

TKS Early Years Payment of Fees and Early Education Funding Policy

Written by	ABI/LW/F&A	Date	May 2025
Most recently updated by	ABI/OW/KN	Date	May 2025
Approved by	Principal	Date	June 2025
Review frequency	Annually	Date of next review	June 2026

1. Early Education Funding

Children can join our Nursery from the half term which follows their third birthday. We are registered with the Department for Education and the local authority, which means we can claim Early Years Funding for children from the full term after they turn 3 up until and including the full term in which they turn 5. *(Please note, by 'full' term, we are referring to the autumn, spring and summer terms.)*

All 3-5 year olds, from the full term after their 3rd birthday, are eligible to claim a core entitlement of up to 15 funded hours. Working parents may be entitled to additional hours (see below).

Parents of Reception and Nursery children who do not qualify for the additional hours as working parents, will need to pay fees for any hours attended above this core entitlement of 15 hours.

A full day in Early Years, including Lunch Club, is 6.5 hours.

The Early Education Funding currently finishes from the end of the full term in which a child turns five. At this point, parents start paying full fees based on the child's daily attendance record. Please see The King's School website for further details: <https://www.tkswitney.org.uk/admissions/fees>.

2. Extra Funding Entitlement for Working Parents

Eligible working parents will be able to register to access up to 15 hours free childcare per week during the term in which their child turns 3, where their child's birthday falls early in the term.

Children are eligible for an additional 15 hours a week of free childcare from the term after their child turns three, where both parents are working (or the sole parent in a lone parent family), and each parent earns at least the National Minimum Wage or Living Wage (and less than £100,000 per year) for 16 hours a week.

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Parents apply for an eligibility code which should be emailed to finance@tkswitney.org.uk, along with the National Insurance number of the parent applying and the child's date of birth. This must be done **before** the start of the next full term (ie before 31 August, 31 December and 31 March). Parents must provide their eligibility code as soon as it is received, as the additional hours cannot be taken up until the code has been verified. Parents can only start claiming the additional hours **the term following the date they receive a decision from HMRC**. For further information and to check eligibility see: <https://www.gov.uk/30-hours-free-childcare>

Parents will need to reconfirm their eligibility every 3 months (when prompted by HMRC). Should parents not do this or they are no longer eligible for 30 hours, they will enter a 'grace' period and will be able to retain the additional hours for a short period, after which point parents will need to pay fees in line with the school Fees Policy.

3. How we prioritise the allocation of hours

The number of funded hours which parents can claim in the Early Years is as follows:

Children who turn 3 during the academic year (N1s) will be able to join us from the full term after their third birthday and will be offered the core entitlement of up to 15 hours (parents can claim fewer hours if they choose or build the number of hours up over the year) where space permits. These hours can be taken from Tuesday to Friday mornings and can include the lunch club on Tuesday, Thursday and Friday. Priority is given to N2s on Monday, Tuesday and Thursday afternoons, but where these hours are not taken by older Nursery children (N2s), they can be allocated on a first-come first-served basis to N1s. All nursery children are asked to attend on a Wednesday morning if possible.

Children who turn 4 during the academic year (N2s) will be offered the core entitlement of 15 hours. These hours can be spread across the 5 mornings or can include up to 2 full days. All older nursery children (N2s) are asked to attend a Monday and a Wednesday morning if possible, and overall to attend a minimum of 3 morning sessions when they start.

Working parents of children who turn 4 in this academic year will be able to claim for up to an additional 7.5 hours, space permitting, making a total of 22.5 hours, including up to two afternoons. Where additional hours are not taken up by other parents, further discretionary extra hours may also be available in the afternoon. These extra hours will be allocated on a first-come, first-served basis.

Where working parents wish to take up the full 30 hours, but cannot take up the full entitlement at The King's School, the remaining allocation of funded hours can be claimed with another provider.

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Where parents are not eligible for the additional 15 funded hours, they can still request additional hours to the core entitlement outlined above and will be charged per hour (please see The King's School website for further details: <https://www.tkswitney.org.uk/admissions/fees>).

Children in Reception (who turn 5 during the academic year) are expected to attend all day Monday, Tuesday, Thursday and Friday (totalling 26 hours), in order to benefit fully from the breadth of the curriculum offered in Reception. Parents in receipt of the 30-hour funding will be entitled to 26 funded hours (up until the term in which they turn 5). Parents of Reception children who do not meet the 30-hour criteria will only be entitled to 15 funded hours (up until the term in which they turn 5), and parents will be charged for any additional hours (please see The King's School website for further details: <https://www.tkswitney.org.uk/admissions/fees>).

Early Education Funding forms are issued to parents by the school office at the start of each big term (September, January and April).

The King's School can accept Childcare Vouchers. Please email the Bursar (finance@tkswitney.org.uk) if you would like to use these to pay for fees. The King's School is also registered with the government's Tax-Free Childcare service.

4. School Fees

Please read our school fees policy. Fees that are due above the early years funding entitlement are invoiced monthly in arrears by email and will be collected by direct debit, unless otherwise arranged in line with our Fees Policy. You will be informed at least ten working days in advance how much your direct debit payment will be. Fees will therefore be collected October – August and must still be paid if children are absent.

If you have any problems over the payment of fees, please talk to the Bursar (finance@tkswitney.org.uk) to make alternative arrangements.

If there is a problem with your direct debit or the payment collection, the bursar will email you to ask you to pay it by direct credit. If payment is then more than a month overdue, we will ask to meet with you to make a payment plan. If you continue not to pay or do not attend a meeting, your child will no longer be able to attend The King's School or their hours will be restricted to funded hours only and we may seek legal advice.

5. Changing Hours of Attendance

Hours of attendance can be amended for the start of each term or half term, but parents must inform us **at least TWO WEEKS** before the end of each term or half term of any adjustments they wish to make for the following term.

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6. Changing Hours of Attendance

For further information or help with our Early Years funding arrangements, please contact our Registrar registrar@tkswitney.org.uk.