



Pre-School and Nursery Charging Policy

Date approved:	05/10/2026
Approved by:	Executives
Version:	3.3
Date for Review	September 2027

Version History

Version	Date Issued	Brief Summary of Change	Owners Name
0.1		New Policy	Wendy Ainscough
1.1	06.09.2022		
2.1	05.09.2023	Annual review	Sue Cottrell/Paul Flowers
3.1	09.2024	Updated to account for funded places for qualifying parents	Sue Cottrell
3.2	18.07.2025	Updated - requirement for payment in advance	Sue Cottrell
3.3	05.10.2026	Annual review - unchanged	Kevin Goodwin

Aims

At the Alumnis Multi-Academy Trust we aim to ensure parents receive their full entitlement to funded childcare, but also to offer additional childcare over the funded hours if required. Children can attend our pre-schools as soon as they are two years old.

Funded Sessions

- Parents are entitled to claim for their child's funded place (funding provided by EYEF) from the term after their child's 3rd birthday and, for qualifying parents, (<https://www.gov.uk/apply-free-childcare-if-youre-working>) from the term after their child reaches 9 months. The Preschool Leader can provide exact dates of when funding will commence for each child and when you must apply for the eligibility code.
- Parents/carers will be asked to complete a 'headcount' form each term, which is then sent to the Early Years funding team at Devon County Council.
- Failure to complete the headcount form, by a parent, may result in loss of funding for their child.
- Parents/carers are able to choose which days they would like their child to attend, and whether to have mornings, afternoons or all day sessions. The Preschool Leader will liaise with parents/carers about the sessions requested and those that are actually able to be offered, if they differ.
- Children do not need to have all their funded hours at one setting, but parents must inform staff how many hours they require and on which days.
- The 'Headcount' form also requires parents to notify our settings of EYEF funding they are claiming at other settings for their child.
- No payment is due for funded hours.

Non-Funded Sessions

Hourly fees are established on a setting by setting basis and are available from the school administrator at the relevant site.

- Alumnis Multi-Academy Trust reviews its charges annually during the summer term, and any agreed increases will be implemented at the beginning of the Autumn Term.
- Parents/carers will be notified of any changes in fees before the end of the Summer Term.
- Bills for non-funded hours, will be issued termly in advance and should be paid monthly in advance.
- If your child has any extra 'one off' sessions, this will be charged at the current hourly rate and payable in advance.
- The Trust appreciates in some circumstances, there may be financial constraints affecting prompt payment. If there is a problem with settling the bill, parents/carers can speak to the Headteacher in confidence, to make an alternative arrangement.

- Any parent/carer that has arrears on their child's account will be contacted by the setting in line with Alumnis Multi Academy Trust's 'Payments Due to School' policy. Continued non-payment, for a 2 years olds place, could result in the loss of the child's place where this is not funded. A funded place cannot be withdrawn.
- Continued non-payment for a 3 and above year olds place, could result in the loss of the child's additional hours place, but their funded place cannot be withdrawn.

Absences

- If your child is absent (other than through illness or medical appointment) an absence form must be completed prior to the absence.
- Please inform us of known absences for medical appointments
- If an unplanned absence occurs, eg through illness, we appreciate a phone call to inform us of non-attendance.
- Non-funded pre-booked sessions are still chargeable during non attendance and if you withdraw your child early from a session the full cost of the session is charged.
- Please note that excessive absence may result in loss of funding for that child.

Related Policies

Child Protection and Safeguarding Policy

Inclusion Policy

Equality and Diversity Policy

Payments Due to School Policy