



## 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, St Germans Academy and Wimbotsham & Stow Academy can 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 always be maintained subject to session availability.
- The entitlement is offered free. Parents will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.
- Early Education is offered within the national parameters –
  - no session to be longer than 10 hours
  - no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
  - not before 6.00am or after 8.00pm
  - a maximum of two sites in a single day
- Additional hours for eligible parents/carers 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
- 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.



- We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

### Childcare charges

- Childcare provision is available for up to 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.

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

### 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.

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth.

This is to confirm they have reached the eligible age for the free entitlements.

A copy of the document will be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data.

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.

Early Education is offered to families 38 weeks of the year. The funded hours can be claimed (to the maximum available)

Monday	Tuesday	Wednesday	Thursday	Friday
Morning Session (15 hours per week)				
8.45 – 11.45	8.45 – 11.45	8.45 – 11.45	8.45 – 11.45	8.45 – 11.45
All Day (30 hours per week)				
8.45am – 3.15pm	8.45am – 3.15pm	8.45am – 3.15pm	8.45am – 3.15pm	8.45am – 3.15pm

Session fee £10.00 per morning session and £20.00 per day 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 academies' 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.

A deposit is not charged for securing a place.

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

All families will be issued an invoice [**weekly/monthly/termly**] unless the balance equals zero.

The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the parent contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

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 childcare 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 & Services**

The 15 hours additional are only available to eligible parents. 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 childcare. [Chick 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.

Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority.

Charges for additional services such as trips will be agreed in advance with families, these charges are voluntary. A small donation is asked weekly for snacks. It may be possible to waive or reduce these costs, please discuss this with the Academy Secretary.

### **Lunch**

When taking a place for a full day parents may either:

- Supply a packed lunch
- Take a school meal

For the meal a charge applies - £2.25 per lunch. This should be ordered and paid in advance at the beginning of each week.

### **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.

### **SEND**

Please refer to the SEND Policy (accessed via our website) concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.



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.

### **Complaints**

Our Complaints Policy is issued to all families as part of the registration process. It is also available (via our website).

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