



Twiss Green Community Primary School

Nursery Funding Policy October 2025

Date of Approval:	
Signed: Chair of Governing Body	
Signed: Head Teacher	Natalie Hughes
To be reviewed by:	October 2026

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Statement of intent

Twiss Green Nursery aims to provide a nursery experience for children that is affordable, high quality and geared towards a smooth transition to primary nursery.

Our main aim is to give our youngest learners the best possible start to their learning journey in a nurturing, inspiring, and familiar environment. We strive to create a safe and welcoming space where children feel valued, confident, and curious to explore the world around them. As part of the wider Twiss Green Primary School community, our nursery is closely linked to the rest of the school, ensuring strong curriculum continuity and consistency in routines, values, and expectations. These close connections help children to feel secure and confident as they move through their early years and prepare for Reception. Through play-based learning, rich experiences, and strong relationships with families, we support each child's individual development both socially, emotionally, and academically, laying firm foundations for a lifelong love of learning and a smooth transition into school life.

We will work with parents to claim benefit entitlement related to nursery fees, such as working tax credits and free childcare entitlement. All families have fair access to a free nursery place.

Funded children receive equal access to high-quality nursery provision, irrespective of payments for additional hours, services, or consumables.

We ensure that no child faces barriers to accessing a funded place. This includes disadvantaged families, looked-after children, children in need, and those with special educational needs or disabilities, so that every child can achieve and thrive. If eligible, children can access the Early Years Pupil Premium and the Disability Access Fund.

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'

This policy operates in conjunction with the following nursery contract:

- Twiss Green Nursery Contract / Terms and Conditions

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 optional for parents:

- Meals
- Extra optional activities, e.g. events, celebrations, specialist tuition, or other activities that are not directly related or necessary for the delivery of the EYFS statutory 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 – 38 weeks of the year – from the term after their third birthday until compulsory school age.
- Working-parent entitlement (children aged 9 months and above): Children aged 9 months, (however we do not offer places for children under 3 years old), 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. This is from the term after their third birthday until compulsory school age.
- 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

Funded entitlement hours cannot be compressed. This means parents cannot claim more than 15 or 30 funded hours per week over a period shorter than 38 weeks of the year. However, parents may choose a provider that operates for fewer than 38 weeks, in which case they will receive 15 or 30 funded hours per week during those weeks only.

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.

3 Universal entitlements for three- to four-year-olds

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

These hours are usually taken as 15 hours a week for 38 weeks of the year, but parents may choose to take fewer hours over more weeks.

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

The nursery will require parents to complete a Childcare Entitlements Parental Declaration Form for Early Education Funding to help us ensure they receive their free childcare hours.

4 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 at 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>

Parents should re-confirm their eligibility every three months. If you miss the reconfirmation deadline for 30 hours childcare, your eligibility will end. You will need to log in to your childcare account to reconfirm your eligibility to get the funding back.

If you do not reconfirm on time, your childcare provider will be notified that the entitlement has ended. You will enter a 'grace period' during which your child can continue to receive the funded hours. This period allows you time to reapply or for your circumstances to change, and it will always end at the end of the current term. After the grace period ends, your eligibility will stop. If you do not reconfirm on time, you will no longer be eligible for the 30 hours of funded childcare. Your childcare provider may ask you to pay for the time you were ineligible.



5 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 school 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.

6 Payment information

Parents will be issued with an invoice each month. Invoices will be issued on Tapestry, and a paper copy will be sent home with the child.

Fees must be paid by the 'payment due date' listed on the invoice, usually 14 days after the invoice date.

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 are set on a termly basis.

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.

A late payment charge will be payable if invoices are not settled by the due date. The rate will be 5% of the outstanding balance to a maximum of £30.

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

The nursery will provide parents with a minimum of one month's notice of any changes to the fee structure.

7 Difficulty with payments

The nursery will work with parents to ensure all avenues for assistance with payments are explored.

The nursery 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 School Business Manager as early as possible, to reach a suitable arrangement for both parties.

8 Debt collection

The governing board will have a duty to ensure the nursery receives all the funds to which it is entitled, including nursery fees. The School Business Manager will chase outstanding debts via school ping and overdue payment notifications.

If nursery fees have not been paid for one full half term, the nursery has the right to terminate your child's place immediately.

A full record will be kept of debts owed to the nursery for seven years. This will include all letters requesting money, reminders and invoices.

9 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 nursery 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 actions in the minutes of the relevant meeting.
- Adhere to privacy arrangements.
- At its discretion, delegate its responsibilities under this policy to a suitable individual.

10 The process for pursuing debts

The following procedure will be followed with regard to pursuing debts:

Informal reminder – Within one week of late payment, the debtor will be informally reminded by school ping, in person or by telephone that they owe money to the nursery.

First reminder letter – If the debt is yet to be paid one week after an informal reminder, a formal letter will be sent to the debtor. The outstanding balance will be brought forward to the most recent invoice.

Second reminder letter – If the debt is yet to be paid one week after a first formal reminder, a second formal letter will be sent to the debtor. These letters allow the debtor every opportunity to settle their debt and ensure the nursery can prove all reasonable steps have been taken to recover the debt should the issue proceed further.

Final reminder letter – If no response is received following the second reminder, the nursery will send a letter to the debtor advising them that their child's place at the nursery will be terminated immediately.

Possible legal action – If no payment is made, and the governing board decides to escalate the matter further, the nursery will seek legal action to obtain the outstanding balance.

11 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 £500.

Debts between £500 and £900 will only be waived with the approval of the governing board. Debts of £900 or more will never be waived.

12 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 October 2026.