



Nursery Fees Policy

2026-2027

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Signed by:

W Keeney

Headteacher

Date: 21/01/2026

David Carillo

Chair of governors

Date: 21/01/2026

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Statement of intent

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

We aim to provide:

- Quality and consistency, so that every child makes good progress and no child gets left behind.
- A secure foundation through learning and development opportunities which are planned around the needs and interests of each child and are assessed and reviewed regularly.
- Partnership working between practitioners and parents and/or carers.
- Equality of opportunity and anti-discriminatory practice, ensuring that every child is included and supported

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.

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

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 (2025) 'Early years entitlements: local authority funding operational guide 2025 to 2026'
- DfE (2025) 'Early education and childcare'

2. Fees

Government funding will deliver 15 or 30 hours a week of free childcare. These hours are able to be accessed free of charge to parents, and there will be no mandatory charges for parents in relation to free hours.

Government funding will not cover the costs of meals, other consumables, additional hours or additional services.

The nursery may charge parents for the following extras in connection with free hours; however, these charges will be voluntary for parents:

- Consumables to be used by the child, e.g. nappies or sun cream
- Meals (parents have the option to provide children with a packed lunch)
- Extra optional activities, e.g. events, celebrations, specialist tuition, or other activities that are not directly related or necessary for the delivery of the EYFS statutory framework

The nursery may also charge parents for any additional, private paid hours according to its usual terms and conditions and with the condition that taking up private paid hours is not a condition of accessing a free place.

The nursery will deliver funded hours as follows:

- **All 3- and 4-year-olds (universal entitlement)**: 570 hours per year – over no fewer than 38 weeks of the year and up to 52 weeks of the year – from the term after the third birthday until compulsory school age.

- **Disadvantaged 2-year-olds**: 570 hours per year – normally 15 hours per week – from the term after eligibility and the second birthday; once taken up, this will continue until the child becomes eligible for the universal entitlement
- **Working-parent entitlement (children aged 9 months and above)**: Children aged 9 months and above will be entitled to 1,140 hours of free childcare each year if their parents meet the working-parent eligibility criteria. This is usually offered as 30 hours per week during term time.
- **Children in foster care**: The nursery will apply the extended working-parent rules where the foster parent is in paid work and where this aligns with the child's care plan; the minimum income test will not apply to foster parents

Any provision that goes beyond the funded entitlements for eligible parents will incur a charge, and parents will be responsible for covering the additional cost.

The nursery will not charge parents for the following in connection with entitlement hours:

- Top-up fees, i.e. any difference between the nursery's normal charge to parents and the funding it receives from the LA to deliver free places.
- The supply of or use of materials or learning resources that are necessary for the effective delivery of childcare.
- Business running costs.
- Registration fees.
- Non-refundable deposits.
- General charges or any other supplementary charges on top of the free hours.
- Any additional fees that are not specifically identified and itemised as being for chargeable extras.

The above will only apply in relation to the Government's free entitlement hours. Where a child attends provision beyond their funded entitlement, additional charges may apply. These charges, however, will never be a condition of accessing the free hours and will be clearly itemised as payable extras.

The costs of chargeable extras will be published on the nursery website.

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

Parents of two-year-olds will be 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)
- The child has an EHC plan.
 - The child is in receipt of Disability Living Allowance.
 - The child is looked after by the LA.
 - The child is no longer looked after by the LA as a result of an adoption order, special guardianship order or child arrangements order.

The nursery 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.

Two-year-olds who have met the eligibility criteria and taken up a free place at the nursery will continue to receive a free place until the point at which the child becomes eligible for the universal entitlement. Free provision will continue regardless of whether the child or parent ceases to meet the eligibility criteria during this time.

4. Universal entitlements for three- to four-year-olds

All children in England aged three to four can receive 570 hours of 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 nursery may ask parents to complete a form to help us ensure they receive their free childcare hours.

5. Working parent entitlements

A child may be entitled to free early years provision if they are at least 9 months old and below the compulsory nursery age of five.

Parents' eligibility for this entitlement will depend on the following:

- Parents will need to apply for free childcare in order to work

- Parents will need to be in qualifying paid work. This means they will expect to earn at least the equivalent of 16 hours at the national minimum wage each week, averaged over the next 3 months
- If one or both parents are on family leave (such as maternity, paternity, adoption, or shared parental leave) or receiving statutory sick pay, they will be treated as meeting the income requirement for a limited time
- If one parent in a couple is receiving certain disability or caring-related benefits, they will be treated as though they are in paid work
- If a parent is newly self-employed, they will not need to meet the income requirement for the first 12 months
- If either parent has an adjusted net income above £100,000, the household will not be eligible for the entitlement

Further information on free childcare for working parents can be found via the GOV.UK website:
<https://www.gov.uk/free-childcare-if-working/check-youre-eligible>

6. Eligibility for working parent entitlements for children in foster care

A child in foster care will be entitled to free early years provision if they have reached the required age, are under compulsory nursery age, and the following conditions are met:

- The LA will need to be satisfied that the foster parent engaging in paid work (other than their role as a foster carer) is consistent with the child's care plan, ensuring the child remains at the centre of all decisions
- In single foster parent households, the foster parent will need to hold additional paid employment outside of their fostering role
- In two-foster-parent households, both foster parents will need to hold additional paid employment outside their fostering role, or one foster parent will need to be in such employment while the other is either:
 - On family leave (such as maternity, paternity, or shared parental leave), or
 - In receipt of certain forms of statutory pay.

7. Payment information

Payments will be made in advance by **Monday mornings** for all non-statutory sessions and lunches that parents have booked for their child that week.

Payments will be made online via ParentMail.

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.

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 notice and payment will be required to withdraw your child from the nursery.

8. Difficulty with payments

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

The nursery 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 as early as possible, to reach a suitable arrangement for both parties.

9. Debt collection

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

The governing board will not write off any debt that exceeds **£500**.

A full record will be kept of debts owed to the nursery for **seven** years. This will include all letters requesting money, reminders and invoices.

The nursery will not initiate legal action to recover debts; however, it will refer uncollected debts to the **LA** to consider such action.

All debts will be handled in accordance with the Debt Recovery Policy.

10. Roles and responsibilities regarding debt collection

The headteacher and SBM will ensure that:

- Letters requesting money are accurately recorded and well-maintained.
- Evidence of the steps taken by the nursery 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, refer uncollected debts to the LA for consideration for legal action.
- Record all approved actions in the minutes of the relevant meeting.

- Adhere to privacy arrangements.
- At its discretion, delegate its responsibilities under this policy to a suitable individual.

11. The process for pursuing debts

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

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

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 nursery 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 nursery will send a letter to the debtor advising them that they will be referring the matter to the **LA** to consider legal action. This letter will be sent by recorded delivery to ensure the debtor has had every chance to respond.

Possible legal action – If no payment is made, and the governing board decides to escalate the matter to the **LA**, the **LA** will decide whether to take legal action against the debtor.

12. The waiving of debts

The waiving of debts will be at the discretion of the headteacher and 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.

The headteacher will be authorised to waive debts off up to **£100**.

Debts between **£100** and **£500** will only be waived with the approval of the governing board. Debts of **£500** or more will never be waived.

13. Monitoring and review

This policy will be reviewed on an **annual** basis by the headteacher and SBM in conjunction with the governing board.

The next scheduled review date will be **November 2026**.