



Oak Trees Multi Academy Trust

Poulton Lancelyn Primary School

F1 Charging Policy

Issue Status: -

Date	Issue	Comment	By

	<u>Signature</u>	<u>Name</u>	<u>Date</u>
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Introduction

The purpose of this policy is to provide Poulton Lancelyn Primary School with robust, clear processes for charging and remissions, specifically relating to the provision of Foundation Stage 1 education and childcare for 3 and 4-year-old children and nursery provision for 2-year-old children.

Policy Aims

- To ensure our charges are fair and affordable
- To review all charges regularly
- To ensure all parents/carers will be given notice of increased charges in the term prior to its effective date
- To maintain the primary objective of any monetary increase is made to sustain the provision and cover the costs of staffing and resources
- To deliver the Government's funding entitlement which covers 15 hours per week, over a minimum of 38 weeks, and maintain this at all times subject to session availability
- To ensure that the childcare we offer is flexible and meets the needs of working parents
- To ensure parents can easily identify on their invoice what charges are in relation to the additional hours from their free provision

Universal Funding Entitlement

All children aged 3 to 4 in England are entitled to 570 hours free early education or childcare, usually taken as 15 hours per week, 38 weeks per year (school term time). This funding is available from the term after the child's third birthday and is automatically paid to the school as the childcare provider.

The Universal Funding Entitlement of 15 hours' provision is available from the term following a child's third birthday up until they reach compulsory school age, for every child, irrespective of background or family circumstances.

Regulations prescribe that children become eligible for free early years provision on the dates set out below:

A child born in the period:	Will become eligible for a free place:
1st April to 31st August	September following child's 3rd birthday (Autumn Term)
1st September to 31st December	January following child's 3rd birthday (Spring Term)
1st January to 31st March	April following child's 3rd birthday (Summer Term)

Additional Funding Entitlement (subject to eligibility)

Some families may be eligible to apply for a further 15 hours funding per week for their child (30 hours in total). This additional funding is only available from the term after the child's third birthday.

The additional 15 hours will be available to families where:

- both parents are working (or the sole parent is working in a lone parent family)
- each parent has a weekly minimum income equivalent to 16 hours at national minimum wage or living wage and
- neither parent has an income of more than £100,000 per year

Parents will need to register with the Government Childcare Service (<https://childcare-support.tax.service.gov.uk/>) and make an application for the additional funding. The registration will also enable the family to apply for tax free childcare which will be the alternative to childcare vouchers from April 2018.

If a family is eligible for 30 hours funded childcare they will receive an eligibility code which must be provided to the school to confirm the funding along with evidence of the parent(s) National Insurance Number and the child's birth certificate. Parents are responsible for applying for the code and providing this to the school.

Every three months' parents will need to re-confirm their eligibility with their Childcare Service and provide confirmation of their continuing to the school.

If a family becomes ineligible for the 30-hour funding, the school will continue funding the place for a 'grace period' (the child will still be eligible for the universal 15-hour free entitlement offer).

The 'grace period' is as follows:

If a family become ineligible during the Autumn or Spring term, the school will fund the place until the end of the term if they become ineligible during the first half of the term or until the end of the following half-term if they become ineligible during the latter half of the term. Examples:

- Child A becomes ineligible on 16th October (Half Term 1) – the grace period will run until the end of the December half term (Half Term 2)
- Child B becomes ineligible on 8th November (Half Term 2) – the grace period will run until February half term break (Half Term 3)
- Child C becomes ineligible on 4th February (Half Term 3) – the grace period will run until the end of the Spring half term, before the Easter break commences (Half Term 4)

- Child D becomes ineligible on 22nd April (Half Term 4) – the grace period will run until May half term break (Half Term 5)

If a family become ineligible during the Summer term, the school will fund the place until the end of the term if they become ineligible in the first half of the term or until the start of the September term if they become ineligible in the latter half of the term.

- Child A becomes ineligible on 23rd May (Half Term 5) – the grace period will run until the end of the academic year (Half Term 6)
- Child B becomes ineligible on 19th June (Half Term 6) – the grace period will run until 1st September (Half Term 1 of the new academic year)

If following the ‘grace period’ a family continue to be ineligible they will be subject to the charges detailed in this Charging Policy. The family will continue to receive 15 hours funding as this is a universal offer, but will be charged for any additional sessions their child receives. If the family refuse to make a payment the childcare place will be withdrawn with immediate effect.

This Charging Policy will be made available to all parents, clearly defining the possible charges for childcare and lunch provision. Parents will be re-issued a copy and a copy of the signed terms and conditions from the time of their child’s admission, should their child become ineligible for the 30-hour funding

Provision Times and Admissions

Morning sessions will begin at 8.45am to 11.45pm. Lunchtime will be from 11.45am to 12.45pm. Afternoon sessions will begin at 12.45pm and end at 3.45pm.

Places will be offered in April for the September of that year, following an application process administered by the school. Places are open to the parents of any child who has turned 2 by 1st September of the new academic year.

If places are available in our nursery class, we may be able to offer them to children at the beginning of the term after they turn 2, i.e. January 2023, April 2023.

If places are available in our F1 class, we may be able to offer them to children at the beginning of the term after they turn 2, i.e. January 2023, April 2023.

Our Childcare Offer

On the initial application form, parents are requested to identify their preferences for a place for their child. The school will accommodate as many preferences as possible, however there is no guarantee that parents will receive an offer for their first choice as there are a number of factors taken into consideration when creating classes.

Monday to Friday AM only	8.45am to 11.45am (15 hour place)
Monday to Friday PM only	12.45 to -3.45pm (15 hour place)
Monday to Wednesday 2 ½ days	Mon & Tues 8.45am to 3.45pm Wednesday 8.45am to 11.45am (15 hour place plus 2 hours paid childcare) ** please note this place could be extended to finish at 3.45pm on Wednesday as additional paid childcare
Wednesday to Friday 2 ½ days	Wednesday 12.45 to 3.45pm Thurs & Fri 8.45am to 3.45pm (15 hour place plus 2 hours paid childcare) ** please note this place could be extended to start from 8.45am on Wednesday as additional paid childcare
Monday to Friday 4 ½ days	Monday to Thursday 8.45am to 3.45pm Friday 8.45am to 11.45am (30 hour place plus 1 hour paid childcare) ** please note this place could be extended to finish at 3.45pm on Friday as additional paid childcare

Application for an F1 and Nursery Places

The application form will be available on 1st September each year to prospective parents on the school website and in paper form from the school office. It is also possible to be added to the waiting list for future years, and at the appropriate time for application, parents will be contacted with the relevant information including admission criteria.

Pricing Structure

The following price structure will be in place:

Item	Charge
15 hour universal funded place	Free
30 hour universal funded place	Free
Additional childcare hours	£5.50 per hour
Lunch session with packed lunch	£5.50
Lunch session with school meal	£7.90
Price per session for 2 year-old provision	£17.50
Morning wrap around provision	£5.50 (7.45-8.45)
Afternoon wrap around provision	£11 (3.45-5.45)

Parents will be invoiced half termly in advance and payment will be due within 30 days of the invoice date.

Parents who do not make a payment within 30 days will be written to and their child will not be able to attend the additional charged sessions from the date stated in the letter.

Parents will be able to use Childcare Vouchers or Tax Free Childcare to pay for additional childcare. Parents will need to identify this on the application form along with the voucher provider's details.

Parents will be required to complete an Early Years Funding form to confirm whether they wish to use the universal entitlement alone or the universal and additional funding entitlement.

Additional Fees

Poulton Lancelyn Primary School reserves the right to impose charges for late collection of children or for the non-collection of children at the rate of additional childcare detailed above.

Children, who are collected late will be charged at a cost of £5 for every 10 minutes that the child remains at the setting up to the maximum cost of £30.

Voluntary contributions

Voluntary contributions are requested to cover the cost of trips and special events organised to enrich the delivery of the curriculum. No child will be excluded if a contribution is not received, however plans may have to be cancelled if insufficient contributions are received.