



Updated 16/09/2026
Review date 16/09/2027
Author Amy Eddy
Nursery Manager

4.12 Fees Paying Policy

Policy Statement

At Petworth Primary Nursery, we understand that the cost of registered childcare may seem expensive to a parent. However, providing a high quality, safe and stimulating service for children is not cheap and, to ensure the continued high standards and sustainability of the nursery, we must ask that parents respect our fees paying policy.

Early Years Funded Entitlement

Eligible children may be able to access Early Years Funded Entitlement (EYFE) in accordance with their eligibility and the current arrangements agreed with West Sussex County Council.

Petworth Primary Nursery offers the following funded childcare arrangements:

- 15 hours funded childcare, term-time only, for eligible children.
- 30 hours funded childcare, term-time only, for eligible families, provided over up to 38 weeks of the year.
- Extended funded childcare on a stretched basis, currently offered as 22 hours per week across the year for eligible families.

Funded Session Options

The current funded session options are:

15 hours term-time only

- 9.00am–3.00pm on any two days per week; or
- 9.00am–12.00pm on a Monday or Friday.

All Year Round **Extended funded entitlement** (22 hours across the year)

- 9.00am–5.00pm on any two days per week; or
- 9.00am–3.00pm on one day per week.

Term Time only **Extended Funded Entitlement** (30 hours term-time only)

- 8.00am–6.00pm on any three days per week; or
- 9.00am–3.00pm Monday to Friday.



Funded sessions are subject to availability and the operational needs of the nursery. Parents/carers will be required to complete the relevant funding declaration and provide any information required to confirm their child's eligibility. Funded childcare is provided without charge for the funded hours themselves. Parents/carers are not required to purchase additional hours, meals or other services as a condition of accessing their funded entitlement. Where parents/carers choose to book childcare hours in addition to their funded entitlement, these additional hours will be charged at the nursery's published fee rates. Funded hours are allocated to agreed sessions and cannot normally be exchanged for cash or transferred to another child. Where a child is no longer eligible for a particular funded entitlement, the nursery will discuss the available options with the parent/carer. Any childcare provided outside of the funded entitlement may be subject to the nursery's published fees.

Fees and Payment

Fees for privately paid childcare are due at the start of each month and should be paid within 10 days of receiving the invoice. Fees are payable in advance of childcare. This applies to all payment methods, including Childcare Vouchers, unless an individual payment arrangement has been agreed.

If privately paid fees have not been cleared by the start of the following month, the nursery reserves the right to restrict or refuse attendance for chargeable childcare until the outstanding balance has been paid or an agreed payment arrangement is in place. Agreed funded sessions will not be withdrawn solely because a parent/carer has an outstanding balance relating to privately paid childcare. Fees can be paid by online banking, Childcare Vouchers, Tax-Free Childcare or another agreed payment method.

Private childcare fees are payable for 51 weeks of the year.

The nursery closes for one week over the Christmas/New Year period and is also closed on bank holidays and agreed INSET/training days. No charge is made for these closure periods.

Non-attendance due to holidays, illness or other reasons will normally remain chargeable for privately paid sessions.

Sessions cannot normally be swapped. Additional sessions may be requested subject to availability and will be charged at the applicable published rate.

Parents/carers may request the nursery's holiday discount in accordance with the current fee arrangements.



The registered bill payer enters into a contract with the nursery when a child's start date and sessions have been agreed. The terms of this contract are legally binding and the bill payer remains responsible for ensuring that the account is clear when the child leaves the nursery.

If a parent/carer is experiencing difficulties paying their childcare fees, they should contact the Finance Manager as soon as possible so that the situation can be discussed.

The nursery reserves the right to review its fees. Parents/carers will be given a minimum of one month's notice of any changes to fees.

Meal Charges

Meal charges are not compulsory for children accessing funded childcare. Parents/carers may choose to opt in to the nursery's meal provision. Where a parent/carer chooses to purchase meals, these will be charged separately from the funded childcare entitlement.

The current meal charges are:

- Lunch – £3.00 per day
- Tea – £2.00 per day

Choosing not to purchase meals will not affect a child's eligibility for, or access to, their funded childcare entitlement.

Consumables

Petworth Primary Nursery does not charge a compulsory consumables fee in relation to funded childcare. Parents/carers will not be required to pay for consumables as a condition of accessing their child's funded entitlement.

There will be no compulsory charge for items such as stationery, craft materials or other consumables in order to access funded childcare.

Late Payment and Non-Payment

The following procedure applies to privately paid childcare fees:

1. First month of late/non-payment: a written reminder will be issued.
2. Second month of late/non-payment: a further letter will be issued and the nursery may restrict chargeable childcare until the account is brought up to date or a payment arrangement is agreed. Funded sessions will continue where the child remains eligible and the sessions have been agreed.
3. Third month of late/non-payment: the nursery may take further steps to recover the outstanding debt, including using external recovery agencies or seeking legal advice where appropriate.



Where debt recovery action is required, the nursery reserves the right to recover reasonable administration, legal, solicitor or debt collection costs where legally permissible.

Help with Childcare Costs

Parents/carers may be able to receive help with the cost of childcare through government schemes and funding arrangements.

Parents/carers should check their eligibility and ensure that any required funding codes or declarations are kept up to date.

Further information about help with childcare costs, including funded childcare, Tax-Free Childcare and support available through Universal Credit, can be found on the GOV.UK website.

Area	Nursery Provision
Policy or Procedural Guidelines Title	Fees Paying Policy
New or Existing Policy/Service?	NEW
Name and role of Reviewer	Amy Eddy Nursery Manager
Date	16/09/2026



Early Years Funded Entitlement – Information for Parents and Carers

What is Early Years Funded Entitlement?

Early Years Funded Entitlement (EYFE) provides eligible families with funded childcare hours. The amount of funding available depends on the age of the child and the family's circumstances.

The funded entitlement is for eligible childcare hours and is subject to the nursery's available sessions and pattern of delivery.

The nursery currently offers funded places in accordance with the funding arrangements agreed with West Sussex County Council.

3 and 4 Year Old Universal EYFE – 15 Hours

All children are entitled to up to 15 hours of funded early education per week for 38 weeks of the year, from the term after their third birthday.

There is no eligibility application or code required for the Universal 15 hours.

Parents/carers will need to complete the nursery's funding declaration to confirm that they wish to access their child's funded entitlement.

EYFE for Working Families

Eligible working families may be entitled to up to 30 hours of funded childcare per week for 38 weeks of the year.

This entitlement is available from the term after a child becomes eligible, including from the term after they turn 9 months old, subject to the parent's eligibility.

Parents/carers must apply through the government's childcare service to check their eligibility.

If the application is approved, the parent/carer will receive an 11-digit eligibility code.

This code must be provided to the nursery so that the nursery can verify the child's eligibility.

Parents/carers are responsible for ensuring that their eligibility remains valid and for reconfirming their eligibility when required.

When should I apply?

Parents/carers should apply as soon as they become eligible and should make sure they have received their eligibility code by the relevant deadline.



The current deadlines for accessing the Working Families entitlement from the beginning of a term are:

Child eligible to start funding	Application and Eligibility Code Deadline
Spring term – January	31st December
Summer term – April	31 st March
Autumn term – September	31 st August

Parents can apply from when their child is 23 weeks old for the 9-month entitlement.

If the application and eligibility code are not obtained by the relevant deadline, the child may not be able to access the Working Families entitlement from the beginning of that term.

Parents should check the latest information on GOV.UK as eligibility rules and application deadlines may change.

2 Year Old Funded Entitlement

Some 2-year-olds may be eligible for funded childcare through one of the available 2-year-old funding schemes.

Eligible 2-year-olds may receive up to 15 hours per week through the Local Authority Issued EYFE.

Some working families may also be eligible for the Working Families entitlement, which can provide additional funded hours.

Parents/carers should check their eligibility with West Sussex County Council and/or through the government's childcare service.

Where a child is eligible for a funded place, the nursery will require the relevant eligibility information and completed parent declaration before claiming the funding.

When Does Funding Start?

The date that funded childcare can start depends on the child's age, eligibility and the relevant funding scheme.



For most Universal EYFE places for 3- and 4-year-olds, funding starts from the term following the child's third birthday.

Working Families funding for children aged 9 months and over starts according to the child's date of birth, eligibility and the applicable term.

West Sussex County Council operates termly headcount dates, which are important for the administration of funded places.

Parents/carers should speak to the nursery before arranging a funded start date, particularly where their child is joining after the start of a term.

Applying for a Funded Place at the Nursery

Having an eligibility code does not automatically guarantee a place at the nursery or the specific days and sessions requested.

Parents/carers should:

- Contact the nursery to discuss availability.
- Confirm which funded entitlement they are eligible for.
- Provide their eligibility code where one is required.
- Complete the nursery's funding declaration.
- Agree the funded sessions with the nursery.
- Inform the nursery if they are accessing funded hours at another childcare provider.

Funded sessions are subject to availability and the nursery's agreed pattern of delivery. The nursery will work with parents/carers to agree funded sessions that meet the child's entitlement wherever possible.

Using EYFE With More Than One Provider

Parents/carers may choose to use their funded entitlement across more than one childcare provider, subject to the applicable funding rules.

A child cannot access EYFE at more than two sites in one day.

Parents/carers must tell the nursery if their child is receiving funded hours from another provider so that the nursery can ensure that the child's total funded hours do not exceed their entitlement.

Parent Declaration

Parents/carers accessing EYFE will be required to complete a parent declaration confirming the child's details, eligibility and the funded hours being claimed.



The parent declaration will confirm the sessions the parent/carers has agreed with the nursery and may include information required by West Sussex County Council for the administration of the funding.

Parents/carers should inform the nursery promptly of any changes to their circumstances, eligibility or funded childcare arrangements.

What Happens if I Lose My Eligibility?

For funding that depends on an eligibility code, parents/carers are responsible for reconfirming their eligibility within the required timescale.

If a parent/carers is no longer eligible for a particular entitlement, the nursery will discuss the available options with the parent/carers.

Any childcare provided outside of the child's funded entitlement may become chargeable at the nursery's published fees.

The nursery will provide information about any changes to funding arrangements and will work with families to agree alternative childcare arrangements where possible.

Funded Hours and Additional Charges

The funded childcare entitlement covers the agreed funded childcare hours.

Parents/carers are not required to pay for additional childcare, meals or consumables as a condition of accessing their funded entitlement.

Where parents/carers choose to purchase childcare hours in addition to their funded entitlement, these additional hours will be charged at the nursery's published fees.

Meal charges are voluntary and are detailed separately within this Fees Paying Policy.

The nursery does not charge a compulsory consumables fee for accessing funded childcare.

Early Years Pupil Premium (EYPP)

Some children accessing funded early education may be eligible for Early Years Pupil Premium (EYPP).

EYPP provides additional funding to the nursery to support eligible children and help improve their early education and development.

Parents/carers may be asked to provide information or give permission for the nursery to check whether their child is eligible for EYPP.

Where a child is eligible, the nursery will use the additional funding to support the child's learning, development and educational outcomes.

Disability Access Fund (DAF)

Some children who receive Disability Living Allowance (DLA) and are accessing their funded early education may be eligible for the Disability Access Fund (DAF).



DAF is additional funding paid to the child's early years provider to support the child's access to their funded early education.

Parents/carers may be asked to provide evidence of their child's eligibility, such as the relevant DLA award information, and complete the required declaration.

DAF is paid to one nominated early years setting and is separate from the child's normal funded hours.

Further Information

Funding arrangements and eligibility criteria can change. Parents/carers should check the most up-to-date information before applying.

Further information is available from:

West Sussex County Council – Early Years Funded Entitlement

GOV.UK – Free childcare and education for your child

Parents/carers can also speak to the nursery manager if they have questions about their child's funded entitlement, eligibility or the sessions available.