



Nursery Fees

Date policy reviewed: June 2026

Signed by	Date
Headteacher:	
Trust:	

Policy Statement

St Thomas' C of E Academy provides nursery places over 38 weeks for:

- 15 hours universal funded childcare for three and four-year-olds available from the term after they turn three.
- 30 hours childcare for two, three and four-year olds of eligible working families. With a eligible code a child can start at St Thomas' C of E Academy from the time they turn two, if the code is applied for and eligible from that date. A working parents code needs to be applied for at least the term before the child is due to start.
- 15 hours early learning for two-year-olds of families receiving some additional forms of support.
- Subject to availability, additional sessions may be purchased at a cost of 16.80 per 3 hour session (morning or afternoon)

Further information on entitlement and details on how to apply for a funded place can be found on the government best start in life website - <https://beststartinlife.gov.uk/>

Additional sessions must be paid for directly to the Nursery at a cost of £18:00 per half day session.

Our fees are payable within 4 weeks of the session taken. Late payments are not acceptable without an explanation and an individual payment plan being devised.

Fees continue to be payable if a child is absent for a short time. In the case of a short absence a child's place will be kept open for them if in receipt of Free Early Years Entitlement or because the fees are paid.

However, inline with the Early Education Funding declaration, if a child does not attend consistently for the agreed number of hours, the funding could be reduced or removed in full, meaning that there could be additional costs payable from families to the school.

In the case of non-permanent closure e.g. for a day due to severe weather, all fees are non-refundable.

Procedures

The nursery is registered with Staffordshire County Council to provide Free Early Years Entitlement.

From the term after their third birthday, each 3 year and 4 year old child is eligible for Free Early Years Entitlement, which means they are entitled to 15 hours per week of nursery education in term-time free of charge.

Eligible working parents and carers of children aged 3 - 4 can get an additional 15 hours of childcare support, bringing the total support they can get up to 30 hours a week.

Eligible working parents of 2-year-olds can also access 30 hours of childcare support.

Some parents of 2-year-old children may also be entitled to 15 hours childcare support, if they receive some additional forms of government support. Staffordshire County Council (SCC) has a statutory duty to fund 2 year olds under the 'early learning for 2 year olds funding entitlement' (known as Think2 in Staffordshire).

To meet this duty, they will run eligibility checks for children who are currently claiming working parent entitlements, to check if they are also entitled to Think2. (Some children are eligible for both at the same time).

Parents who are identified as eligible for working parent entitlements AND Think2 will have the first 15 hours of funding allocated to Think2 and the remaining 15 hours allocated to the working parent entitlement, totalling 30 hours.

Please see appendix 1 for Childcare Choices from the Government (correct from June 24)
Alternatively follow the link to see the current Government Childcare choices options.
<https://beststartinlife.gov.uk/childcare-early-years-education/>

Parents/carers are asked to complete a Parental Declaration each term to request that the nursery claims the funding from Staffordshire County Council for their child. This declaration needs to be completed and signed each term in which their child will be in receipt of free Early Years entitlement.

Parents must notify the school if their child attends more than one childcare provider.

Fees are reviewed annually and any fee increases will be notified the term prior to the increase.

Procedure for the collection of Nursery fees

Fees are invoiced via Arbor, added weekly and are payable within 4 weeks of the session taking place.

Please speak in confidence to the school office if you are having difficulty paying the nursery fees, and alternative payment arrangements can be made e.g. weekly.

The procedure for the collection of fees each month is as follows:

1. Parents/carers will be issued with a weekly payment on Arbor
2. Fees are to be paid within 4 weeks of this date
3. Any queries should be addressed to the Nursery Leader or school office.
4. If payment has still not been received by the due date, the 'Late payment of fees' procedure will be followed (see below).

Fees during illness and holidays,

- Fees are payable if a child is absent for any reason.
- If a child is absent for a period of more than 3 weeks e.g. due to a hospital stay, parents will need to speak to the Nursery Leader in confidence and a discounted fee arrangement may be made.

Fees due during notice periods

- Requests to change the sessions which a child attends the nursery must be made at least 2 weeks in advance. Each request will be considered if sessions are available.
- A minimum of 2 weeks notice is required in writing prior to a child leaving the nursery, unless the child is leaving to attend school.
- If notice periods are not observed, 2 weeks fees in lieu of notice will be due. This amount will be invoiced and payable prior to the child leaving the nursery.

Late payment of fees

We aim to help parents/carers to pay all fees due by offering a flexible payment system, and following a fair procedure. If parents are having problems paying their child's fees on time, they should speak in confidence to either the EYFS lead or the school office. An individual payment plan can be put in place so that parents can pay smaller amounts more regularly e.g. daily or weekly.

If such an arrangement has not been made, then the following procedure will apply:

1. If payment has not been received within 4 weeks with no approach to the EYFS Lead or school office has been made, then a reminder invoice will be issued.
2. If full payment has not been received a week following the issue of the reminder, then a final warning will be issued giving the parent/carer one week to pay the full amount due. A late payment fee will be charged for late payments on the following invoice.
3. Parents will also receive written notice of the removal of their child's fee-paying sessions at the nursery including Care Club. This will not apply to the child's funded sessions.
4. If payment has not been received by the final warning date, then the matter will be referred to the Headteacher.

Late Collection fees

At the end of your child's session it is important that they are collected on time. Payment is for three hour sessions only unless after school care has been arranged. We understand that some parents face difficulties arriving on time due to unforeseen circumstances. If children are collected late they will be placed in our after school club provision and standard care club fees apply. These fees would be added to Arbor.

Please see Care Club policy for more information.

Appendix 1 – Government Early Years Childcare Choices (Correct June 2024)

Cookies on childcarechoices.gov.uk

We use some essential cookies to make this website work.

We'd like to set analytics cookies to remember your settings and understand how you use our site to improve it.

We also use cookies set by other sites to help us deliver content from their services.

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Find out how to claim 15 hours [and get your code for your 9 to 23-month old](#)

Childcare Choices



HM Government

Early Years childcare

15 and 30 hours childcare

The current offer

Eligible working parents and carers of children aged 3 - 4 can get an additional 15 hours of childcare support, bringing the total support they can get up to 30 hours a week. Eligible working parents of 2-year-olds can also access 15 hours of childcare support.

Some parents of 2-year-old children may also be entitled to 15 hours childcare support, if they receive some additional forms of government support. Please note, if you're eligible for both the working entitlement and the 15 hours for families receiving support, you cannot take up both offers, and should

Working families	
15 Hours	Sept 2024
30 Hours	Sept 2025

Age 2-3 years

Families receiving government support	
15 Hours	Now
Working families	
15 Hours	Now
30 Hours	Sept 2025

Age 3-4 years

All parents	
15 Hours	Now
Working families	
30 Hours	Now

From September 2024

15 hours childcare support will be extended to eligible working parents of children from the age of 9 months to 3-year-olds.

From September 2025

Eligible working parents of children from 9 months to school age will be entitled to 30 hours of childcare a week.

Like the existing offer, depending on your provider, these hours can be used over 38 weeks of the year (during school term time), or up to 52 weeks if you use fewer than your total hours per week.

How many hours childcare can you get per week?

Age 9 months - 2 years

apply for the 15 hours for families receiving support. You can do this by contacting your local authority.

Your hours can be used per week for 38 weeks of the year (during school term time). You may be able use your hours for up to 52 weeks if you use fewer than your total hours per week. Check with your childcare provider to find out if this is something they offer.

You can use Tax-Free Childcare or Universal Credit Childcare whilst claiming your 15 or 30 hours of childcare support.

The expanded offer

From April 2024, eligible working parents of 2-year-olds can access 15 hours childcare support. By September 2025, most working families with children aged between 9 months and 5 years old will be entitled to 30 hours of childcare support.

The changes are being introduced gradually to make sure that providers can meet the needs of more families. This means that:

*38 weeks a year. Eligibility criteria apply. Providers may ask for additional charges.

Calling All Parents

Help paying for your childcare



Tax-Free Childcare Age 0-11 or 16 if disabled

The scheme gives eligible families 20% off childcare costs. You open an online **Tax-Free Childcare** account and the Government adds 20p for every 80p you pay in. You then pay your childcare provider from that account

Universal Credit and Childcare Age 0-16

If you are working, and eligible for Universal Credit, you may be able to claim up to 85% of your childcare costs

Free Childcare for 2 year olds

Your child may be able to take up 15 hours of free childcare if you meet the eligibility criteria.

www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds

To apply in Westmorland and Furness go to:

Free Childcare for 2 year olds - <https://bit.ly/FreeChildcarefor2yearold>

30 Hours Free Childcare

All 3 & 4 year olds are eligible for 15 hours of free childcare the term after they turn 3.

Working parents of 3 & 4 years olds may be eligible for 30 hours.

Apply at www.childcarechoices.gov.uk

Care to Learn

This scheme can help with childcare costs while you study. You must be under 20 years old at the start of your course. To apply go to: www.gov.uk/care-to-learn

Childcare Calculator

Using the Childcare Calculator you can find the best offers available to you. www.gov.uk/childcare-calculator



HM Government