

Bishop Henderson Church of England Primary School



Nursery Funding and Fees Policy

Review

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	March 2026	Headteacher	March 2027

Ratification

Approved by Governors on:	March 2026
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Vision Statement

At Bishop Henderson Church of England Primary School, we are committed to equality of opportunity in line with the Equality Act of October 2010. We endeavour to make a positive contribution to the whole community by demonstrating qualities such as respect, co-operation and valuing differences while celebrating cultural diversity. This commitment applies to our work in the classroom, our pupil support systems, our recruitment and retention of staff and our work in the local and wider community. We promote the principles and practices of equality and justice throughout the school and we aim to be a school where everyone:

- is respected and respects others
- takes part in the life of the school
- achieves to their potential
- develops skills essential to life
- exercises choice
- celebrates cultural diversity

Overview

This fees policy forms part of the contract with the parents/carers and Bishop Henderson Nursery.

Puffins Nursery operates a service which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money.

The nursery is open term time only and is in line with Somerset school term dates.

The opening times for the Nursery are:

Morning session 8.30am – 11.45am

Morning and lunch 08:30am – 12:45pm

Afternoon session and lunch 11.45am -3.15pm

Afternoon session – 12:45pm – 3:15pm

All day 08:30am – 3:15pm

Early Years Entitlement Funding (EYE Funding) details:

We are in receipt of EYE funding for two, three and four year olds; this will be available from the funding period after your child's second or third birthday. Some children may be entitled to two-year-old funding but Parents will need to fill in a form to see if they are entitled to this.

Early Years Entitlement- 15 hours per week

EYE funding entitlement is 210 hours in the autumn term, (equates to 14 weeks), 165 hours in the spring term, (equates to 11 weeks), and 195 hours in the summer term, (this equates to 13 weeks). A minimum of 2 ½ hours and a maximum of 10 hours can be claimed in any one day. Parents can claim 15 hours per week over 5 days. The maximum number of hours a parent can claim for an academic year is 570 hours. If a child attends more the extra will be payable to the nursery. Parents can use more than one provider but can only claim the maximum entitlement of hours per funding period in total. Parents need to inform the nursery if their child does attend another setting.

30 hours funding also referred to as extended hours

Some children may be eligible for 30 hours of funding, parents will need to apply online for this at www.childcarechoices.gov.uk. On the application being approved the parents will be given a unique reference number and a start date that they will need to supply to the nursery. The parent will be required to supply the unique reference number and their national insurance number along with their consent for this information to be shared. If the parent does not do this the setting will be unable to claim their extra funding and their child will not be entitled to a place. Once the correct paperwork has been received the nursery will be able to allocate this funding where places are available. If a parent applies for the 30 hour funding after the funding period has started they will not be eligible for this funding until the beginning of the next funding period. The child will still be entitled to their 15 hours EYE whilst they are waiting. Once the funding has been approved the parents will need to reconfirm the child's eligibility every 3 months and notify the nursery when they have done this. It is the **parent's responsibility** to do this and funding will be withdrawn for the next funding period if they do not. Parents who no longer qualify for extended hours will be given a 'Grace Period' in which the child will still be able to attend. If the parent is still not eligible when the 'Grace Period' ends the funding will be withdrawn and the child will only be entitled to their 15 hours. If parents are eligible for extended hours funding they will be entitled to another 210 hours in the autumn term, (equates to 14 weeks), 165 hours in the spring term, (equates to 11 weeks), and 195 hours in the summer term, (this equates to 13 weeks). A total of 1140 over the year.

Documentation required

To claim the EYE funding, 2 year funding or 30 hours entitlement the following information is needed before the child starts at the setting:

- Child's legal documentation ~ birth certificate (copy to be sent on registration to funding team)
- Child registration form ~ completed once and signed by parent
- EYE funding parent declaration form ~ completed every funding period and signed by parent.
- Unique reference number (for two year olds and 3-4 year olds that apply for extended funding)
- Parent's national insurance number with consent to share (for two year olds and 3-4 year olds that apply for extended funding)
- Copy of funding eligibility letter (2 year funding only)

If this information is not received, the child will be unable to receive the funded sessions at the nursery.

Parents requiring more than 15 hours of EYE funded nursery sessions per week will need to pay for additional sessions (unless entitled to 30 hours funding). At Puffins Nursery, we refer to these as 'extra sessions' and the following conditions apply.

Booking fees and billing

Currently the cost of each session for 3 and 4 year olds is £6.00 per hour The cost for 2 year olds is £6.50 per hour. Parents will be informed in writing of any fee increases, fees are inclusive of snack (water, milk and a piece of fruit or alternative). If a parent wishes to discuss fees please speak to the Nursery Manager.

Puffins Nursery works alongside Bishop Henderson School and operates during term time only.

Booking

Registration starter packs are available from the school office and nursery. Nursery staff will contact new parents when children reach nursery age and sessions become available. The booking procedure involves an induction programme to suit each individual child. There is no booking fee payable. When the child starts nursery the sessions will be booked depending on parents' needs and session availability. Once the sessions have been arranged the nursery can only accept the children on these booked sessions. Unfortunately, due to numbers of children and staffing ratios, sessions cannot be swapped. Changes in sessions will need to be discussed with the nursery staff. See change to sessions below. Occasional additional sessions can be paid for if there are sessions available in that week. Regular additional (extra sessions) need to be booked and arranged with nursery staff and parents will know which day they need to pay for.

Deposit

There is no deposit payable when booking a child into the nursery.

Holidays

Families taking a holiday during term time will still need to pay for nursery sessions missed, even if notice has been given. This is because the session is booked for the child and will not be taken up by another child.

With Courage, flourish. With Compassion, we care. With Creativity, we learn

School/Nursery INSET Days

The nursery will be closed to children on these training days so there will be no charge for sessions. There are usually 5 inset days per year and notice is given early for parents to arrange alternative child care.

Bank Holidays

The nursery will be closed so there will be no charge for sessions.

Sickness and absence

Children who are absent from nursery for any reason or due to illness or appointments will still need to pay for nursery sessions. For illness absences fees will be payable for 4 weeks. After this time long term illness conditions apply and the nursery will hold open nursery sessions for a child (in negotiation with parents for up to 12 weeks). Fees will be suspended for this period or until the child returns to their sessions. Illness lasting longer than 4 months may result in cancellation of the nursery sessions.

Closure of the Nursery due to unforeseen circumstances

For example, severe weather/flooding/breakdown of heating etc. ~ There will be no charge to parents if the Nursery has to close unexpectedly.

Payments

The nursery requests that payments be made in full by the 15th of the month, one month in advance of the nursery sessions being taken, invoiced by Parentmail. Fees are paid monthly. Failing to pay on time may result in the place being withdrawn. If a parent is struggling to make payment, they are advised to speak to a member of nursery staff in the first instance. The nursery will endeavour to support the parent and suggest alternative options where appropriate.

Hot lunches

Children who have hot lunches will need to make payments in advance. The cost is £2.70 per lunch. If your child is absent parents will need to contact the nursery before 9:00 am so that the lunch can be cancelled. If this is done the payment for lunch will be credited for another time. If parents fail to notify of an absence, the lunch will still be ordered and need to be paid for. If the parent does not want to pay for hot lunches it is advised they use their funded hours in the morning sessions to avoid this.

Change of sessions /days

If a parent needs to change the day that their child attends, but does not need to increase or decrease the total hours, this should be discussed with nursery staff. If sessions are available the change can usually be accommodated with immediate effect with no charge. If parents need to increase sessions this can take the form of occasional extra sessions or regular extra sessions (see above). This can usually take place as required and is charged at £6.00 for three and four year olds and £6.50 for two year olds. This will be payable for each extra hour taken. Parents are required to fill in a form for a change in sessions, and nursery staff will confirm in writing when they have been accepted.

Notice period

If parents need to decrease the number of sessions or no longer requires their regular extra session or wishes to cancel their child's nursery place completely; there is a **notice period of 4 weeks**. Therefore, cancelling extra sessions will mean that fees will need to be paid for the next 4 weeks from cancellation. If accessing EYE funding the notice period is again 4 weeks, and the nursery will not be able to claim for the child 4 weeks after they have given cancellation. If the child is removed without notice the nursery will continue to claim EYE for 4 weeks. Nursery will need to send adjustment forms to the funding team.

Late payment of fees procedure

Payment for sessions should be made in advance and adhere to the date on the invoice, if parents are experiencing difficulty in meeting payments they should discuss this with nursery staff as soon as possible.

Arrears monitoring

Payments not received against sessions will be noted by the nursery administrator. They will contact the parent with a letter stating payments outstanding and will ask that settlement of fees is made by the end of that week. Regular late payment of fees may result in termination of the child's extra session. However, the notice period will still apply (see above).

Non payment of fees procedure

When nursery fees have not been paid the following procedure will apply;

1. If fees are not met as agreed the extra sessions will be stopped and the child will only attend EYE funded sessions.
2. A meeting to set up debt recovery may take place if parents want to continue the extra hours over the funding. A letter will explain how much is to be paid and by what date, agreed and signed by nursery and parents. Ongoing session fees will still need to be paid for.
3. Recovery of outstanding debt. Debts can not 'be written off' if there are outstanding payments to be made the nursery will inform parents again by letter and, if necessary, the nursery may have to recover the outstanding debt through the small claims court.

Universal Credit :

If you receive working Tax Credit you may be able to get help towards the cost of childcare. For further information contact the tax credits helpline on 0844 496 6510 or visit the website www.hmrc.gov.uk/taxcredits

Termination of contract:

Bishop Henderson Nursery reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents or non payment of fees following the non payment procedure, at all other times the setting notice period of 4 weeks will be given in writing.