

Nursery Charging Policy 2026-2027

Last Reviewed on: 02 April 2026
Next Review date: 02 April 2027

Policy Statement

The nursery of Queen Eleanor Primary Academy aims to run its finances at a sustainable level to cover the costs of running the nursery.

Our nursery is staffed by a qualified teacher (Nursery Lead) and two teaching assistants who plan activities and experiences to promote each child's individual learning experience.

Funding

- Government funding for nursery places comes from the Local Authority and currently this results in a free entitlement for all children of 15 hours per week, from the term after the child's third birthday. In our school, we offer the 15 hours per week for our nursery sessions.
- In addition, children of working families may be entitled to an additional 15 hours making a total of 30 hours of free provision. Parents/carers can see the eligibility criteria at <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4year-olds>.
- Government funding is intended to cover the cost to deliver 15 or 30 hours per week of free, high-quality childcare. It is not intended to cover the cost of meals, consumables, additional hours or additional services. (see below for further charges).
- The free entitlements will be delivered consistently, so that all children accessing any free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for additional hours, services, meals or consumables.
- Children need to have their valid eligibility code (at the first day of the funding block) to use the extended 30 hours for free. This code needs to be renewed regularly and this is the responsibility of the parents/carers to ensure that the code is renewed before the first day of the funding block (1st January, 1st April, 1st September).
- If a valid eligibility code is not received by the nursery, then any hours used will be charged.

Charge

- The nursery charges £7 per hour for those hours over and above the free 15 hours entitlement, where children are not entitled to a 30-hours funded place.
- Fees are set at a reasonable level to cover direct costs and overheads and are broadly in line with the Early Years Funding we receive from West Northamptonshire Council.
- Fees are reviewed annually.

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- Funding can only be claimed for a maximum of 10 consecutive days or 30 days over the funding year and that any further absences over these absences will be payable by the parent/carers.
- Children who are in attendance for the full day have the option to purchase a hot meal from the school's canteen. The charge of a nursery meal is £2.61, and meals are bookable on Arbor. Some Children may be entitled to Free School Meals – applications must be made directly to the Local Authority. Please follow the link to check eligibility <https://www.gov.uk/apply-freeschool-meals> If children attending for the full day do not wish to have a school meal, then they will need to provide their own packed lunch.
- The resources used in the nursery are free, but occasionally you may be asked to provide items for certain activities.
- In the case of children being toilet trained, nappies and wipes etc are not provided by the nursery so parents/carers need to supply relevant items.
- We open for funded hours Monday – Friday 8:45am –11:45am; 12:15pm - 3:15pm, term time only. There is an option to use the wrap around club services of the academy, at an additional charge:
 - Early Breakfast Club: £1.25 per day, opening at 7:45am-8:45am.
 - Free Breakfast Club: Free, opening at 8:15am-8.45am
 - After School Club: £10.00 per day between 3:15 pm and 5:45 pm separate sessions are available at £5 per session running from 3.15-4.30 and 4.30 -5.45
- The use of wrap around provision is by agreement only. In the event of a child not being collected at home time, and subsequently attending After School Provision, parents/carers may be charged for this care.

Uniform

As the nursery is part of Queen Eleanor Academy, we recommend the children to have their upper uniform (school jumper/cardigan and polo shirt). Information for purchasing the uniform is available at the academy office.

Trips/Events/Outings

Trips can be fun and educational for children. We plan to arrange trips and outings throughout the year. If the nursery plans a trip, outing or event, we may request parental contributions to enable us to run this event.

Collection of fees

- Parents/Carers are required to sign a contract when accepting a nursery place and agree to pay the relevant fees. The charges of the non-funded hours are payable monthly and must be paid within 7 days of the date of invoice. If fees are not paid on a timely basis, then the child's place may be reallocated.

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- The payment of wrap-around club provision should be made in advance, wherever possible.
- We understand that if a family is experiencing financial difficulty, it may be hard to make complete payment in one instalment. In such situations, on a case-by-case basis, the Nursery Lead will negotiate payment in alternative instalments.
- If fees are not paid as agreed, the following procedure will apply:
- The Nursery Lead will make a verbal request for payment by an agreed date.
- If payment is not received, the Finance Administrator will ask for payment in writing, noting that the child's place could be withdrawn if payment is not forthcoming by a particular date.
- In the unfortunate event that payment is not received, the child's place will be withdrawn.

Absence and illness

Parents must notify the school of the reason for the absence on the first day of an unplanned absence by 8:30 am, or as soon as practically possible, by contacting the school attendance team, who can be contacted via Voicemail (OPTION 1) at 01604 761200

Parents must provide the child's full name, form group, reason for absence and estimated return date.

If a child is off school because they are physically or mentally unwell, the absence will usually be authorised. However, if the school is worried that the illness might not be genuine, or if the child is off sick very often, the school may ask for **medical evidence**. This could be:

a doctor's note

a prescription

an appointment card

or another suitable form of proof.

The school will *only* ask for medical evidence if it is really needed — not for every illness.

If concerns about the illness continue and the school still believes the absence may not be genuine, the absence may be marked as **unauthorised**. Parents will be told before this happens.

If a child regularly arrives late or has poor attendance, the nursery leader will speak to the parents to explain that regular and on-time attendance is important.

This conversation will be written down and kept in the child's folder.

If things do not improve within **two weeks**, parents will receive a letter inviting them to meet with the Headteacher.

After the meeting, if attendance still does not improve within the agreed timeframe, the child may lose their nursery place.

If this happens, parents will receive written confirmation that the place has been withdrawn.

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Change of hours or sessions

We ask for one month's notice of changes or reducing of hours and sessions in a written format, which is to be given to the Nursey Lead. Whilst every effort is made to accommodate your required sessions it cannot be guaranteed as sessions are allocated on a first come first served basis, due to staff ratios.

I have received, read, understood and agreed with the Nursery Charging Policy.

Child's name:

Parent's/Carer's name:

Signature:

Date: