



Admissions and Funding Entitlement

Government funded hours

Policy statement

It is our intention to make Aspire Day Nursery Ltd accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

We offer funded early education and childcare in line with current government guidance and local authority requirements. Children accessing their funded entitlement are able to take those funded hours free of charge. There are no mandatory top-up fees or mandatory charges linked to funded hours. Optional extras may be offered, but they are voluntary and are not a condition of accessing a funded place.

Government funded hours

Eligible families may be able to access funded childcare from the term after their child reaches the relevant age, subject to eligibility and the government's rules.

Parents/carers should check eligibility and apply through the government childcare service.

Parents/carers must apply for their eligibility code themselves where required. The nursery cannot apply for the government eligibility code on a parent's behalf. If approved, the parent/carer will receive an eligibility code to provide to the nursery.

When funded hours can start

Children can usually start funded childcare from the term after they become eligible:

- **1 January to 31 March** – funding can usually start from the **Summer term**
- **1 April to 31 August** – funding can usually start from the **Autumn term**
- **1 September to 31 December** – funding can usually start from the **Spring term**

Funding can only be claimed from the term after the child becomes eligible and where all required eligibility conditions have been met.



Parent responsibilities for funded claims

Parents/carers are responsible for:

- applying for their eligibility code themselves, where required
- providing the nursery with a valid eligibility code where applicable
- reconfirming eligibility when required
- ensuring all information given to the nursery is accurate and complete
- completing and returning the nursery's declaration form on time

The nursery management team will provide the nursery's own **funding declaration / claim form** for completion. This form allows Aspire Day Nursery Ltd to make the nursery-side claim with the Local Authority and record the funded hours being used. It is **not** the application for the government eligibility code.

Failure to apply for a code, provide a valid code, or reconfirm on time may result in funding not being available for the relevant period. In those circumstances, full private fees may become payable for the hours attended. The nursery is not responsible for missed application windows, expired codes, or missed reconfirmation periods.

Compliance

Parents/carers will be required to:

- complete the nursery's **Early Education Funding Declaration / nursery claim form**
- provide the parent/carer details requested for the nursery claim process
- provide a valid eligibility code where applicable
- reconfirm eligibility each term / when required by the government system

Stretched funding

Aspire Day Nursery Ltd is open **51 weeks per year**. Funded childcare is offered on a **stretched basis across 51 weeks**.



Where stretched funding applies, the child's funded hours are allocated across the nursery year first. The nursery then charges its normal hourly rate for the **remaining opening hours attended outside those funded hours**.

The nursery's fee breakdown will therefore show:

- the child's total booked hours across the year
- the funded hours allocated across the year
- the remaining chargeable hours at the nursery's hourly rate
- any optional extras chosen by the parent/carer

Funded hours are free

The funded entitlement hours themselves are provided **free of charge**.

There are:

- no mandatory top-up fees for funded hours
- no mandatory charges linked to funded hours
- no requirement to purchase consumables, optional activities or additional private hours in order to access a funded place
- no requirement to purchase meals in order to access a funded place, although food arrangements must comply with the nursery's allergy and food safety controls

Optional charges may only apply where they are voluntary, clearly explained, and not a condition of taking up the funded place.

Optional charges

Government funding does not cover the cost of meals, some consumables, additional private paid hours, or optional additional services. Aspire Day Nursery Ltd may charge for these items only where they are optional and chosen by parents/carers.

1. Meals, drinks and snacks



We cook nutritious food fresh on site and provide meals, drinks and snacks across the day.

Where selected, nursery food is charged at:

- **£8.00 per booked day Spread out across a year**

However, due to **life-threatening allergies on site**, parents/carers must **not bring food into the nursery unless this has been specifically agreed in advance by the nursery management team** in line with our allergy, food safety and safeguarding procedures.

If a parent/carers does not wish to purchase nursery meals, the nursery will discuss a **reasonable alternative** so that the child can still access their funded place safely.

Parents/carers must not assume that outside food is permitted unless written agreement has been given by management.

2. Enrichment and Care Consumables

Aspire Day Nursery Ltd offers an optional daily charge for:

- **Enrichment and Care Consumables: £2.00 per booked day**

This may include, where applicable:

- nappies
- wipes
- nappy bags / sacks
- other agreed care consumables
- **optional extra enhancement activities** – for example **Mandarin** and **Tiny Talk**
- **special events or visiting experiences** – for example **theatre productions** and special visits such as a **farm visit**
- other optional enhancements outside the core EYFS offer

This charge is **optional** and is **not a condition of accessing a funded place**.



3. Additional private paid hours

Any childcare attended outside a child's funded entitlement is charged at the nursery's normal private hourly or session rate in line with the nursery's current fee schedule.

Purchasing additional private paid hours is **not required** in order to access a funded place.

Opt-out of optional charges

Our optional charges are set out in advance and form part of our standard fee information.

Optional charges will be applied in line with the nursery's standard fee structure unless a parent/carer notifies the nursery **in writing** that they wish to opt out.

Parents/carers may opt out of optional charges at any time by giving written notice to the nursery. The nursery will then update the child's billing and discuss any reasonable alternatives where needed.

Opting out of optional charges will **not** affect a child's access to their funded place.

Reasonable alternatives

Where a parent/carer chooses not to pay for optional extras, Aspire Day Nursery Ltd will discuss **reasonable alternatives** so the child can still access their funded entitlement. This may include:

- parents supplying their own nappies, wipes, or other agreed consumables
- a specific safe food arrangement approved by management where appropriate
- the child accessing the standard EYFS provision without the optional chargeable enhancement

Children who do not take optional extras will still receive provision that meets EYFS requirements.

Monthly fee calculation

Aspire Day Nursery Ltd spreads fees across **51 weeks per year** and divides them by **12 months** to provide consistent monthly payments.

Where applicable, optional daily charges are calculated using the child's booked attendance pattern across the year.



Where funding applies, the child's funded hours are allocated across the year first, and the remaining chargeable hours are billed at the nursery's usual hourly rate. Optional extras selected by the parent/carer are then added separately.

Transparency and invoicing

The nursery will provide clear fee information to parents/carers.

Invoices and fee breakdowns will clearly show, where applicable:

- funded entitlement hours
- additional private paid hours
- food charges
- non-food consumables charges
- activities charges

Itemised invoices will be provided upon starting the nursery.

Admissions and accessibility

Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.

Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability, whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.

We support children and/or parents with disabilities to take full part in all activities within our setting.

We monitor the needs and background of children joining our setting on the Registration Form to ensure that no accidental or unintentional discrimination is taking place.

We share and widely promote our Valuing Diversity and Promoting Equality Policy.

We are flexible about attendance patterns to accommodate the needs of individual children and families, provided these do not disrupt the continuity and stability of the setting for all children.



Failure to comply with the nursery's terms and conditions may ultimately result in the provision of a place being withdrawn, subject to the nursery's admissions and contractual procedures.

Procedures

We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.

We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and other formats on request.

We arrange our waiting list in order of availability across the nursery, to be able to provide as many families as possible with places. In addition, we may consider:

- the length of time on the waiting list
- whether any siblings already attend the setting
- sibling priority
- the capacity of the setting to meet the individual needs of the child

We offer funded places in accordance with current guidance, local authority requirements, availability, and the nursery's admissions arrangements.