KELSALL
PRIMARY AND
NURSERY SCHOOL
A LOVE FOR LEARNING

Nursery Fees Policy

2026/2027

Statement of intent

Kelsall Primary & Nursery School aims to provide a nursery experience for children that is affordable, high quality and geared towards a smooth transition into Reception class.

We will work with parents to claim benefit entitlement related to nursery fees such as Working Tax Credits and free childcare entitlement.

This Nursery Fees 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.

Parents should be 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.

Legal framework

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

- Childcare Act 2006
- Childcare Act 2016
- The 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'

Fees from September 2026

Our nursery is open 38 weeks of the year, in accordance with the school's published term times. The Nursery is not open during school holidays/bank holidays.

Our sessions are available for the following times and fees from September 2026. All fees are reviewed annually.

Morning: 09:00 - 12:00 - £24.00	**Afternoon: 12:00 – 15:00 - £24.00**	
Additional charges not covered by Government funding	**Unit**	**Cost**
Meals/Snacks as listed below:	Morning snack School meals	50p per day £3.10 per meal
Consumables as listed below:	Not applicable	Not applicable
Additional services as listed below:	School trips/ additional activities	Variable (further details will be made available nearer the time)

All fees are payable a minimum of one week in advance to ensure your account remains in credit or at £0.00. Failure to pay for your non-funded sessions a week in advance will mean your child cannot attend nursery until all non-funded sessions are paid and any outstanding debt fully cleared.

If using childcare vouchers etc. to pay for sessions school needs to be made aware of this from the outset and all information must be provided to school ahead of your child starting nursery. If voucher provision is not set up ahead of your child starting nursery you will need to pay for all chargeable sessions until set up has been completed.

If you require additional sessions these will be accommodated where possible, although due to staffing and ratios in nursery this may not always be possible. Any additional sessions need to be paid for in advance of the session taking place.

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

- Universal Entitlement (U) 15 hours per week for three and four-year-olds only.
- Extended/ Expanded Entitlements (E) 15 additional hours/ up to 30 hours per week for eligible working families across different age groups.
- 2-year-old families in receipt of additional support (D) – 15 hours per week.
- Extended 30 hours' free provision a week for children in foster care.

Additional morning or afternoon sessions - £24.00 per session

School meals - £3.10 (optional)

Snack (morning) – 50p per day (optional)

Parents should book the required sessions a half term in advance and it will be assumed the agreed pattern will continue on a permanent basis.

Early Years Entitlements can only be claimed up to a maximum of 10 hours in any given day and taken across a maximum of 2 settings in the same day.

Information on childcare support, eligibility criteria and how to apply, can be found via the Best Start in Life website Childcare & Early Years Education - Best Start in Life In this guide on how to complete your Parent Agreement we provide a summary of each Entitlement below for your convenience.

Universal Entitlement (U) – 15 Hours – For 3- and 4-year-olds only

All 3- and 4-year-olds in England and Wales can access up to 15 hours of funded childcare hours each week (570 hours per year), starting from the term after the child's third birthday. There is no application process for this Universal Entitlement and parents should speak to their childcare provider for more information and to check their availability. Parents will be asked to provide proof of their child's date of birth when completing this Parent Agreement, this is a requirement of accessing your child's funded hours. By completing and signing this Parent Agreement you agree to the childcare provider claiming these Early Years Entitlement hours as detailed in this agreement on your behalf from the Council.

Extended / Expanded Entitlements (E) – 15 Hours for eligible working families across different age groups.

3- and 4-year-olds For eligible working families up to 15 additional funded childcare hours are available per week for 3- and 4-year-olds, starting from the term after the child's third birthday. Parents can apply for this Entitlement via the Best Start in Life website (Childcare & Early Years Education - Best Start in Life), this can be applied for from the term the child turns 3-years-old onwards. Eligible parents will then receive an eligibility code from HMRC confirming their eligibility. This code will need to be entered onto your Parent Agreement for your childcare provider to check the code is valid for the term ahead. Providers are also required to see proof of your child's date of birth. Your eligibility code and a signed Parent Agreement allows the childcare provider to claim for your child's Funded Entitlement hours from the Council.

Children aged *9-months and above:

Children aged 9-months and above Eligible working families in England with children aged 9-months and older can claim up to 30 funded childcare hours per week (1140 hours per year), starting from the term after the child's 9-month anniversary. Parents can apply for this Entitlement in the term where the child turns 9-months old onwards via the Best Start in Life website (Childcare & Early Years Education - Best Start in Life). For example, if a child turns 9-months old in July 2026 they would be able to apply in the summer term and if found to be eligible could start their funded Entitlement in Autumn 2026 (from 1st September), which would be the term after they turned 9-months old.

Please note that for parents on maternity, paternity or adoption leave the dates for when you can apply and access childcare provision will be dependent on when you are due to start or return to work as detailed in the 'When can my child start their funded Entitlement' section below.

Eligible parents will receive an eligibility code from HMRC confirming their eligibility. This code will need to be entered onto your Parent Agreement for your childcare provider to check that the code is valid ahead of your child starting their funded place the term after. Providers are also required to see proof of your child's date of birth. Your eligibility code and a signed Parent Agreement allows the childcare provider to claim for your child's funded Entitlement hours from the Council.

Please note that eligibility codes will need to be reconfirmed by the parent/carer every three months through their government childcare account. This also applies to eligibility codes received prior to the child starting their childcare place.

***The minimum age of children who can attend Kelsall Nursery is 2 years old.**

Early Learning for 2-Year-olds (D) – 15 Hours.

Children living in England from families in receipt of additional support, such as those on certain benefits, children with an Education, Health and Care (EHC) Plan, children receiving Disability Living Allowance (DLA) or children in the care of the local authority or children have left care, may be eligible for up to 15 hours of funded childcare per week (570 hours per year). Details on this Entitlement criteria and how to apply can be found here: 2-Year-old eligibility, or by speaking to your local Children's Centre. Once your eligibility has been confirmed you will need to speak to your local Children's Centre who will need to send an eligibility confirmation letter to your chosen childcare provider. This allows the childcare provider to validate your child's eligibility and to claim for your child's funded hours from the Council. If your child is 2 years old and eligible for both entitlements, your provider must use the Early Learning for 2-year-olds funding first, with up to 15 additional hours claimed through the Expanded Entitlement for working families. This is so that should your circumstances change resulting in you no longer being eligible for the Expanded Entitlement for working families, you will continue to access the Early Learning for 2 year olds Entitlement until your child becomes eligible for the Universal 3 and 4 year old entitlement.

Other associated Early Years Funding

Early Years Pupil Premium

Children in receipt of Early Years Entitlements could be eligible for additional funding called the Early Years Pupil Premium (EYPP).

EYPP is extra funding paid to early years providers to improve outcomes for eligible children. Eligibility is based on your income and any benefits you may receive, further details on eligibility criteria can be found online at Early years pupil premium | Cheshire West and Chester Council

If you think you are eligible you can either complete the EYPP section of the Parent Agreement for your provider to check on your behalf or complete an online application yourself via the link above. The Council recommends that every parent completes this section of the Parent Agreement where possible as some families may not be aware of their eligibility and circumstances may change.

If your child is in care or is a care leaver, you will need complete the online EYPP application for your chosen provider to receive the additional funding.

Disability Access Fund

The Disability Access Fund (DAF) allows childcare providers to receive additional funding per eligible child each year. The funds could be used, for example, to support providers in making reasonable adjustments (such as ramps, or equipment) to their settings and/or helping with increasing staffing capacity.

SEND Inclusion Funding

Early Years providers can apply for SEND Inclusion Funding (SENDIF) for children with additional needs to support them to access their funded Entitlement. Further information is available via Early Years Inclusion Support Funding | Live Well Cheshire West (cheshirewestandchester.gov.uk)

When can my child start their Funded Entitlement(s)?

Early Years Entitlements usually start from the term after the child's relevant birthday or 9 month anniversary. If your child was born or their 9 month anniversary is:

- between 1 January and 31 March, they will become eligible at the start of April
- between 1 April and 31 August, they will become eligible at the start of September

- between 1 September to 31 December, they will become eligible at the start of January.

However, for parents on maternity, paternity or adoption leave the start date will depend on when you are starting or returning to work as detailed below:

Date starting or returning to work	When you can apply	When you can access your Entitlement
1 October to 31 January	1 September to 31 December	1 January
1 February to 30 April	1 January to 31 March	1 April
1 May to 30 September	1 April to 31 August	1 September

Please note actual start dates for each term will depend on how your chosen childcare provider operates, please speak to your childcare provider for their term dates.

Funded hours can only be claimed from the start of the term, so parents should apply for these Entitlements in the term their child turns the relevant age to avoid any delay in taking up their funded hours. For example: If your child turns 3 years old on the 31st of August but you do not apply for the additional 15 hours extended Entitlement until the 4th of September your child would not be eligible to claim the additional 15 hours until January. The child would still be able to access their 15 hours Universal Entitlement from September and should complete their Parent Agreement form prior to the start of the Autumn (September) term.

This is slightly different for the Early Learning for 2 year olds Entitlement, which can be accessed mid-term in any term after your child turns 2-years-old once the eligibility confirmation letter has been received by your childcare provider.

Eligibility codes and grace periods

Your eligibility code will only be valid for 3 months from the date of issue, every 3 months you will need reconfirm your eligibility through your government childcare account and should receive email reminders from HMRC regarding this. In some cases, codes may need to be reconfirmed prior to the 3 months lapsing as these eligibility reconfirmations and applications are often aligned with a child's Tax-Free Childcare reconfirmation.

If you fall out of eligibility you will enter a grace period. For example, if your code was given the ineligible status on 14th of January then your 15 Extended / Expanded Entitlement hours would be funded until 31st of March giving you time to regain a valid eligibility code by resubmitting your information for revalidation or obtain new and additional employment to regain eligibility. Please note that you cannot move providers in the grace period without permission from the Council and that permission will only be given in certain circumstances.

Details on the grace period dates are in the table below.

Code validity End date:	Grace Period End date:
1 Jan – 10 Feb	31 March
11 Feb – 31 March	31 August
1 April – 26 May	31 August

Code validity End date:	Grace Period End date:
27 May – 31 August	31 December
1 September – 21 October	31 December
22 October – 31 December	31 March

Payments

Payments should be made a minimum of one week in advance for all non-statutory sessions and lunches, which parents have booked for their child that week.

Payments should be made by ParentPay, childcare vouchers or tax-free childcare.

Payment is required when a child is on holiday or absent due to illness, as the nursery must hold the child's place during this period and staff rotas are set on a monthly basis.

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 will incur a £10 fine for each week payments are overdue. Parents can avoid this by ensuring the timely payment of fees each week.

One month's written notice is required to withdraw your child from the nursery and you will be charged for your scheduled sessions during this termination period.

Parents should be aware that failure to make payments on time and in full, may put their child's place at nursery at risk.

Difficulty with payments

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

Debt collection

The governing board has a duty to ensure the school receives all nursery funds.

A full record will be kept of debts owed to the school for seven years. This will include all letters requesting money, reminders and invoices. The school may initiate legal action to recover debts. All debts will be handled in accordance with the school's financial handbook.

Roles and responsibilities regarding debt collection

The Headteacher 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.
- 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.

The governing board:

- Will prescribe and regularly review the arrangements for debt recovery.
- At its discretion, will refer uncollected debts to a debt recover agency for legal action.
- Will record all approved action in the minutes of the relevant meeting.
- Will adhere to privacy arrangements.
- May delegate its responsibilities under this policy to the Headteacher.

The process for pursuing debts

Informal reminder – Within three days of late payment, the debtor will be sent a School Spider reminding them 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 and a late payment fee will have been incurred.

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 that they will be referring the matter to a debt recovery agency to consider legal action. This letter will be sent by recorded delivery to ensure the debtor has had every chance to respond.