



**Runwell Community
Primary School**

NURSERY FEES AND ADMISSIONS

**This Policy was formally adopted by the Governing Body on
28th September 2022**

Policy to be reviewed annually

Next review date September 2025

Summary of Recent Updates and Changes

Date	Description
Sept 2022	Nursery fees will be billed in arrears in line with ECC.
Sept 2023	No changes
Sept 2024	No changes

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This policy should be read in conjunction with the Schools Charging and Remissions Policy.

1. Introduction

The Governing Body of Runwell Community Primary School aim to make Saplings nursery accessible and affordable to families from all sections of the local community.

2. Admissions

NB: A Place in our nursery does not currently guarantee a place in the school reception class.

The school currently operates a first come, first served style waiting list for nursery places. However, priority will be given to children looked after by the local authority.

3. Nursery fees

The governors will review the nursery fees annually to consider if increasing the fees is necessary. The fees are calculated based on the annual expenditure of the nursery provision. Should the incoming funds not be sufficient to cover the nursery running costs, which is closely monitored, then the fees will be increased. Any increase to the fees should take place in September.

4. Grant Funded Children

Grant funding is available to two, three and four year old children. Funding for two year olds is not universal. Eligible children may access this funding via an application process. The funding is available in the term following their second birthday and further guidance can be obtained the School Business Manager.

Funding for three and four year olds is universal. Each term Essex Early Years advise of the criteria required to be eligible for funding, which is usually in the term following their third birthday. The school will contact all parents/carers the term before grant funding is offered and ask for a parent/carer declaration form to be completed. This form must be completed every term for a child to be eligible for the grant. Forms will be handed out by the school and should be returned to the school before the end of term.

5. Early Years Pupil Premium

Children from disadvantaged families may attract Early Years Pupil Premium. This is an additional grant for the school to use to improve educational outcomes for that child. Further information can be obtained from the School Business Manager.

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6. Fees for additional nursery provisions

The school will charge fees for hours and services that are not part of the free entitlement. This includes additional sessions and attendance at lunch club (if not included in the funding) within the nursery.

Lunch club must be pre booked and invoiced for each half term in arrears. This must be paid promptly.

Additional sessions may be purchased, by agreement, over and above the free entitlement and be charged at a set rate per session. Children attending the nursery who are not eligible for grant funding will be charged at a set rate per session. Invoices for additional sessions will be issued termly in arrears and payment will be required by the second week of the following term via the school's online payment system.

7. Late and non-payment of nursery fees

Anyone experiencing difficulties making payments should contact the Business Manager as soon as possible.

If a family has used the services provided by the nursery without payment or payment has been dishonoured, the school will implement the following staged procedure:

1. If payment has not been received by the second week of term, the debtor will receive an informal reminder from the School Business Manager to pay the outstanding fees.
2. If payment is still not received within two weeks, the School Business Manager will issue a formal letter requesting payment in full within seven days. If payment is received within seven days, no further action will be taken.
3. If payment is not received, an 'Overdue Account Warning' letter will be issued asking for immediate payment in full within four days plus a £10 administration fee. If payment is received within four days, no further action will be taken.
4. If after four days full payment has not been received a 'Final Warning' letter will be issued plus a further £10 administration fee. At this stage the child will be unable to attend the nursery until payment is received in full. If payment is received in full within four days, no further action will be taken.
5. If payment is not received within four days, the school governors will be informed who may then seek legal advice to recover all outstanding debts.

We will, at all times, respect confidentiality, and aim to work with parents/carers to reach a positive and realistic solution. This may include agreeing to a payment plan to assist the parent/carer in repaying their debt.

8. Closures

Should the nursery close due to unforeseen circumstances i.e. snow, an emergency such as a gas leak or for health and safety purposes then fees for these days will NOT be

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refunded. In these circumstances we will be unable to offer a child an alternative session as this affects ratios and staff numbers.

9. Absences

Fees still have to be paid if a child is absent through illness or on holiday, except in exceptional circumstances at the discretion of the governing body.

10. Cancellation of a nursery place

A Half term's written notice is required should a nursery place no longer be required (except for those children moving onto primary school). If no notice is given, six weeks fees will need to be paid. Notice does not include school holiday periods.

Any fees already paid in excess of six weeks' notice will refunded by cheque when the child leaves the nursery.



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