



EYFS Provision Admission and Charges

Our Academy schools support the entitlement to free 15 hours early years provision for 3 and 4 year olds with Magdalen Academy is able to offer the 30 hours.

We provide sessional day care for children from the term after their 3rd birthday.

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 child's 3rd birthday (Autumn school term)
1st September to 31st December	1st January following child's 3rd birthday (Spring school Term)
1st January to 31st March	1st April following child's 3rd birthday (Summer school Term)

Equalities Implications

- The opportunity of will help enhance children's wellbeing and achievements promoting secure foundations for future learning and life.

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 provision
- We will be aware of the charges made by other providers
- The government free entitlement which covers 15 hours per week, over a minimum of 38 weeks, will be maintained at all times subject to session availability at St Germans Academy and Wimbotsham & Stow Academy.

Additional hours for eligible parents/carers at Magdalen Academy can be offered for the government free entitlement, which covers 30 hours per week over a minimum of 38 weeks, providing eligibility – see Additional Hours.

- Ensure parents can easily identify on their invoice what charges are in relation to the additional hours from their free provision

Child care charges

- Childcare provision at St Germans Academy and Wimbotsham & Stow Academy will be available for three hours, per day, five days a week. At Magdalen Academy childcare provision is available for six hours per day.
- Parents are not obliged to purchase additional hours in order to secure free provision.
- No charge can be made for the Early Years Foundation Stage funded education place of 15 hours per week or the 30 hours for eligible parents/carers, but parents/carers can purchase additional childcare provision where available.

Application for EYFS (Preschool) Place

It is recommended that places at our Academy schools are applied for at 6 months prior to date of required commencement.

The form must be signed and returned as soon as possible.



Pricing Structure

Payment is required on invoice for any hours from parent/carers not entitled at another setting. Parents and carers will not be charged a top up fee to recover income where the setting's hourly rate is greater than the rate we receive from the local authority.

Monday	Tuesday	Wednesday	Thursday	Friday
St Germans and Wimbotsham and Stow				
8.45 – 11.45	8.45 – 11.45	8.45 – 11.45	8.45 – 11.45	8.45 – 11.45
Magdalen Village				
8.45 – 11.45	8.45 – 11.45	8.45 – 11.45	8.45 – 11.45	8.45 – 11.45
11.45 – 2.45	11.45 – 2.45	11.45 – 2.45	11.45 – 2.45	11.45 – 2.45

Session fee £9.00 until September 2018 and from September 2018 £10.00 per session.

For any absences, planned or unplanned (including sickness and holidays) full fees are payable to retain a child's place at the setting. Any planned absences should be discussed with the school's office.

A Local Authority Early Years Funding Parent / Carer Claim Form must be returned each term by the mandatory date as indicated on the form.

If the agreement is broken, the fees paid are non-refundable.

Failure to pay your fees may result in the loss of your child's place and the balance of your account being passed over to debit collectors to recover the outstanding fees.

Payment is by cheque, cash payments or child care vouchers. Any charges arising from payment in un-cleared funds will be passed on to the parent.

If payment has not been received within 4 weeks of the date of the invoice then the child's place at the setting will be at risk.

A retainer fee can be charged where a parent/carer wishes to ensure their childcare arrangement is secured during a long absence when the setting would normally open for business.

Additional Hours

These additional hours are only available to eligible parents. In order for parents to access this funding they are required to prove their eligibility themselves by applying using the DfE website (Digital Childcare Service). They will then bring this code, beginning with 5000, into Nursery along with both parents' national insurance numbers and the child's birth certificate to enable to school to confirm eligibility and use the code to access the funding.

You may be entitled to 30 hours free child care. [Click here for more information](#)

Eligibility will be checked by the academy 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.

Voluntary contributions

Voluntary contributions are requested to cover the cost of trips and special events organised 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.

Additional fees

The Academies reserve 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.

Non-payment fees

- A reminder of non-payment of fees will be sent after two weeks with a follow up reminder being sent.



- If payment has not been received within 4 weeks of the date of the invoice then the child's place at the setting will be at risk.
- Payment of unpaid fees will normally be pursued through the small claims court.

Setting Closure

No charge will be made for closure due to bank holidays and staff development days.