



Rawmarsh & Arnold Nursery School Federation

Charges & Remissions Policy

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Contents:

Statement of intent

1. [Legal framework](#)
2. [Fees](#)
3. [Voluntary contributions](#)
4. [Eligibility for free education and childcare two-year-olds](#)
5. [Universal entitlement for three- and four-year-olds](#)
6. [Working parent entitlements](#)
7. [Eligibility for working parent entitlements for children in foster care](#)
8. [Payment information](#)
9. [Difficulty with payments](#)
10. [Debt collection](#)
11. [Roles and responsibilities regarding debt collection](#)
12. [The process for pursuing debts](#)
13. [The waiving of debts](#)
14. [Other charges and remissions](#)
15. [Freedom of Information Policy and Publication Scheme](#)
16. [Monitoring and review](#)

Statement of intent

Rawmarsh & Arnold Nursery School Federation 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:

To provide the best possible learning experiences to the highest standards for our children and families, in an environment that values equality of opportunity, celebrates cultural diversity and promotes awe, wonder, and the joy of learning.

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 nursery'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'
- DfE Maintained schools governance guide
- DfE What maintained schools must or should publish online
- Education Act 1996
- Children Act 1989
- Freedom of Information Act 2000

This policy operates in conjunction with the following school policies:

- Schools Financial Procedures
- Debt Recovery Policy
- Admissions Policy
- Complaints Policy
- Data Protection Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme

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 and snacks
- Extra optional activities e.g. events, celebrations or other activities that are not directly related or necessary for the delivery of the EYFS 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 38 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 from 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. Rawmarsh and Arnold Nursery School Federation are only registered to take children from 2-year old.
- **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.

These are the charges for parents who are not eligible for the above or those who have additional private paid hours:

2-3s Provision

Half day	£29.00
Full day	£58.00
EEF lunch	£2.10
30hr lunch	£4.00

Wraparound

Breakfast - Arnold	£3.10
Breakfast - Rawmarsh	£4.65
30 hour lunch	£4.00
Lunch	£6.80
packed lunch	£2.80
Session	£16.00
Tea - Rawmarsh only	£14.50

3. Voluntary contributions

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. The school will make it clear to parents that there will be no obligation for parents to make any contribution. Parents will be notified regarding whether assistance is available.

4. 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 a statement of SEN.

- 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 arrangement order.

The nursery will 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 when 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.

5. Universal entitlement for three- to four-year-olds

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

These hours are usually taken as 15 hours a week for 38 weeks of the year.

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

The nursery will ask parents to complete a form to help ensure they receive their free childcare hours.

6. 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 school 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 a 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>

7. 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.

8. Payment information

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

Payments will be made preferably via bank transfer into the school's bank account, please contact reception for details. Alternatively, cash will be accepted.

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 and staff rotas. This does not apply to meals, no payment required for non-attendance.

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 payment fees may be applied if a payment is late.

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

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 SBM as 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 that exceeds £500.

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 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.

11. 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 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, refer uncollected debts to the LA 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:

First reminder – At the end of week one of late payment, the debtor will be informally reminded in person and/or by text that they owe money to the school.

Second reminder letter – If the debt is yet to be paid at the end of week two, a telephone call will be made to the parent/carer explaining that if payment isn't received by the beginning of week three then the child cannot attend until the debt is cleared.

Third reminder letter – If the debt is yet to be paid at the end of week 4, consideration will be given as to whether the child's place will be allocated to another child and this will be confirmed via email and text.

Final reminder letter – If still no response, consideration would be given as to whether this would be referred to the LA to consider legal action. This letter will be emailed with a follow up text.

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.

13. 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.

14. Other charges and remissions

The centre provides a variety of curriculum and wider educational activities to support the children and families within the community. Everyone, regardless of culture, belief, ability or gender will have access to these activities. The centre places high priority on the involvement of children in their community and the enrichment of experiences by educational visits.

- No charge will be made for trips into the local community.
- Requests for voluntary contributions will be made towards the cost of the visits, baking and other activities.

15. Freedom of Information Policy and Publication Scheme

The school's Freedom of Information Policy and Freedom of Information Publication Scheme will set out where fees may be charged for the provision of information.

16. 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 May 2026.