

Nursery Charging Policy

Policy Tracker – Responsibility for monitoring this policy: Executive Headteacher/Headteacher (Reviewed annually – date of next review Spring 2027)			
Date of review	Reviewed by	Role	Date Approved
March 2026	HVT HTs	Executive Headteacher	April 2026



Nursery Charging Policy

1. About Our Nursery

- 1.1. We provide sessional and school-hour childcare for children starting the term after their 3rd birthday.
- 1.2. Opening hours: 8:30am – 3:20pm, Monday to Friday, term time only. We are closed on teacher training days in line with the school calendar. These dates can be found on the school website.
- 1.3. Government funding covers up to 15 or 30 hours per week of free early education. It does not include meals, consumables, extra hours, or additional services.
- 1.4. All children receiving funded hours will have equal access to the same quality of provision, regardless of whether they pay for extras.

2. Free Funded Places (15 Hours)

- 2.1. All children are entitled to 15 funded hours per week starting the term after their 3rd birthday.
- 2.2. Funded sessions run from 8:30am – 11:30am, 12:20pm-3:20pm Monday to Friday.
- 2.3. Five (3 hour) sessions are available weekly.
- 2.4. There is no charge for these funded hours.
- 2.5. A funding claim form must be completed and signed each term. Failure to return it will result in parents being charged for the sessions, as the school cannot claim funding. The school can support you in completion of these forms (see Appendix 1).

3. 30 Hours Funding Entitlement

- 3.1. Eligible families can access additional funded sessions: 8:30am – 3:20pm, Monday to Friday – term time only. To find out if you qualify, please visit [Best Start in Life - Best Start in Life](#) and enter your details.
- 3.2. Sessions must be booked termly, in advance and cannot be changed mid-term.
- 3.3. Parents must apply for a 30-hour eligibility code online, without this code, your child will only receive 15 hours funded entitlement per week, term time only.
- 3.4. The eligibility code must be renewed every 3 months and shared with the Nursery. HMRC will remind parents when to reapply by email and/or text message.



3.5. A completed funding form, including the current eligibility code, must be signed each term. (See appendix 1)

4. Unfunded Childcare (Top-Up Sessions)

4.1. Families not eligible for 30 hours may book and pay for additional sessions, subject to availability.

4.2. Extra sessions cost £16.50 each (3 hours). They must be booked half-termly in advance. Ad hoc bookings may be accepted if space allows but cannot be guaranteed.

4.3. Regular sessions cannot be cancelled until the next half-term. Additional sessions may be added with Nursery approval.

4.4. Payments must be made via MCAS; cash is not accepted.

4.5. Payment is required for all booked sessions, even if your child is absent. If adequate notice is given, sessions may be rescheduled at the discretion of the Nursery Team.

4.6. All sessions must be paid in advance through MCAS.

5. Lunch Session

5.1. Lunch runs from 11:30am to 12:20pm and there are no additional charges and form part of your child's funding entitlement.

5.2. Children may bring a healthy packed lunch (No Nuts or Kiwi products please due to allergies)

6. Snacks

6.1. A free fruit snack is provided during your child's session.

6.2. A free carton of milk is also provided during your child's session.

7. Payment Terms

7.1. No deposits or registration fees are charged for any places.

7.2. We do not charge top-up fees on funded hours.

7.3. Unfunded sessions may be withdrawn if payment is not received. Please speak to the Nursery Team or School Office if you're having payment difficulties.



8. Absences (Funded Hours)

- 8.1. There is no charge for absence due to illness or authorised leave.
- 8.2. Persistent absence may result in a review and possible loss of your child's place.

9. Unplanned Nursery Closures

- 9.1. If we must close due to circumstances beyond our control (e.g., severe weather), you will not be charged for any booked unfunded sessions. Funded sessions remain free, and we can still claim funding for short-term closures.

10. Trips and Activities

- 10.1. We may ask for voluntary contributions for school trips or special activities to ensure they can go ahead. Contributions go toward costs such as transportation and entry fees. Payments are made via ParentMail. If we don't receive enough contributions, the activity may be cancelled.

11. Early Years Pupil Premium (EYPP)

- 11.1. Parents who believe their child may be eligible for EYPP should complete the relevant section of the funding form when their child starts nursery/or when reconfirming funding allocation each term (see Appendix 1)
- 11.2. Once confirmed by Dudley Local Authority, this funding will be allocated based on pupil progress data to support individual learning and development.

12. Disability Access Fund (DAF)

- 12.1. If your child receives Disability Living Allowance, the Nursery may be eligible for Disability Access funding which will benefit your child whilst they attend nursery.
- 12.2. Please speak to the Nursery Team and complete the relevant section of the funding form to apply (see Appendix 1).



Summary of Charges

Item	Cost	Details	Payment Method
15-Hour Universal Funding (Mon–Fri mornings)	£0	Funded by the government	N/A
30-Hour Funding (if eligible)	£0	Full day provision, 8:30am–2.	N/A
		Optional – packed lunch allowed	N/A
Additional Session (AM/PM, 3 hours)	£16.50	Subject to availability	MCAS only
Snacks and Milk	£0	Provided free during morning sessions	N/A
Full day session – extra 50 mins per session (2.30pm – 3.20pm)	£6.00		



Appendix 1.

Dudley MBC Parent Declaration Form Funded Early Years Entitlements

In order to receive your child's entitlement to funded Early Education and Childcare this form must be completed accurately.

A new completed form is required for each setting your child attends.

Data privacy

The Data Protection Act 2018 and the General Data Protection Regulations (GDPR) puts in place certain safeguards regarding the use of personal data by organisations including the Department for Education, local authorities, early education settings and schools. The Act gives rights to those about which data is held (known as data subjects), such as children, their parents/carers and childcare staff and teachers. This includes:

- the right to know the types of data being held
- why it is being held, and
- to whom it may be shared with

Should you have any concerns relating to how your information or the information relating to your child/children is being or will be used, please contact your provider or Dudley MBC. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular attention to advice from the Information Commissioners Office on holding personal data including sensitive personal data available at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/principles/>

Step 1. Your Child's Details

Child's legal family name:	
Child's legal forename (s):	
Name by which the child is known: (if different from above)	
Date of Birth:	
Male/Female:	
Child's Address:	



Postcode:	
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Your chosen provider/s will need to see proof of your child's date of birth.

Please identify and tick which document you will provide with this form:

☐ Birth Certificate	☐ Passport
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Document Check

Documentary proof of DoB Type (e.g., Birth Certificate, Passport):		Document recorded by (Name of staff member):	
Date of document recorded (dd/mm/yyyy)		30 hours eligibility code: (11 digits)	
Parents NI or NASS Number:		2-year-old eligibility letter seen:	Yes ☐ No ☐

Step 2. Your Details (parents/carers)

Parent/carer 1	Parent/carer 2
Legal Family Name:	Legal Family Name:
Legal Forename:	Legal Forename:
Date of Birth:	Date of Birth:
Contact telephone number:	Contact telephone number:



Step 3. Your Child's Eligibility.

2-year-old Funding

Some 2-year-olds are entitled to 570 funded hours a year (Time for Two's).

You can make an application for a Time for Two place on-line by visiting

<https://www.dudley.gov.uk/residents/early-years-and-childcare/for-parents-andcarers/time-for-twos-free-childcare/>

Or by calling **01384 814291**, to complete a Time for Two's telephone application.

3- and 4-year-old Funding

All 3 and 4-year-olds are entitled to 570 hours a year (universal entitlement). Some 3 and 4-year-olds from working families, foster families or adoptive families may also be entitled to an additional 570 hours, known as the 30 hours (Extra Time for threes and fours).

For more information about the funded entitlements and to apply for the 30 hours and/or Tax-Free Childcare, please visit the HMRC Childcare Choices webpages at <https://www.childcarechoices.gov.uk/>

Step 4: Setting and Attendance Details

You must agree and complete this declaration form for each setting your child attends for their early education entitlement in order to ensure that funding is paid fairly to each of them.

Your child can attend a maximum of two sites in a single day, if your child attends more than one setting we will distribute the funding appropriately between the settings.

We also use this information to prevent and detect fraud, we will check with your local authority if you live outside of the Dudley borough to ensure our cross-border arrangements are clear and that any funded hours claimed by you do not exceed the total hours available.

[illegible]

Step 5. Your Child's Ethnicity:

Ethnicity Description	Code	Tick	Ethnicity Description	Code	Tick
Bangladeshi	ABAN		White and Black African	MWB A	
Indian	AIND		White and Black Caribbean	MWB C	
Any other Asian background	AOTH		Information Not yet obtained	NOBT	
Pakistani	APKN		Any other Ethnic group	OOTH	
Black –African	BAFR		Refused	REFU	
Black Caribbean	BCRB		White – British	WBRI	
Any other black background	BOTH		White – Irish	WIRI	
Chinese	CHNE		Traveller of Irish heritage	WIRT	
Any other mixed background	MOTH		Any other white background	WOTH	
White and Asian	MWAS		Gypsy / Roma	WROM	

Step 6. Parent/Carer/Guardian with Legal Responsibility Declaration

Declaration: I (name)
Address:
Postcode:
Telephone number:
Email address (optional):



I confirm that my child is not related to my chosen provider (Early years provision is defined in section 20 of the 2006 Act as the provision of childcare. "Childcare", as defined in section 18 of the 2006 Act, specifically excludes care provided for a child by a parent, stepparent, foster parent (or other relative) or by a person who fosters the child privately or has parental responsibility for the child. Early years provision by a childminder (either independently registered with Ofsted or registered with a childminder agency) for a related child does not count as childcare in legal terms. Government funding cannot be claimed by, or spent on, childminders providing childcare for their own child or a related child, even if they are claiming for other children).

Yes ☐ No ☐

I confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise the provider/s named below to claim the funded entitlement as agreed on behalf of my child.

Name of setting/s to receive funded entitlement	1)
	2)
	3)

Parent/Carer with legal responsibility:		Childcare setting:	
Print name		Print name	
Date:			

Funded Terms - Parent acknowledgment

Term 1 Date		Term 1 Date	
Signature		Signature	
Term 2 Date		Term 2 Date	
Signature		Signature	
Term 3 Date		Term 3 Date	
Signature		Signature	

Step 7. Additional Funding to support your child may be available. (Please discuss with your early years or childcare provider)

Early Years Pupil Premium (EYPP) for 3- and 4-year-olds.

If your child is 3 or 4-years-old, and not attending a school reception class, additional funding may be available through the Early Years Pupil Premium (EYPP), if you are a benefit recipient or a low-income earner. EYPP is paid to childcare providers for the provision of extra support for your child. EYPP is used to improve teaching and learning facilities and resources so as to impact positively on your child's progress and development.



Do you wish to apply for EYPP for your child? ☐ Yes ☐ No

Child's Name:	Your NI or NASS Number:
Parents/carers signature	

Disability Access Fund (DAF) for 3- and 4-year-olds.

If your child is 3 or 4-years-old, has special educational or additional needs, is receiving Disability Living Allowance in their own right and is receiving their funded entitlement, they are eligible for the Disability Access Fund (DAF). £800 per anniversary year. DAF will be paid to your child's early education or childcare provider, to support the provider to make reasonable adjustments and build capacity in their setting to support your child.

Is your child eligible for and in receipt of Disability Living Allowance (DLA)?

☐ Yes ☐ No

Child's Name:	Parents/carers signature
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If your child is splitting their funded entitlement across two or more settings, please nominate the main setting where Dudley Council should pay the DAF:

Name of setting to receive DAF	
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Provider to see and copy child's DLA letter and submit to the local authority for audit purposes)

In collecting your data for the purposes of checking your eligibility for the 2-year-old, or 3 and 4-year-old universal and extended funded entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), Dudley MBC is exercising the function of a government department. Dudley MBC is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.



If you have any concerns about completing this form, please discuss with your early years and childcare provider in the first instance.

If you would like to discuss this with the Local Authority, please call 01384 814373 to speak to the Lead Officer for Early Education Funding.

Early Years Inclusion Funding (EYIF) for 2- 3- and 4-year-olds

Is your child in receipt of Early Years Inclusion Funding if your child has been identified as having a lower, emerging or higher or more complex Special Educational Need or a Disability?

Please indicate which element of the EYIF your child is receiving in the box below and sign to inform us that this has been discussed with you by your setting or provider.

Early Years Inclusion Funding 2-, 3- and 4-year-olds

Emerging Needs		Date	
Signature			
Lower Level Needs		Date	
Signature			
Higher Needs (Double funding)		Date	
Signature			
Complex Needs (1:1 support)		Date	
Signature			