



Nursery Fees Policy

September 2026

Review Date: September 2027

This Policy will be reviewed sooner if there is a change to Legislation or Guidance which may affect it. However, Governor Consultation will be sought.

CONTENTS

- 1. Statement of Intent**
 - 1.1 Two Year Olds**
 - 1.2 Eligibility Criteria**
 - 1.3 Funded Early Years Education Entitlement (FEEE)**
 - 1.4 30-Hours Free Extended Education Funding (FEEE)**
- 2. Fees**
- 3. Payment Information**
- 4. Late Collection**
- 5. Difficulty with Payments**
- 6. Debt Collection**
- 7. Roles and Responsibilities Regarding Debt Collection**
- 8. The Process for Pursuing Debts**
- 9. The Waving of Debts**
- 10. Safeguarding**

1. Statement of Intent

Firs Primary School aims to provide a nursery experience for children that is affordable, high quality and geared towards a smooth transition to Primary School.

The aim of this Policy is to provide transparent fee information, set procedures for the payment of fees and create a framework for dealing with non-payment in a swift and fair manner.

Parents should be made aware of, and given access to, this Policy and the school's procedures. It will be included on the school's website and made available to view at the school on request.

1.1 Two Year Olds

Since September 2013, local authorities have a statutory responsibility to ensure that all two-year-olds who meet the eligibility criteria can access a free early learning place. Firs Primary School is pleased to be able to offer this provision.

The LA is required to secure free places offering 570 hours a year, over no fewer than 38 weeks of the year, and up to 52 weeks of the year, for every eligible child in the LA from the relevant dates outlined as below.

A child is entitled to the free hours from the term after both of the following conditions are satisfied:

- The child has reached the age of two; and
- Parents meet the eligibility criteria (see section below)

With regards to the age criteria, children will be eligible as follows:

A child born between:	Will be eligible for a free place from:
1st January and 31st March (inclusive)	Eligible from the start of term beginning on, or following, 1 st April after the child's second birthday
1st April and 31st August (inclusive)	Eligible from the start of term beginning on, or following 1 st September after the child's second birthday
1st September and 31st December (inclusive)	Eligible from the start of term beginning on, or following 1 st January after the child's second birthday

For two-year-old children who take up their place later in the year or have moved to the LA part-way through the year, the LA will secure a pro-rata number of free hours. The total number of hours will be adjusted to reflect the portion of the year remaining.

Firs Primary School offers 570 hours as 15 hours per week, over 38 weeks per year in the Two Year Old Nursery. For children in receipt of a working parents code Two Year Olds are offered 1140 hours as 30 hours per week, over 38 weeks per year.

Two Year Old Nursery children are offered three hours of free childcare daily:

Either Mornings – 8:45 - 11:45 am

Or Afternoons – 12:30 - 3:30 pm

1.2 Eligibility criteria

There are three different funding offers to apply for. All applications for funding must be made via Derby City (please see the links below for Offer 1 and Offer 2).

Firs Primary School will only offer places to children who are eligible for funding Offer 1 or Offer 2. We offer places under Offer 3 (working parents).

Offer 1

<https://www.derby.gov.uk/community-and-living/family-hub-childcare/childcare-and-early-years-education/funded-early-learning-childcare-for-9-month-4-year-olds/flying-start-funding-for-2-year-olds/#>

Your 2 year old can get funded early learning and childcare if you live in England and if you claim one 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
- Child Tax Credits or Working Tax Credits (but not both) and you have an income of £16,190 or less a year, before tax
- Guaranteed element of Pension Credit
- Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Offer 2

<https://www.derby.gov.uk/community-and-living/family-hub-childcare/childcare-and-early-years-education/funded-early-learning-childcare-for-9-month-4-year-olds/flying-start-funding-for-2-year-olds/#>

Your 2 year old can get funded early learning and childcare if they have one or more of the following:

- Is looked after by a local authority
- Has a statement of special education needs (SEN) or an education, health and care (EHC) plan
- Gets Disability Living Allowance (DLA)
- Has left care under an adoption order, special guardianship order or a child arrangements order
- No recourse to public funds
- If your immigration status says you have 'no recourse to public funds', you may still get free childcare for your 2 year old. You must live in England and your household income must be no more than:
 - £26,500 for families outside of London with one child
 - £34,500 for families within London with one child
 - £30,600 for families outside of London with two or more children
 - £38,600 for families within London with two or more childcare
 - Please note, you cannot have more than £16,000 in savings or investments.

Offer 3

<https://www.derby.gov.uk/community-and-living/family-hub-childcare/childcare-and-early-years-education/funded-early-learning-childcare-for-9-month-4-year-olds/take-off-funding-for-9-month-4-year-olds/#page-1>

If you are a working parent and your child is 2 years old, you might be eligible for 1140 hours of funded early learning childcare. You can apply from 12 May.

The term after your child turns 3 years, all children are eligible for 570 hours per year. If you a working parent, you may be eligible for an additional 570 hours of funded early learning childcare giving you a total of 1140 hours for your 3 to 4 year old.

Minimum eligible wage for Take Off funding is different for different age groups. Over the next 3 months you and your partner (if you have one) must each expect to earn at least:

- £2,643.68 if you're aged 21 or over
- £2256.80 if you're aged 18 to 20
- £1,664 if you're under 18 or an apprentice

This is the National Minimum Wage or Living Wage (before tax) for 16 hours a week on average.

If either of you earn £100,000 or more per year, you will not be eligible for Take Off funding.

You can check your eligibility and apply for your code up to 16 weeks before your child is due to start. Your eligibility code must be revalidated every 3 months otherwise you will lose your funding.

- If your child turns 2 years old in the summer term, on or before the 31 August then, if you are eligible, you will receive your funding in the autumn term starting in September.
- If your child turns 2 years old in the autumn term, on or before the 31 December then if you are eligible, you will receive your funding in the spring term starting in January.
- If your child turns 2 years old in the spring term, on or before the 31 March then if you are eligible, you will receive your funding in the spring term starting in April.

1.3 Funded Early Years Education Entitlement (FEEE)

Firs Primary School supports the entitlement to 15 hours free early years provision for 3 and 4 year-olds.

From the term **after** their third birthday, all children are entitled to a free place in an Early Years educational setting to access 15 hours (570 hours per year) of Funded Nursery Education per week, over 38 weeks of the year.

Eligible Birth Dates - 3 and 4 Year-olds:

A child born between:	Will be eligible for a free place from:
1st April and 31st August (inclusive)	1st September (or from the start of the Autumn term following their 3 rd Birthday).
1st September and 31st December (inclusive)	1st January (or from the start of the Spring term following their 3 rd Birthday, if spaces are available).
1st January and 31st March (inclusive)	1st April (or the start of the Summer term following their 3 rd Birthday, if spaces are available).

However, we are also able to offer places to children who are eligible for 2-year old funding from their 3rd birthday, known as a 'Rising 3's'. (We take children from their 3rd birthday regardless of 2 year old funding and if they have 2 year old funding they don't need to wait until the term of their 3rd birthday if we have spaces)

Eligible Birth Dates - Rising 3's:

A child born between:	Will be eligible for a free place from:
1st September and 31st December (inclusive)	1st September (if the child has their 3 rd Birthday during this term).
1st January and 31st March (inclusive)	1st January (if the child has their 3 rd Birthday during this term).
1st April and 31st August (inclusive)	At the beginning of the Summer term - ie after the Easter break (if the child has their 3 rd Birthday during this term).

1.4 30-Hours Free Extended Education Funding (FEEE)

From September 2017, the Government extended the free childcare offer for eligible 3 and 4 year olds to 30 hours per week (1140 hours per year) for 38 weeks of the year.

If families do not meet the eligibility criteria for the Free Extended Funding, they may pay for additional sessions over and above the initial 15 hours at a charge of £15.00 per session; equating to; one extra morning or afternoon session lasting 3 hours.

To prevent delays, please ensure that the Parental Contract for Free Early Years Education Funding (FEEE) is fully completed prior to handing into the school office.

Our Nursery Session times are:

Sessions	Start Times	End Times
5 x mornings	8:45am	11:45am
5 x afternoons	12:30pm	3:30pm
Full days x Mon / Tues + Wed am	8:45am	3.30pm 11:45am
Wed pm + Full days x Thurs / Fri	12:30pm 8:45am	3.30pm 3:30pm
Full day in Nursery:	8:45am	3:30pm
Lunch Break - where applicable:	11:45am	12:30pm

All full days include a school dinner; please note that this is not covered by the 15 or 30 hours funding entitlement. Children who are eligible for free school meals can have a school meal. Those not eligible can pay £3.25 for a school meal or children can bring a packed lunch.

Please note - Nursery Sessions are not available on INSET days. Notice of INSET days will be given at the start of the school year.

2. Fees

- 2.1. Firs Primary School only charges parents for care provided outside of the 15 hour statutory provision or 30 hour extended entitlement (where applicable).
- 2.2. Parents are required to book additional sessions for each week in advance.
- 2.3. Our fees are £15 per additional session (3 hours).
- 2.4. In addition, we charge £3.25 for a school meal, unless your child has a Free School Meal Entitlement; details available from the School Office.
- 2.5. Sundries e.g. nappies, wipes, cream (it is the parents/carers responsibility to provide). We charge £1 per session for emergency supplies in the absence of the parent/carer making appropriate provision.

3. Payment Information

- 3.1. Payments will be paid weekly at the beginning of each week.
- 3.2. If payment is not received within the week the additional sessions are taken, the child will not be able to receive any additional sessions the following week until the debt is paid in full.
- 3.3. Payments can be made by cash only at the school office.
- 3.4. Payment is not required when a child is on holiday, or absent due to illness. In such cases any payments already made will be carried forward to the following week.
- 3.6. If a child is absent for a long period due to illness, holidays etc, Firs Primary School will decide whether or not the placement can be kept open.
- 3.7. Late payments will incur a £10 fine for each week payments are overdue. Parents can avoid this by ensuring the timely payment of fees each week.

4. Late Collection

- 4.1. Staffing ratios must be maintained at all times. If a child is collected late, this can lead to staff needing to stay beyond the end of their shift. This incurs a cost which will be

passed on to the parents at £5.00 for the first 15 minutes and a further £1 for each subsequent 5 minute period.

5. Difficulty with Payments

- 5.1. Firs Primary School will work with parents to ensure all avenues for assistance with payments are explored. Parents may face financial difficulties and, understandably, would like to ensure as little disruption to their child's care and education as possible. Parents and carers experiencing such difficulties should contact the school and ask to speak to the School Business Manager as early as possible, to reach a suitable arrangement for both parties.

6. Debt Collection

- 6.1. The Local Trust Committee has a duty to ensure the school receives all the funds to which it is entitled including Nursery fees.
- 6.2. The Local Trust Committee will not write off any debt which exceeds £500.
- 6.3. A full record will be kept of debts owed to the school for 7 years. This will include all letters requesting money, reminders and invoices.
- 6.4. The school will not initiate legal action to recover debts. However, we will refer uncollected debts to the Derby Diocesan Academy Trust (DDAT) to consider such action.

7. Roles and Responsibilities Regarding Debt Collection

- 7.1. The Headteacher and School Business Manager will ensure that:
- Letters requesting money are accurately recorded and those records maintained.
 - Evidence of the steps taken by the school in pursuance of debt is recorded, including dates and times of both letters and phone calls.
 - A final reminder is sent by recorded delivery to the debtor.
 - The privacy of the family involved will be respected and only made known to those who need to know.
 - The level of outstanding debt can be determined at any time.
- 7.2. The Local Trust Committee:
- Will prescribe and regularly review the arrangements for debt recovery.
 - Must approve any legal action taken.
 - Will record all approved action in the minutes of the relevant meeting.
 - Will adhere to the privacy arrangements.
 - May delegate its responsibilities under this Policy to the School Business Manager.

8. The Process for Pursuing Debts

- 8.1 **Informal reminder** - Within 2 days of late payment, the debtor will be informally reminded in person, or by text, that they owe money to the school.
- 8.2 **First reminder letter** - If the debt is yet to be paid one week after an informal reminder, a formal letter will be sent to the debtor.
- 8.3 **Second reminder letter** - If the debt is yet to be paid one week after a first formal reminder, a second formal letter will be sent to the debtor. These letters allow the debtor every opportunity to settle their debt and ensure the school can prove all reasonable steps have been taken to recover the debt, should the issue proceed further.
- 8.4 **Final reminder letter** - If no response is received following the second reminder, the school will send a letter to the debtor advising them that their child's place will be

revoked unless payment is received immediately.

- 8.5. **Possible legal action** - If no payment is made then legal advice will be sought regarding whether to take legal action against the debtor.

9. The Waiving of Debts

- 9.1 The waiving of debts is at the discretion of the Headteacher and Local Trust Committee.
A debt may be waived when it is believed the debtor is experiencing serious financial hardship, or if all reasonable avenues to recover the debt have been exhausted and it is believed it would not be cost effective to pursue the debt through legal action.
- 9.2. The Headteacher is authorised to waive debts of up to £100.
- 9.3. Debts between £100 and £500 will only be waived with the approval of the Local Trust Committee.
- 9.4. Debts of £500 or more will never be waived.

10. Safeguarding

- 10.1. We have a Duty of Care to your child. If we have a concern about the Safeguarding of your child, including their attendance, the school will follow the Safeguarding Policy. We will contact all named adults listed on your child's Admission Form. In some circumstances there may also be the need to contact Social Services.



Arrangements and Fees for Additional Paid Sessions
Parent/Carer Authorisation Form

I have read and understood the Terms and Conditions of attendance and payment as laid out in the Nursery Fees Policy, and agree to abide by the conditions therein.

Child's Name:	
Signed:	(Parent/Carer)
Date:	

