



**THE STICKNEY & NEW LEAKE  
PRIMARY SCHOOLS FEDERATION**



# Stickney Church of England Primary School Nursery Fees Policy

This policy will be reviewed **annually**, or earlier if required by legislation or new DfE guidance and presented to the Full Governing Board for adoption.

Ratified By: **Full Governing Board**

Date Ratified: 17<sup>th</sup> November 2025

Next Review Due: November 2026

## **Stickney Vision**

Our inclusive church school aims to fulfil the potential of all. We work together to open minds and broaden horizons from the foundation of our shared Christian values. We pursue excellence through our inspiring and creative learning environment and we empower every member of our community to seek positive transformation in the world.

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## **Statement of intent**

Stickney Church of England Primary School aims to provide a nursery experience for children that is affordable, high quality and geared towards a smooth transition to primary school.

We will work with parents to claim benefit entitlement related to nursery fees such as working tax credits and free childcare entitlement.

This policy has been established 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.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Childcare Act 2006
- Childcare Act 2016
- The UK General Data Protection Regulation
- Data Protection Act 2018
- The Local Authority (Duty to Secure Early Years Provision Free of Charge) Regulations 2014 (as amended)
- The Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016 (as amended)
- DfE (2018) 'Early years entitlements: operational guidance'
- DfE (2018) 'Early education and childcare'

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## 2. Fees

Parents are charged for care provided outside of the following provision:

- 15 hours free provision a week for eligible two-year-olds
- Universal 15 hours free provision a week for all three to four-year-olds
- Extended 30 hours free provision a week for eligible three to four-year-olds
- Extended 30 hours free provision a week for children in foster care

The charges are as follows:

- £5 per additional hour for 3 and 4 year olds
- £6 per additional hour for 2 year olds
- £2.50 for each lunch provided, bookable on ParentPay.
- £3 late collection charge

Parents will book the required sessions as soon as possible, in agreement with the school.

The 30 hours free childcare offer cannot be used to pay for meals, other consumables, e.g. nappies or sun cream, or additional activities e.g. trips. The school may charge a fee for these additions. If parents choose to pay for these, it will be an arrangement between the parent and the school.

Parents will not be required to pay any fee as a condition of taking up a '30 hours' place.

Parents experiencing problems funding a place can speak to the Executive Headteacher.

### 3. Eligibility for free education and childcare for two-year-olds

#### Working Parents

Parents two-year-olds must meet the eligibility criteria below to be eligible for free education and childcare

To claim the 15 hours free childcare for working parents. The eligibility criteria is as follows:

- The parent of the child, and the parent's partner, where applicable, is seeking the free childcare to enable them to work
- Each parent earns, or is expected to earn, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage – this funding limit does not apply if a parent is self-employed and started their business less than 12 months ago

Where one or both parents are in receipt of benefits in connection with sickness or parenting, they will be treated as though they are in paid work.

Where one parent in a couple household is in receipt, or could be entitled to be in receipt of, specific benefits related to caring, incapacity for work or limited capability for work, they are treated as though they are in paid work.

Parents are not eligible if:

- The child does not live with them.
- The parent or their partner has a taxable income over £100,000.
- The parent is from outside the EEA and their UK residence card says they cannot access public funds.

Parents will check their eligibility for the scheme by using the government's [Childcare Choices](#) website or the childcare calculator. If parents are eligible, they will be directed to the digital childcare service to apply.

Eligible parents will provide the school with their unique eligibility code, National Insurance number and child's date of birth, along with their written consent, to enable the school to verify eligibility and receive future notifications from the LA on the continued validity of the code – parents are encouraged to do this as soon as possible, as they can only start their 15 hours free childcare the term after the child turns 2 and after receiving a decision from HMRC.

The school will retain copies of documentation to enable the LA to undertake audits and fraud investigations; however, in line with the Data Protection Act 2018, it will be stored securely and deleted when there is no longer any good reason to keep the data.

If parents cease to meet the eligibility criteria, they will receive a grace period of four weeks, i.e. they will continue to receive the 15 hours free childcare for this period.

A child who becomes ineligible during the first half of a funding block will be funded until the end of that following funding block.

Consideration to extend the grace period will be taken in exceptional circumstances, e.g. if a parent has been forced to leave their home and paid employment.

15 hours free childcare can be claimed at the same time as claiming Universal Credit, tax credits, childcare vouchers or Tax-free Childcare.

### Parents on Benefits

Parents of two-year-olds are eligible for free education and childcare if they live in England and receive one of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Universal Credit – if the parent and their partner have a combined income from work of less than £15,400 a year after tax
- Tax credits and they have an annual income of under £16,190 before tax
- The guaranteed element of State Pension Credit
- Support through part 6 of the Immigration and Asylum Act
- The Working Tax Credit 4-week run on (the payment parents receive when they stop qualifying for Working Tax Credit)

A child may also be eligible for free early education and childcare if any of the following apply:

- They are looked after by the local council
- They have a current statement of special education needs or an EHC plan
- They receive Disability Living Allowance
- They have left care under a special guardianship order, child arrangements order or adoption order

The school may ask parents to complete a form to help us ensure they receive their free early education and childcare hours.

Parents can use the free early education and childcare allowance from the term following the child's second birthday.

## **4. Eligibility for 15 hours free childcare for three- and four-year-olds**

All children in England can receive 570 hours free childcare per year.

These hours are usually taken as 15 hours a week for 38 weeks of the year, but parents may choose to take fewer hours over more weeks.

'15 hours' free childcare is available from the term following a child's third birthday.

The school may ask parents to complete a form to help us ensure they receive their free childcare hours.

## 5. Eligibility for 30 hours free childcare extended entitlement

Parents of three- and four-year-olds must meet the eligibility criteria below to be eligible for the extended 30 hours free childcare. These are as follows:

- The parent of the child, and the parent's partner, where applicable, is seeking the free childcare to enable them to work
- Each parent earns, or is expected to earn, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage – this funding limit does not apply if a parent is self-employed and started their business less than 12 months ago

Where one or both parents are in receipt of benefits in connection with sickness or parenting, they will be treated as though they are in paid work.

Where one parent in a couple household is in receipt, or could be entitled to be in receipt of, specific benefits related to caring, incapacity for work or limited capability for work, they are treated as though they are in paid work.

Parents are not eligible if:

- The child does not live with them.
- The parent or their partner has a taxable income over £100,000.
- The parent is from outside the EEA and their UK residence card says they cannot access public funds.

Parents will check their eligibility for the scheme by using the government's [Childcare Choices](#) website or the childcare calculator. If parents are eligible, they will be directed to the digital childcare service to apply.

Eligible parents will provide the school with their unique eligibility code, National Insurance number and child's date of birth, along with their written consent, to enable the school to verify eligibility and receive future notifications from the LA on the continued validity of the code – parents are encouraged to do this as soon as possible, as they can only start their 30 hours free childcare the term after receiving a decision from HMRC.

The school will retain copies of documentation to enable the LA to undertake audits and fraud investigations; however, in line with the Data Protection Act 2018, it will be stored securely and deleted when there is no longer any good reason to keep the data.

If parents cease to meet the eligibility criteria, they will receive a grace period of four weeks, i.e. they will continue to receive the 30 hours free childcare for this period.

A child who becomes ineligible during the first half of a funding block will be funded until the end of that following funding block or for as long as they remain under the compulsory school age, whichever is shorter.

Consideration to extend the grace period will be taken in exceptional circumstances, e.g. if a parent has been forced to leave their home and paid employment.

A child will not be able to take up their 30 hours free childcare place if their parents fall into their grace period before the child has started at the school.

30 hours free childcare can be claimed at the same time as claiming Universal Credit, tax credits, childcare vouchers or Tax-free Childcare.

## **6. Eligibility for extended entitlement for children in foster care**

A child in foster care will be entitled to an additional 15 hours childcare per week (30 hours free childcare per week total) provided that the child is aged three, but below the compulsory school age, and the criteria below are met:

- Accessing the extended hours is consistent with the child's care plan, placing the child at the centre of the process and decision making.
- In single foster parent families, the foster parent holds additional paid employment outside of their role as a foster parent.
- In two foster parent families, both partners hold additional paid employment outside of their role as a foster parent.

To receive their free childcare allowance, foster parents will apply directly to the LA by completing the LA's eligibility form. The school can provide this form on request.

Foster parents will be required by the LA to reconfirm their eligibility every three months.

## **7. Payment information**

Payments will be made in advance for all non-statutory sessions and lunches must be booked by the Thursday of the week before on ParentPay.

Payments will be made by bank transfer, notifying the school office when completed. Cash and Cheques will be accepted in certain circumstances and must be made payable to Lincolnshire County Council.

If a parent issues a cheque that cannot be cashed, a £10 fine will be issued and all future payments will be paid by bank transfer or in cash.

Online payment direct into the school's bank account is preferable. To obtain the details and discuss the procedure, contact the school office.

Payment will be required when a child is on holiday or absent due to illness, as the nursery must hold the child's place during this period. No charge will be made for up to 10 consecutive days holiday, if 4 weeks notice is given.

If a child is absent for a long period due to illness, the nursery will decide on a case-by-case basis as to whether fees will need to be paid for the period. The nursery's decision is final.

Late payments may incur a fine, the nursery will decide on a case-by-case basis. Parents can avoid this by ensuring the timely payment of fees.

One month's notice and payment will be required to withdraw your child from the nursery.

## **8. Late collection**

Staffing ratios will 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 £3.00 for every 15 minutes.

These costs may be waived in exceptional circumstances at the discretion of the Executive Headteacher.

## **9. Difficulty with payments**

The school will work with parents to ensure all avenues for assistance with payments are explored.

The school understands that 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 will contact the headteacher early as possible, to reach a suitable arrangement for both parties.

## **10. Debt collection**

The governing board will have a duty to ensure the school receives all the funds to which it is entitled, including nursery fees.

The governing board will not write off any debt.

A full record will be kept of all school accounts for seven years. This will include all letters requesting money, reminders and invoices.

The school will not initiate legal action to recover debts; however, it will refer uncollected debts to the Lincolnshire County Council to consider such action.

## **11. Roles and responsibilities regarding debt collection**

The Executive Headteacher and Bursar will ensure that:

- Letters requesting money are accurately recorded and well-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.
- 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.

The governing board will:

- At its discretion, request the Bursar to refer uncollected debts to the Local Authority for consideration for legal action.
- Record all approved action in the minutes of the relevant meeting.
- Adhere to privacy arrangements.
- At its discretion, delegate its responsibilities under this policy to a suitable individual.

## 12. The process for pursuing debts

The following procedure will be followed with regard to pursuing debts:

**Informal reminder** – Within ten days of late payment, the debtor will be informally reminded in person or by telephone that they owe money to the school.

**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.

**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.

**Final reminder letter** – If no response is received following the second reminder, the school will send a letter to the debtor advising them for a meeting regarding the debt.

**Possible legal action** – If no payment is made, and the governing board may decide to escalate the matter to the local Authority.

## 13. The waiving of debts

The waiving of debts will be at the discretion of the governing board.

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.