



LITTLE BLOSSOM
NURSERY SCHOOL

Little Blossom Nursery School

Fee Structure Policy

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At Little Blossoms Nursery School, we are committed to providing a welcoming, inclusive, happy and safe environment where every child is valued, respected and supported to reach their full potential. We recognise that clear, fair and transparent fee arrangements are an important part of providing a positive experience for children and their families.

Our Fee Structure Policy sets out our approach to nursery fees, funding, payments, additional charges and financial arrangements. We aim to ensure that families receive clear information about the cost of sessions and any additional services, while maintaining a fair and consistent approach for all families.

We are committed to:

- Providing families with clear and transparent information about our fees and charges.
- Ensuring that our fee structure is fair, consistent and applied equally to all families.
- Clearly communicating the cost of nursery sessions, including the days and hours covered by the fees.
- Providing information about funded early education places and explaining any additional charges that may apply.
- Ensuring that parents and carers understand their financial commitments before their child starts nursery.
- Providing invoices or payment statements where appropriate and ensuring that fees are paid within the agreed timeframe.
- Treating all financial discussions with families sensitively, respectfully and confidentially.
- Communicating any changes to fees or charges to parents and carers in advance wherever possible.
- Working with families to discuss any difficulties with payment and, where appropriate, agreeing a suitable payment arrangement.
- Keeping accurate records of fees, payments, funding and outstanding balances.
- Ensuring that any additional charges are clearly explained to parents and carers before they are incurred.

Fees Policy

Purpose

Little Blossom Nursery School is committed to providing a high-quality, safe and nurturing early years environment. This Fees Policy sets out our arrangements for nursery fees, payments, funded hours, additional charges and notice periods so that fees are clear and transparent for all families.

Nursery Fees

Fees are charged according to the sessions and hours booked for each child. Parents and carers will receive details of their child's agreed sessions and applicable fees before their child starts nursery.

Fees are payable **in advance**. Little Blossom Nursery reserves the right to put a hold on the child's sessions if fees are not paid.

The nursery reserves the right to review its fees periodically. Parents and carers will be given reasonable notice of any changes to fees.

There will be an annual increase in April 2026 in line with the industry standard.

Payment Arrangements

Fees should be paid by the due date stated on the invoice or payment schedule.

Little Blossom Nursery School accepts the following payment methods:

- Bank transfer
- Standing Order or Direct Debit
- Childcare Payment Schemes
- Student Grant Payment Scheme
- Tax Free Childcare
- Other agreed payment schemes.

Parents should ensure that payments are made on time. Any bank charges or costs incurred as a result of late or rejected payments may be added to the outstanding balance.

The payment of fees remains the responsibility of the parents or carers or who signed the childcare agreement on our Ovivio App regardless of the method of payment.

Funded Early Education Hours

Where a child is eligible for government-funded early education, Little Blossom Nursery School will apply the funding in accordance with the relevant government and local authority requirements.

Funded hours cover eligible early education provision only. Additional charges may apply for items or services that are not covered by government funding, such as:

- Meals and refreshments
- Consumables
- Trips or special activities
- Additional hours outside the funded entitlement
- Other optional services

The nursery will provide parents with clear information about any additional charges before they are incurred.

Parents will be asked to complete the relevant funding declaration forms and provide any information required to confirm eligibility.

Please see the separate Early Years Funding Policy for full details.

Additional Hours

Any hours attended outside a child's agreed or funded sessions will be charged at the nursery's current hourly or sessional rate. Please see the website for current fees.

Additional hours are subject to availability and should be agreed with the nursery in advance wherever possible.

Late Collection

Children must be collected by the agreed end time of their session.

If a child is collected late, a late collection charge of **£1 per minute** may apply.

Repeated late collections may result in a meeting with the nursery manager to discuss appropriate arrangements.

In exceptional circumstances, such as an unforeseen emergency or serious disruption, the nursery will consider the circumstances when applying any late collection charge.

Absence and Illness

Fees remain payable when a child is absent due to illness, holidays or other reasons, as the child's place continues to be reserved.

The nursery does not normally provide refunds or replacement sessions for missed days.

Parents should inform the nursery as soon as possible if their child will be absent.

Nursery Closure

If the nursery is required to close unexpectedly due to circumstances beyond its reasonable control, such as severe weather, emergency, utility failure or other circumstances, fees will normally remain payable unless the nursery decides otherwise. Bank Holidays fees are payable as usual.

Where the nursery is closed for planned holidays these arrangements will be communicated to parents in advance.

Late or Non-Payment of Fees

If fees are not paid by the due date, the nursery may contact the parent or carer to discuss the outstanding balance.

Where fees remain unpaid, the nursery may:

1. Issue a written reminder.
2. Request an agreed payment plan where appropriate.
3. Apply reasonable administration or late-payment charges where these have been communicated in advance.
4. Suspend the child's attendance where a significant balance remains outstanding.
5. Terminate the child's place in accordance with the nursery's terms and conditions.
6. The nursery will seek to work constructively with families experiencing temporary financial difficulties and encourages parents to contact the nursery manager as soon as possible.

Notice and Withdrawal of a Place

Parents wishing to withdraw their child from the nursery must provide a **full Calander month written notice**. Funded places are subject to a full terms notice period as per our funding policy.

Fees remain payable throughout the notice period, whether or not the child attends, unless otherwise agreed in writing.

The nursery may require fees to be paid in lieu of notice where permitted by the agreed terms and conditions.

Deposits and Registration Fees

Where applicable, a registration fee or deposit may be required to secure a nursery place.

Any deposit will be subject to the terms communicated to parents at the time of payment, including whether it is refundable, transferable or offset against future fees.

Changes to Booked Sessions

Requests to increase, decrease or change a child's booked sessions should be made in writing and are subject to availability.

The nursery cannot guarantee that requested changes will be possible.

Where a reduction in booked hours is requested, the usual notice period will apply unless otherwise agreed.

Sibling Discounts and Other Discounts

Where offered, sibling discounts or other fee concessions will be applied in accordance with the nursery's current arrangements. Discounts are discretionary and may be withdrawn or amended with reasonable notice.

Financial Difficulties

Little Blossom Nursery School understands that families may occasionally experience financial difficulties.

Parents who are concerned about paying their fees should contact the nursery manager at the earliest opportunity. We will consider reasonable payment arrangements on a case-by-case basis, subject to the nursery's financial and operational requirements.

Any agreed payment plan must be confirmed in writing.

Changes to Fees

Little Blossoms Nursery School reserves the right to review and amend its fee structure when necessary. Parents and carers will be informed of any changes, including the date from which new fees will apply, with reasonable notice wherever possible.

Fee Queries

Parents and carers are encouraged to contact the nursery if they have any questions or concerns about an invoice or fee.

Queries should be raised as soon as possible so that any errors or misunderstandings can be resolved promptly.

Confidentiality

All information relating to a family's financial circumstances and payment arrangements will be handled sensitively and kept confidential, in accordance with the nursery's confidentiality and data protection procedures.

Our aim is to ensure that our fee arrangements are clear, fair and manageable, while supporting the continued provision of high-quality care, learning and development opportunities for all children.

If you have any questions about our fees, funding arrangements or payment procedures, please speak to a member of the Little Blossoms Nursery School team. We are committed to providing clear information and working positively with families to resolve any questions or concerns.

Policy Review

This policy will be reviewed regularly to ensure that it remains appropriate, transparent and consistent with current nursery procedures and applicable government and local authority requirements.

Little Blossom Nursery School reserves the right to amend this policy when necessary. Parents will be informed of significant changes.

Early Years Funding Policy.

Purpose of the Policy

This policy sets out how Little Blossom Nursery School allocates, manages, and monitors government-funded early education entitlements. It ensures transparency, fairness, and compliance with the EYFS statutory framework, Hertfordshire County Council funding requirements, and DfE guidance. Our aim is to support families to access their funded hours smoothly while ensuring responsible and sustainable use of public funding.

Our Nursery Context

Little Blossom Nursery School provides high-quality early education and care for children aged 9 months to 5 years. Our ethos is rooted in four core values:

- Nurture
- Inclusion and equity
- Exploration
- Growth

We offer both term-time only and stretched funding, giving families flexibility in how they access their entitlement.

Legislative & Statutory Framework

Our funding processes follow:

- EYFS Statutory Framework
- Childcare Act 2006
- Education Act 2011
- Hertfordshire Early Years Funding Handbook
- DfE Early Education and Childcare Guidance
- *The Role of the Early Years SENCo (DfE, 2022)*

Key statutory entitlements:

- Universal 15 hours
- Extended 30 hours
- 2-year-old funding

Principles of Funding at Little Blossom

- **Equity** — all eligible families can access funded hours fairly.
- **Transparency** — all information about funding, patterns, and optional extras is clear and accessible.
- **Compliance** — we follow Hertfordshire's audit and data submission processes.
- **Inclusion** — funding supports access for all children, including those with SEND.
- **Family partnership** — we work closely with families to help them understand and use their entitlements.

Eligibility & Access to Funded Hours

Universal Entitlement (3–4 years)

All children aged 3–4 are entitled to **15 hours per week** for 38 weeks per year.

Extended Entitlement (30 hours)

Eligible families must apply through HMRC and provide a valid **eligibility code** each term.

2-Year-Old Funding

Eligibility is determined by Hertfordshire County Council and may include income-based criteria, SEND needs, or looked-after status.

SEND Funding

Our SENCo ensures that funding supports early identification, targeted interventions, and inclusive access to learning.

Delivery of Funded Hours

Little Blossom Nursery School offers funded hours through:

- **Term-time only patterns** (38 weeks)
- **Stretched funding** (hours spread across 51 weeks)

We do **not** require families to purchase additional hours to access their funded entitlement.

No Additional Charges for Meals

Little Blossom Nursery School does **not charge for meals**. Breakfast, Lunch and snacks are included as part of our commitment to equitable access and family support. A healthy packed lunch is required to be sent in with your child if they attend over lunch time. (Please refer to the nutritional guidance and pack lunch ideas sent with your offer letter.)

Optional extras may include:

- Trips
- Enrichment activities
- Consumables (if chosen by families)

These are always optional and clearly itemised.

Admissions & Registration for Funding

To access funded hours, families must:

- Complete our registration forms
- Provide proof of date of birth
- Submit eligibility codes (where required)
- Sign the Hertfordshire **Parent Declaration Form**

We will:

- Verify eligibility

- Submit headcount data promptly
- Maintain accurate attendance records
- Inform families of any changes to funding rules

Attendance, Absence & Changes in Circumstances

Regular attendance is expected to secure funded hours. Prolonged absence may result in funding adjustments by the local authority.

Families must inform us of changes such as:

- Moving settings
- Changes in eligibility
- Changes in attendance patterns

We will communicate clearly if funding adjustments are required.

SEND & Inclusion Funding

Our SENCo leads inclusive practice across the nursery, ensuring that children with emerging or identified needs can fully access their funded hours.

Funding may be used to:

- Provide targeted interventions
- Adapt the environment
- Purchase specialist resources
- Support staff training
- Strengthen multi-agency collaboration

This aligns with *The Role of the Early Years SENCo (DfE, 2022)*.

Monitoring, Audit & Record Keeping

We maintain accurate records of:

- Attendance
- Funding claims
- Parent declarations
- Eligibility codes
- SEND funding applications

We comply with Hertfordshire County Council audit requirements and respond promptly to queries.

Communication with Families

We ensure families receive clear information about:

- Funding entitlements
- Session patterns
- Optional extras
- Changes in government policy
- SEND support

Our approach is warm, supportive, and focused on building strong partnerships with families.

Review of Policy

This policy is reviewed annually or sooner if:

- DfE guidance changes
- Hertfordshire funding rules change
- Ofsted recommendations require updates

Notice Period Requirements

To ensure stability for children, families, staffing, and financial planning, Little Blossom Nursery School requires a **full term's written notice** for any changes to attendance or funded hours.

Full Term Notice Requirement

Families must provide **written notice before the start of the upcoming term** if they wish to:

- Reduce their child's attendance pattern
- Withdraw their child from the nursery
- Move their funded hours to another setting

This applies to both **term-time** and **stretched** funding arrangements.

Funding Implications

- Little Blossom Nursery School does not permit mid-term movement of funded hours except in exceptional circumstances
- If a child leaves without giving a full term's notice, the nursery will be unable to claim funding for the remainder of the term.
- In these cases, families will be responsible for covering the cost of the unclaimed funded hours for that period.

Additional Paid Hours

Where families purchase additional hours beyond their funded entitlement, a full month's notice period applies.

Exceptional Circumstances

We recognise that unexpected family situations can arise. In such cases, Little Blossom Nursery School will work sensitively with families and Hertfordshire County Council to agree a fair and appropriate plan.

Communication

All notice must be provided in writing via email or through the nursery office. We will acknowledge notice in writing and confirm the final date of attendance and any funding adjustments.

Early Years Pupil Premium (EYPP) Policy

This policy represents the agreed principles for Early Years Pupil Premium (EYPP) throughout the Nursery. All Nursery staff, representing Little Blossom Nursery School, have agreed this policy.

At Little Blossom Nursery School, we aim to provide the highest quality education and care for all our children. We provide a warm welcome to each individual child and family and offer a caring environment where all children can learn and develop to become curious independent learners within their play.

Please read this policy in conjunction with our Data Protection policy for the information collected by Little Blossom Nursery School, and the Local Authority for children in receipt of EYPP, the professionals this information may be shared with and the retention periods this data is held for.

Introduction/Background

Early Years Pupil Premium (EYPP) is available to eligible children who are already in receipt of 15 or 30 hours funding. It is an additional supplement and will be used to enhance the opportunities and experiences for these children and for children who are disadvantaged, those with special educational needs or disabilities (SEND) those that are known (or previously known) to children's social care and those who may face barriers to their learning and /or well-being.

Each entitled child will receive £1.15 per hour up to a maximum average of £655.50 per annum taking up the full 570 hours funded entitlement for a typical 15 hours a week for 38 weeks although the exact amount depends on the number of hours the child attends the setting.

Eligibility

2, 3 and 4-year-olds will receive EYPP funding if they meet at least one of the following criteria:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under part six of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit – (household income must be less than £7,400 a year after tax not including any benefits)

Children are also eligible for funding if:

- Are currently being looked after by the Local Authority
- Adoption
- A special guardianship order
- A child arrangement order

Eligibility will need to be checked annually to ensure any circumstances have not changed. EYPP funding will follow children if they move settings.

For some EYPP children the key persons and representatives from social care will be involved in discussions about how best to spend the funding.

Little Blossom Nursery School will discuss with staff who understands his/her individual needs. They will observe your child, use their professional judgment, and assess him/her regularly, identifying their next steps for learning and development and areas which may need extra support and guidance. Practitioners alongside parents/ carers create an EYPP plan tailored to children's individual needs and their gaps in learning. How your child's EYPP funding is spent will be shared with you during parent reflection meetings.

How we will use the EYPP

We can use the extra funding in any way we choose to improve the quality of the early year's education we provide for your child. At *Little Blossom Nursery School*, we strive to offer the best possible outcomes for every child, and the additional funding will help to ensure that children in receipt of EYPP make accelerated progress; through a well thought out strategy, based on evidence that works well to support the achievement and well-being of each eligible child.

We recognise that every child that is entitled to EYPP is an individual and they will all have different needs. To ensure that we spend EYPP funding so that it makes a difference to each child that is entitled to it, EYPP plans are implemented and reviewed regularly, and the impact carefully measured. We will focus on the one thing that would make a difference to that child at that point in time.

EYPP funding will be used for

- Specific Resources
- Extracurricular activities
- Additional and on-going training for staff
- Intervention groups to support learning
- Investing in parent workshops
- Investing in partnership working with our colleagues in areas to further our expertise.
- Higher child/ staff ratio if appropriate.

The nature of the additional support that EYPP children receive will depend upon their need. Progress will be closely monitored and documented. Performance data will be analysed closely to indicate progress against targets set. Staff have a secure understanding of the needs of the disadvantaged children within the setting and ensure they use well-founded evidence to inform their approaches and decision making when spending EYPP funds which has a positive impact on reducing barriers to learning and /or well-being that these children may face.

Working with parents

Parents'/ carers reflection afternoons, telephone calls and open classroom are held regularly, at which targets for learning will be shared with parents/ carers and the extra provision provided by EYPP money will be shared. During this time practitioners, will support parents/carers as to how they may help their child further at home. Progress towards targets and achievements will be shared regularly. Staff work with parents/carers to establish routines, including by promoting attendance, so that children, especially those receiving EYPP funding from good habits for future learning.

Monitoring Outcomes

An analysis of the performance of children in receipt of EYPP funding will be carried out by Managers throughout the year to ensure that individuals and groups of children are making expected progress and the use of EYPP is closely aligned with the settings improvement priorities and has a positive impact on children's achievements and well-being. Managers alongside key persons will identify any children that may be at risk of underachieving and identify any areas within the Early Years Foundation Stage (EYFS) that may need to be focused upon.

This policy was adopted by the managers and staff in September 2026

To be reviewed September 2027

Deprivation Funding Policy

Deprivation Funding is an additional supplement allocated by Hertfordshire County Council for children living in areas of socio- economic disadvantage. It is designed to:

- Support early intervention
- Improve access to high- quality early education
- Reduce inequalities in development and school readiness
- Strengthen inclusive practice

Funding is based on national deprivation indices and local authority criteria.

Principles of Deprivation Funding at Little Blossom

- **Equity** — funding is used to ensure children from disadvantaged backgrounds receive targeted support.
- **Early Intervention** — funding is directed towards early identification and timely action.
- **Inclusion** — funding strengthens access to learning for all children, including those with SEND.
- **Transparency** — families and staff understand how funding is used.
- **Impact- Driven Practice** — funding decisions are based on evidence and monitored for effectiveness.

Identifying Need

Little Blossom Nursery School uses a combination of indicators to identify children who may benefit from deprivation funding:

- Local authority deprivation index data
- Family circumstances shared with consent
- Observations and assessments linked to EYFS
- Speech, language, and communication needs
- Social, emotional, or behavioural vulnerabilities
- SEND indicators
- Attendance patterns

Our SENCo and leadership team work together to ensure identification is sensitive, respectful, and non- stigmatising.

How Deprivation Funding is Used

Funding is allocated to targeted strategies that reduce barriers to learning. *This may include:*

- **Enhanced adult- child interaction** — additional key person time
- **Communication & Language Support** — small- group interventions, early speech strategies
- **Social & Emotional Development** — nurture groups, emotional regulation support
- **Family Partnership Work** — supporting home learning, attendance, routines
- **Curriculum Enrichment** — access to high- quality experiences that build cultural capital
- **Staff Training** — trauma- informed practice, communication- rich environments, SEND strategies
- **Resources** — books, sensory materials, communication tools, outdoor learning equipment

Funding is **never** used to replace core staffing or cover general operational costs.

Monitoring & Measuring Impact

We monitor the impact of deprivation funding through:

- EYFS assessments
- Progress tracking for targeted children
- Attendance data
- Parent feedback
- SENCo reviews
- Multi- agency input where relevant
- Ofsted- aligned evaluation of teaching and learning

Impact is reviewed termly and used to refine future funding decisions.

Partnership with Families

Little Blossom Nursery School works closely with families to:

- Build trusting relationships
- Understand home circumstances sensitively
- Support home learning
- Strengthen communication and routines
- Provide guidance on speech, language, behaviour, and wellbeing

Families are never required to disclose personal information; support is offered respectfully and confidentially.

Role of the SENCo

Our SENCo plays a key role in deprivation funding by:

- Leading early identification
- Coordinating targeted interventions
- Supporting staff with strategies
- Liaising with external professionals
- Ensuring inclusive access to learning
- Monitoring progress and impact

This aligns with *The Role of the Early Years SENCo (DfE, 2022)*.

Governance, Audit & Accountability

We maintain accurate records of:

- How funding is allocated
- Impact evidence
- Termly reviews
- Local authority audit requirements

Funding decisions are overseen by the nursery leadership team to ensure accountability and transparency.

Review of Policy

This policy is reviewed annually or sooner if:

- Hertfordshire funding guidance changes
- DfE policy changes
- Ofsted recommendations require updates