Nelson Academy

'Achieving Through Learning'

Principal: Mrs Sarah Wilson

Assistant Principal EYFS: Mrs Gemma Sykes

Nursery Charging Policy
2026 - 2027

Last Reviewed: **September 2026**

Next Review Due: **September 2027**

Adopted by: **Local Policy**

Eastern Multi-Academy Trust
Empower - Motivate - Aspire - Transform

Charging Policy 2026-2027

Nelson Academy Nursery

Nelson Academy Nursery supports the entitlement to free 15-hour early years provision for 3- & 4-year-olds. In addition, we also offer the 30-hour free childcare to those families who meet the criteria.

All eligible 3- and 4-year-olds can access the universal early education entitlement of 15 hours per week for 38 weeks of the year (570 hours per year), from the relevant date following their third birthday until they reach compulsory school age. Eligible working parents may be entitled to additional funded hours, providing up to 30 hours per week for 38 weeks of the year (1,140 hours per year), subject to the Government's eligibility requirements.

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	1st September following child's 3rd Birthday (Autumn school term)
1st September to 31st December	1st January following child's 3rd Birthday (Spring school term)
1st January to 31st March	1st April following child's 3rd Birthday (Summer school term)

Equalities Implications

- The opportunity of on-site wrap around care will help enhance children's wellbeing and achievements promoting secure foundations for future learning and life.
- The provision of quality nursery places for 3- and 4-year-olds will help parents to return to work, education and training. This will support families in reducing the impact of poverty.

Policy Aims

- Ensure our charges are fair and affordable
- Review all charges regularly
- All parents/carers will be given notice of increased charges in the term prior to its effective date
- The primary objective of any monetary increase is made to sustain the nursery
- We will be aware of the charges made by other nursery providers
- The governments free entitlement which covers 15 hours per week, over a minimum of 38 weeks, will be maintained at all times subject to session availability
- The governments free entitlement which covers 30 hours per week, for those parents that meet the criteria, over a minimum of 38 weeks, will be maintained at all times subject to session availability
- Ensure that the childcare we offer is flexible and meets the needs of the working parents
- Ensure parents can easily identify on their invoice what charges are in relation to the additional hours from their free provision Childcare charges. The invoice will be itemised to provide clear and transparent information concerning the charge as agreed in the parent contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand the additional fees that have been applied. Detailed receipts will be issued for all cash, cheque or BACS payments.
- Childcare provision will be available from 9:00am to 3:00pm, five days per week.
- Parents are not obliged to purchase additional hours or pay lunchtime charges in order to secure free provision
- The charging policy covers children accessing day care additional to the Early Years Foundation Stage funded education
- No charge can be made for the Early Years Foundation Stage funded education place of 15 hours per week, but parents/carers can purchase additional childcare provision where available
- No charge can be made for the Early Years Foundation Stage funded education place of 30 hours per week for those children whose parents are entitled, but parents/carers can purchase additional childcare provision where available.

Application for a Nursery Place

It is recommended that places at Nelson Academy Nursery are applied for at least 12 months prior to the date of required commencement.

As part of the registration process you will be asked to complete a Nursery Admissions Form. The parent/carer will also be asked to provide documentation to evidence their child's date of birth. This is to confirm that they have reached the eligible age for the free entitlement. A copy of this document

will be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data.

The Admission Policy is issued to all families as part of the registration process. It is also available on www.nelsonacademy.co.uk, under the about us drop down menu. If you click the link to the policies we adopt from the Eastern Multi Academy Trust, the policies are displayed in alphabetical order.

Early Education is offered to families 38 weeks of the year. The funded hours can be claimed up to a maximum of 30 hours if eligible, or 15 hours.

Monday	9:00am – 3:00pm
Tuesday	9:00am – 3:00pm
Wednesday	9:00am – 3:00pm
Thursday	9:00am – 3:00pm
Friday	9:00am – 3:00pm

Early Education is offered within the national parameters:

- No session to be longer than 10 hours
- No minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- Not before 6:00am or after 8:00pm
- A maximum of two sites in a single day
- Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.
- The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. This will be in partnership with families and consent will be sought prior to submitting a claim/application. You may wish to discuss this further with our SENDCO, Lisa Kenny.

Please refer to the SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

Pricing Structure

Payment in advance is required on the first day of each half-term for any additional hours over and above the 15/30 hours per week free entitlement.

Parents and carers will not be charged a top up fee to recover income where the setting's hourly rate is greater than the rate we receive from the local authority.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	9:00am – 12:00pm	9:00am – 12:00pm	9:00am – 12:00pm	9:00am – 12:00pm	9:00am – 12:00pm
Afternoon	12:00pm – 3:00pm	12:00pm – 3:00pm	12:00pm – 3:00pm	12:00pm – 3:00pm	12:00pm – 3:00pm
All Day	9:00am – 3:00pm	9:00am – 3:00pm	9:00am – 3:00pm	9:00am – 3:00pm	9:00am – 3:00pm

Funded entitlement hours will be offered in continuous blocks in accordance with the Nursery's published session pattern (as above). Parents will not be required to purchase an additional paid session between funded sessions for their child to remain at the setting.

	£
Main Session AM	15.00
Main Session PM	15.00

For absences, planned or unplanned (including sickness and holidays) full fees are payable to retain a child's place at the nursery. Any planned absences should be discussed with the EYFS Assistant Principal and the Principal.

Any change to the above pattern of attendance will require at least a half term's notice in writing to the Nursery Room Leader.

A Local Authority Early Years Funding Parent/Carer Declaration must be completed as required each term by the mandatory date as indicated on the form. The declaration will identify the child's funded entitlement hours, agreed attendance pattern and any optional additional charges selected by the parent/carer.

If the agreement is broken, the fees paid are non-refundable.

Failure to pay your fees may result in the loss of your child's additional paid hours and the balance on your account being passed over to our Trust to recover the outstanding fees.

Payment is by BACS or online via a Tax-Free Childcare Provider Account. Any charges arising from payment in un-cleared funds will be passed onto the parent. If payment has not been received within 4 weeks of the date of the invoice then the child's place at the nursery will be at risk.

The following fees apply when families claim a funded entitlement as part of a childcare arrangement –

- Additional Hours – Additional hours including those not funded by the local authority will be charged at the current hourly rate. The current session rate is £15.

- Additional services – Charges for additional services such as trips will be agreed in advance with families. Voluntary contributions are requested to cover the costs of trips and special events organised to enrich the delivery of the curriculum and plans may have to be cancelled if sufficient contributions are not received. Where a child does not participate in an optional chargeable activity, they will continue to receive appropriate provision that meets the requirements of the EYFS Statutory Framework.

- There are no charges for mid-morning and mid-afternoon snacks with all children being provided with free fruit, milk/water as part of our EYFS provision. If children are attending the Nursery for lunch, families can either provide a packed lunch or book a school hot meal at a cost of £2.66 per meal. This needs to be booked before 9am on the required day.

- There are no charges for consumables, we do not ask for a deposit, retainer fee, registration fee or a late collection fee.

Late Payment Fees

- If you are unable to pay the charges for additional hours, please speak with Mrs G Sykes to discuss the alternative options available.
- A reminder of non-payment of fees for additional hours will be sent after two weeks with a follow up reminder being sent two weeks later
- If payment has not been received within 4 weeks of the date of the invoice, Nelson Academy may withdraw or suspend access to those additional hours in accordance with the childcare agreement and may take reasonable steps to recover outstanding sums.
- Payment of unpaid fees will normally be pursued through the Eastern Multi Academy Trust and then onto the small claims court.
- Non-payment of charges relating solely to additional hours will not result in withdrawal of a child's statutory funded entitlement hours. Families experiencing financial difficultly are encouraged to contact Mrs G Sykes as early possible to discuss available options and support that may be available.

Setting Closure

No charge will be made for closure due to bank holidays, extreme weather conditions and staff development days.

Complaints

Our complaints policy is issued to all families as part of the registration process. It is also available via our website www.nelsonacademy.co.uk and the select the link for Trust policies.

Where a parent/carer is not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to Sarah Wilson Principal. If you are still not happy with the response then you can also write to the Chair of Academy Council.

Review & Monitoring

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place. Families wishing to terminate their childcare contract must provide 4 weeks' notice in writing to Mrs G.Sykes. Any funding entitlement claimed beyond the notice period is transferrable to your new childcare provider via the local authority where the funding criteria is met. Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare arrangement (contract).

Our fees are reviewed annually in January by Mrs G Sykes. Families will be given at least 6 weeks' notice in writing to inform them of any change, and given the opportunity to discuss their options with Mrs G Sykes.

Where a time lapse has occurred between the point of enquiry and their child's start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked / finalised before the childcare arrangement (contract) is formalised.