

# Axminster Community Primary Academy



## Nursery Charging Policy

**Policy agreed:  
December 2025**

**Policy Review :  
September 2026**

As Axminster Community Primary Academy is part of the First Federation Trust, the Trust is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications. The Trust set its own oversubscription criteria, taking into account the recommendation from its schools. These arrangements seek to comply with the government's [School Admissions Code](#), the [Local Conditions of Funding the Early Years Education for two-, three- and four-year-olds](#) and the [Early Years Pupil Premium](#), the [Early Education and Childcare Statutory Guidance for Local Authorities September 2014](#) and the [Co-ordinated Admissions Schemes of Devon County Council](#), the local authority (LA) for this area.

## **Free entitlement**

### 1.1. Free entitlement for all families

The school must comply with Devon County Council's Local Conditions of Funding. A charge cannot be made if a child is only attending the FSU as part of their Early Years Education Funding. This currently is 570 hours over no fewer than 38 weeks (i.e. 15 hours per week) for all parents.

### 1.2. Extended entitlement for eligible families

Children whose parents are working, and meet the relevant criteria, are entitled to 1140 hours a year. We will need the 11-digit code beginning with '500' given to parents to confirm they are eligible.

The maximum number of funded hours per day currently is 10 hours.

### 1.3 Information about eligibility

Parents can find more information at:

<https://www.beststartinlife.gov.uk>

You should allow plenty of time to apply to ensure that a valid code is received well ahead of the deadline.

All eligible parents **MUST** reconfirm their 30 hours entitlement every 3 months.

### 1.3. Additional charges:

There is no charge for applying for a preschool place, or for admission.

Axminster Community Primary Academy will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits, are compulsory.

## **2. Additional session charges**

The charge for additional sessions, i.e., sessions in addition to the Early Years Education Funding entitlement, is £6.00 per hour for two-year-olds and £5.00 per

hour for three- and four-year-olds. From April 2026 the charge will be £6.50 per hour for two-year-olds and £5.50 for three and four-year-olds.

The shortest session that children can attend daily is a 3-hour long session. These charges are reviewed annually.

Additional sessions are subject to availability and will be allocated as described in our Nursery Admissions Policy.

Additional sessions and charges will be added to the parent/school contract. Once additional sessions have been allocated, they will continue to be included in the termly session allocations unless:

- Parents have given a month's notice that they wish to cancel the additional Sessions
- The child leaves the Nursery
- Payment of additional sessions is overdue
- The child has not been regularly attending the additional sessions (regardless of whether the additional sessions have been paid for or not).

### **3. Additional sessions payment**

An invoice will be issued termly, in advance. This includes the number and cost of chargeable and nonchargeable hours, and a deadline for payment. Payments should be made through [Parentpay](#).

In exceptional circumstances, individual payment plans may be agreed – this can be discussed with the Nursery Manager.

Tax free childcare vouchers are accepted. Parents must use their child's name as a reference when making a payment. Please make staff aware if you will be using this method of payment.

Parents must inform the school as soon as possible if their child is unable to attend for the whole or part of a day when they are due to attend and funding/charges will still be made.

Parents must give a minimum of four weeks' notice if they wish to reduce the level of provision their child receives.

If a child is absent for a long period due to illness, the school will decide on a case-by-case basis as to whether fees will need to be paid for the period. The school's decision is final.

#### **4. Additional sessions payment arrears**

If the cost of additional sessions is not paid by the deadline stated in the invoice, a reminder will be sent. If payment remains outstanding, this will result in the allocation of the additional sessions being withdrawn. A formal warning letter will be issued.. We will follow our [debt recovery policy](#) to recover outstanding payments.

Please contact the Nursery Manager as soon as possible if you are having difficulties in paying for your nursery sessions.

#### **5. School meals**

As stated in our Nursery Admissions Policy, free school meals can be provided for children whose parents meet the [eligibility](#) criteria, if the child attends both before and after the lunch time period.

Children who do not meet the eligibility criteria for free school meals can either bring a packed lunch or purchase a school meal. This will be charged at the same rate and following the same procedure as for school age children.

#### **6. Intimate care items**

We will ask parents to provide nappies, wipes, nappy sacks, and a change of clothes, etc for children who are not yet toilet trained or are prone to accidents. We will also ask you to provide sunscreen for your child during hot weather. We do not share those items with other children.

#### **7. Voluntary contributions**

We may ask parents for voluntary contributions, to help cover the costs of activities and trips and make school funds go further. Children of parents who are unable or willing to pay voluntary contributions will not be treated differently from children whose parents have paid and will still be able to take part in the activity/trip. However, the activity/trip may be cancelled if insufficient contributions are received.

## **8. Policy version**

This policy template was last updated by the Trust on: June 2023

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