



**SACRED HEART CATHOLIC PRIMARY SCHOOL**  
**NURSERY FUNDING POLICY FOR 2023-2024**



Updated June 2023

Places offered in Nursery are on a part-time basis (15 hours) and are offered over 5 mornings (8.45am to 11.45am) or 5 afternoons (12.30-3.30) across the course of a school year with 26 places available at each session. If all part-time (15 hour) places are not taken up, a number of full-time (30 hour) places will be offered in line with our Nursery Admissions Policy. Full-time places will be offered over 5 days (8.45am – 3.30pm) across the course of the school year.

**NURSERY GOVERNMENTAL FUNDING**

- **15 hours - Universal Entitlement**  
All parents are eligible for 15 hour universal funding.
- **30 hours – Extended Entitlement**  
From September 2017, working parents may qualify for ‘Extended Entitlement’ of 30 hours free childcare. Parents can use the website <https://www.childcarechoices.gov.uk> to find information and apply for 30 hours – Extended Entitlement childcare.

Some parents may be eligible for **30 hours government funding** – in this case a full-time place will be free. It remains a parent’s responsibility to check and apply for this funding and provide the necessary eligibility code to the school. If eligibility codes are not provided, parents/carers will be required to cover nursery charges by private means. Deadlines for applications for 30-hour governmental funding and receipt of eligibility codes are as follows:

- for autumn-term (September) starts, eligibility codes must be confirmed by 31 August
- for spring-term (January) starts, eligibility codes must be confirmed by 31 December
- for summer-term (mid-April) starts, eligibility codes must be confirmed by 31 March

For parents who only qualify for **15 hour governmental funding**, there will be the opportunity to access a full-time place by paying privately for the additional 15 hours in order for their child to attend the Nursery full-time, for 30 hours. Where Sacred Heart Nursery offers ‘privately paid for’ sessions, a charge of £15.00 per session will be made. The charge of £15.00 per session is set to cover costs and is reviewed annually by the Governing Body to be in line with Local Authority guidelines and other providers. No increase will be made without at least one month’s notice being given.

- There is no remission of charges if the child misses ‘paid for’ sessions through illness or family holiday. If the additional hours are no longer required, a month’s notice should be given.
- Payments will be requested in advance, on a half-termly basis. Sacred Heart School use a cashless system and therefore all payments are to be made via our online system *School Money*, details will be sent out once your child has started in Nursery.
- If payment has not been received by the due date, then the sessions may be withdrawn.
- Late arrival at the start of the session does not permit late collection at the end of the session. The Nursery is required to meet statutory adult to child ratios and, therefore, children must be collected on time.
- If a child is collected earlier than the stated contractual time, the full fee still applies.
- If parents fall into arrears of payments, access to the extra ‘paid for’ sessions will be withdrawn by the Headteacher in consultation with the Chair of Governors.

Please sign below to confirm that you accept the terms and conditions of this funding policy and return a copy to the school office.

Name:	Child’s Name:
Signature:	Date:
Funding Code:	