st.pauls.nursery@york.gov.uk). Alternatively, they are always happy to speak with parents face to face at drop off or pick up.

### **Remissions**

St. Paul's Nursery School believes that all pupils should have equal opportunities to benefit from school places, activities and visits both curricular and extra-curricular, independently of their parent's/carer's financial means. To that end the Governing Body has agreed in circumstances of family hardship they will invite parents to apply, in confidence, for remittance of charges in part or in full.

If a parent/carer wishes to apply for a remission of charge a form is available from the school office. Authorisation for such remission will be made by the Headteacher and/or a nominated Governor.

The decision of the Headteacher and/or nominated Governor will be final.

St. Paul's Nursery School

**APPLICATION FORM FOR REMISSION OF CHARGE**

12 St. Paul's Square  
York  
YO24 4BD  
01904 622291

To apply for a remission of a charge a parent/carer should complete this form with the following information.

Family name of Parent/Carer		Mr/Mrs/Miss/Ms/Dr:	
Forename/s		Relationship to pupil	
Full Address			
Postcode		Phone No.	
		Mobile No.	

Please give details below of each dependent child who is in attendance at the school for whom you wish to apply for remission

Full Names of Child/ren	M/F	Date/s of birth	Class/es

Amount requested			
Please state the reason(s) why you are requesting remission:			

I wish to apply for remission of charges for my child as detailed above

Signature of Applicant ..... Date .....

*Please return the completed form to the school office in an envelope addressed to the Headteacher and marked confidential.*

For School use only

Remission Approved	Yes / No	Reason
Signed by		
Position		
Date		