



**Policy:** Early Years Fees and Funding Policy

**Policy reference no:** 053

**Date:** September 2025

**Person responsible for policy:** Stephen Dean, Chief Executive Officer

**Authorised by:** Board of Trustees

**Review date:** December 2026

This Policy applies to all schools within the Primary QuEST Multi-Academy Trust. Primary QuEST is a Church of England Trust which seeks to ensure all pupils flourish, together in a supportive and caring environment.

### **Flourishing together through LIFE**

#### **Introduction**

It is our intention to make our setting accessible to children and families from all sections of the local community through open, fair and clearly communicated procedures.

This policy is intended to be used in conjunction with the Gloucestershire Local Provider Agreement 2025/26 [GCC EY Local Provider Agreement 2526](#)

#### **Procedure**

The current hourly rate across all our early years settings is £6.75. Fees are not charged for in-service days or holidays. There are 3 terms: approximately September to December, January to April and May to July.

#### **Registration and Booking**

Parents/Carers are required to complete our Nursery/Preschool Registration form. This is available for all settings, either via contacting the setting for a paper copy, or using the MSForms Registration form <https://forms.office.com/nurseryregform>

#### **Notice of changes**

A term's notice is also required if a child is to **reduce** hours. If less notice is given, we still require payment for the notice period. Increasing hours will be at the discretion of management and the availability of staff.

The term's notice applies to children on Nursery Education Funding (15 hours), 30 hours extended funding, 2 year old funding or paying fees. Last notice dates are 31<sup>st</sup> Dec for 1<sup>st</sup> April, 31<sup>st</sup> March for 1<sup>st</sup> September and 31<sup>st</sup> August for 1<sup>st</sup> January. **Please be aware of these cut off points** when planning your child's changes in Education. You will be liable for fees/nursery grant up to these notice points even if your child leaves beforehand. Notice will be assumed for children leaving nursery to move to Reception classes.

Upon completion of registration forms, we require 6 weeks notice if circumstances change and you no longer require the space. This may incur an administration fee to cover the costs of admin and staffing.

#### **Payments and Invoices**

Fees will be either invoiced via email or via the online booking system the setting uses at three periods in the year. These invoices will cover the child's regular hours of attendance and include a minimal voluntary charge of £1.50 per session (morning session/ afternoon session) towards snacks, extra resources/cooking ingredients as part of premium or enrichment activities (section 11.3 of Gloucestershire Local Provider Agreement), set at £1.50 per session . Fees arrangements will be set out by each setting. Any extra hours taken during term time will be added to the next term's fees or invoiced separately. In the case of those children leaving at the end of the Summer Term an invoice will be sent as and when charges occur.

Fees are invoiced from the child's first induction session. Parents stay and play with their child on the first induction. During the second induction, the child can stay without their parent and a personalised induction programme is agreed between the key person and parents.

All fees to be paid via either the settings online booking system or invoice - details will be provided within each invoice. Payment options include payment in monthly installments.

## **Nursery Funding**

Please refer to the Gloucestershire Local Provider Agreement and also

- **2-year-old Funding**

Eligible working parents of 2-year-olds can access 15 hours childcare support.

To check if you are eligible for two-year-old funding, visit [How to apply for help with childcare for working parents | Childcare Choices](#)

- **3-4 year old Funding**

Parents can apply for Nursery Education Funding to give their child up to 15 free 'universal' hours of nursery education a week at preschools. Universal hours funding will be automatically applied to your child in the term **AFTER** they are 3 years old.

If parents wish to access the 15 hours of extended funding on top of their 15 universal hours (totaling 30 hours of funding) parents must apply for an eligibility code via the government website. It is the parent's responsibility to apply for this code and notify the Nursery of your child's eligibility. Once an eligibility code has been received, the code must be passed on to the Nursery Administrator to be confirmed with the Early Years Funding Team, before funding will be received. Should the code be invalid for any reason then parents will be responsible for paying fees not covered by funding themselves, at the Nursery's hourly rates.

If your circumstances change and you are no longer eligible for the 30-hour entitlement, you will retain your funded place for a short period of time known as the 'grace period' (2 weeks) after which you will be required to pay for your child's hours for one term in advance.

Eligibility codes must be applied for and provided to nursery by the following dates-

By **31st December** in order to receive the extended hours in the Spring term.

By **31st March** in order to receive the extended hours in the Summer term.

By **31st August** in order to receive the extended hours in the Autumn term.

Please use the Government website and speak to staff to find out about what funding your family is eligible for.

The Nursery funding grants will be used to give children their entitled free hours. The Nursery will not take the amount off your child's invoice total but will actually allocate the free hours and then charge at the fee rate for the rest of the hours not covered under the free entitlement.

If your child attends more than two settings the County Council will allocate the funded (universal and extended) hours according to their rules (see the Gloucestershire Local Provider Agreement). This allocation will be indicated on your invoice.

The parent/carer is responsible for applying for an eligibility code using the government website to access the 30 hours of funding available to "working families". The parent/carer is also responsible for ensuring that the code is kept up to date and is provided to the Nursery before the dates mentioned above. The funding will be paid directly to your childcare or nursery education provider.

### **Where funding is not received, then fees apply.**

- **Tax-Free Childcare**

For ALL children whose parents both work and earn the equivalent of 16 hours at minimum wage, but less than £100,000 per year individually. The system effectively gives you back 'Tax' (at 20%) that you have already paid. It is managed through an online HMRC account where they add £2 to every £8 you pay into the account. You then pay us directly from your TFC online account. For more information go to:

[www.gov.uk/tax-free-childcare](http://www.gov.uk/tax-free-childcare) or [How to use Tax-Free Childcare | Childcare Choices](#)

- **Universal Credit Childcare**

If you pay for childcare while you go to work, Universal Credit can pay some of your childcare costs.

[How Universal Credit Childcare works | Childcare Choices](#)

### **Fees unpaid and arrears**

**Any fees unpaid after the invoice date will incur an additional fee.** We hope you will appreciate that we are unable to allow fees to slip into arrears. Failure to pay the fees on time will result in the loss of your child's place. If fees are outstanding, and if no payment is made within 14 days, the nursery will refuse the entry of that child to nursery and start debt collection procedures.

Any fees unpaid by the end of term will result in debt collection as per the Trusts policy.

### **Fees during Absence**

If a child misses a session due to a holiday, parent's choice or sickness, no refund of fees is given. The full fee must be paid for the place if your child is absent from the nursery during term time due to sickness or holiday. Under exceptional circumstances arrangements will be made to reduce fees to a holding amount only.

### **Late Collection Charge**

We withhold the right to charge £5 per 15 minutes after session times have ended if you are late collecting your child.

### **Nursery Holidays and Closures**

We are open for 38 weeks per year. The holidays are fixed and fall within the local school holidays. We will notify you each September of these dates. Each year we hold five INSET days when the nursery is closed. You will be given advance notice of these closures. In extreme circumstances nurseries may be closed at short notice due to floods, staff shortages, failure of services, natural disasters, disease, snow or adverse weather conditions, etc. (see Emergency Closure Procedures).

### **Next steps and more information...**

The County Council's Family Information Service can tell you more about nursery education funding. They can also help you find a registered childcare or nursery education provider.

<https://www.gloucestershire.gov.uk/health-and-social-care/children-young-people-and-families/family-information-service-fis/>