



Aspire Day Nursery Ltd

Admissions and Early Years Funding Entitlement Policy

Local Authority: Royal Borough of Kingston upon Thames

Policy approved: September 2026

Next review: September 2027

1. Policy Statement

Aspire Day Nursery Ltd aims to be accessible to children and families from all sections of the local community through fair, inclusive and clearly communicated admissions and funding procedures.

We offer government-funded early education and childcare in accordance with current Department for Education guidance and the Royal Borough of Kingston upon Thames provider agreement.

Government-funded entitlement hours are free of charge.

We do not require parents to purchase additional private childcare hours, meals, consumables or activities as a condition of taking up an available funded place.

2. Government-Funded Entitlements and Eligibility

Depending on eligibility, children may receive:

- 15 hours per week over 38 weeks, providing up to 570 hours annually.
- 30 hours per week over 38 weeks, providing up to 1,140 hours annually.

Working-parent entitlements may be available from the term after a child reaches nine months of age, subject to eligibility.

All three- and four-year-olds qualify for the universal 15-hour entitlement from the appropriate term.

Funding normally starts from 1 January, 1 April or 1 September, in accordance with the child's age, eligibility and applicable rules.



A child starting partway through the entitlement year, attending another provider or having changed eligibility may have fewer funded hours available to claim at Aspire.

3. Applications, Declarations and Continued Eligibility

Where required, parents/carers must obtain their eligibility code through the government childcare service, provide it to Aspire, and reconfirm their eligibility when prompted.

Aspire will validate eligibility and complete the relevant claim with Kingston.

Parents must supply accurate information, disclose funding claimed with other providers and complete the required parental declaration before taking up funded provision.

The parental declaration will record:

- The child's entitlement.
- Actual funded days and hours.
- Weeks attended.
- Any additional private childcare.
- Each optional extra that the parent has agreed to purchase.

Changes will be confirmed in writing.

If eligibility changes or is not reconfirmed, Aspire will consider applicable grace periods, any universal entitlement and Kingston requirements before changing charges.

Parents will be informed in advance of any confirmed change to funded provision and any resulting voluntarily agreed private fees.

4. Opening Year and Attendance Models

Aspire operates for 51 weeks per year and closes for one week over Christmas. No nursery fees are charged for the Christmas closure.

Standard private childcare places are based on the booked attendance pattern over the nursery operating year.



Aspire offers both funded-only attendance over 38 designated weeks and, by agreement, funding stretched across 51 weeks.

Additional private childcare is optional.

Places and sessions are subject to fair admissions arrangements, capacity, staffing, age-group availability, reasonable adjustments.

4.1 Funded-Only Model: 30-Hour Entitlement (38 Weeks)

- Friday, 8:00am–6:00pm: 10 funded hours.
- Two further agreed weekdays, 8:00am–6:00pm: 10 funded hours each.
- **Total: 30 funded hours per week, up to 1,140 hours over 38 weeks.**

4.2 Funded-Only Model: 15-Hour Entitlement (38 Weeks)

- Monday, 9:00am–2:00pm: 5 funded hours.
- Friday, 8:00am–6:00pm: 10 funded hours.
- **Total: 15 funded hours per week, up to 570 hours over 38 weeks.**

The nursery will publish its actual funded calendar and communicate bank holidays or closures affecting the delivery of entitlement hours.

Parents will not be required to pay for the other 13 operating weeks to access a 38-week funded-only place.

4.3 Stretched Funding Over 51 Weeks

For families choosing stretched funding, the child's actual annual entitlement is distributed over the agreed 51-week attendance pattern, giving fewer funded hours per week.

The weekly allocation and any remaining minutes will be confirmed in the parental declaration. Funded claims will never exceed the hours available to that child.

Parents may choose additional private hours beyond the funded entitlement, at published private rates.

5. Funded Hours Are Free



The funded childcare hours themselves are provided at £0.

No top-up or supplementary fee is charged to make up a difference between the local authority funding rate and Aspire's normal private fee.

No mandatory meals, non-food consumables, enrichment activities or paid additional hours are attached to a funded place.

Applicable deposit and registration arrangements for funded places will comply with government guidance and Kingston's requirements.

6. Optional Charges: Services, Prices and Choices

The following charges apply only when parents choose the relevant services.

They are not compulsory, and each category can be selected or declined separately.

Costs are itemised rather than combined into a general enrichment or sustainability fee.

Optional service	Under 3 years	Ages 3–4
Meals, drinks and snacks	£7 per booked day	£7 per booked day
Care consumables	£2 per booked day	Not charged
Additional enrichment activities	£1 per booked day	£1 per booked day
Total if all selected	£10 per day	£8 per day

6.1 Meals, Drinks and Snacks

Aspire prepares and provides meals, drinks and snacks.

Families may decline the £7-per-day package.

Because severe allergies are present in the setting, any food brought from home must be covered by an agreed safe arrangement in line with Aspire's allergy and food safety procedures.

If parent-supplied food cannot reasonably be accommodated, Aspire will agree a suitable alternative, including waiving the meal charge where necessary to ensure free access to funded provision.



6.2 Non-Food Care Consumables

The £2-per-day optional package for children under three includes:

- Nappies.
- Baby wipes.
- Nappy sacks.

Families who decline it may supply suitable items themselves.

This package is not separately charged to children aged three or over.

6.3 Additional Enrichment

The £1-per-day optional activities package may include:

- Sing and Sign.
- Zumba.
- Tennis.
- Mandarin.
- Baby ballet.
- Specialist classes.
- Special trips or outings.

These are offered as appropriate to the child's age and the activities available.

Only genuinely additional activities outside the normal Early Years Foundation Stage (EYFS) provision may be charged.

Routine walks, ordinary EYFS teaching and required learning experiences are not chargeable extras.

Children not participating in paid activities continue to receive suitable EYFS provision without disadvantage.



7. Opting In, Opting Out and Reasonable Alternatives

Before their child starts, parents will receive an individual explanation of each optional extra and expressly choose which, if any, to buy.

Choices will be recorded in the registration arrangements and parental declaration, as appropriate, and reflected in invoices.

Parents may request a change in writing, and Aspire will confirm its effective date.

Declining any optional extra must not cause a family to lose an available funded place.

Alternatives may include:

- Parent-provided consumables.
- Safe food provision agreed with management.
- Waiving a charge where a suitable alternative cannot reasonably be accommodated.
- Normal EYFS activities instead of paid additional enrichment.

Aspire will consider special educational needs and disabilities (SEND) and reasonable-adjustment duties when agreeing arrangements.

8. Additional Privately Paid Childcare

Families may voluntarily book childcare beyond the child's funded entitlement.

The nursery applies its published private rates for those additional hours.

Current private daily fees are all-inclusive of the services specified in the published private fee schedule, where applicable.

A funded child's private hours and funded hours will be clearly distinguished.

The nursery will not use the private fee to impose a mandatory charge on funded hours.

9. Annual Calculation and 12 Monthly Payments

9.1 Year-Round Stretched-Funding Calculation



For a child who voluntarily books attendance across the 51-week nursery year, Aspire calculates total annual booked childcare hours from the agreed attendance pattern.

The child's actual available annual funded hours are allocated free of charge across the agreed funded sessions.

Remaining voluntarily booked hours are private childcare hours, charged at the published private hourly rate.

Annual booked childcare hours – actual available annual funded hours = annual privately paid childcare hours.

Private hourly rates are derived from published private daily rates divided by the applicable booked day length.

The calculation will use the agreed age-related rate and attendance pattern and an internally consistent rounding method.

9.2 Optional Extras and Inclusive Private Rates

Aspire currently calculates the separately identified optional-services amount using:

Selected daily charges × booked days per week × 38 weeks.

The annual result is spread over 12 months.

This reflects the nursery's current fee presentation even where the funded entitlement is stretched over 51 weeks.

Because private hourly fees are derived from all-inclusive private daily fees, Aspire will identify what those private fees already cover and ensure that any separately billed optional services relate to the funded provision and do not duplicate charges for the same services already recovered within private fees.

Parents will see each optional amount and may decline it.

Charges for optional services must reflect actual identifiable services, not a shortfall between Aspire's normal fees and the funding paid by Kingston.



This charging allocation must be reflected accurately in Aspire's live fee calculations, parent agreements and invoices.

The published private fee schedule will explain what is included in private rates.

9.3 Equal Monthly Payments

Aspire totals the agreed annual private childcare charges and any separately payable optional extras selected by the parent, then divides the amount by 12 to provide regular monthly instalments.

These payments are subject to rounding and changes in bookings, eligibility, prices or agreed extras.

The Christmas closure carries no fee.

The parent's written quotation will show the calculation, the annual total and the monthly amount.

10. Transparency and Invoicing

Before a place begins, parents receive a personalised schedule showing:

- Annual and weekly booked hours.
- Free funded hours.
- Paid private hours.
- Private rates.
- Optional services selected.
- Annual charges.
- Monthly instalments.

Invoices and receipts will separately identify:

- Free funded hours at £0.
- Additional privately paid childcare hours.
- Food charges.



- Non-food consumables.
- Optional activities.

Invoices and receipts will identify Aspire Day Nursery Ltd as the provider.

Charges will be updated following agreed changes to attendance or options.

Aspire will publish up-to-date optional charges, private fees, available funded attendance patterns, its admissions criteria and reasonable alternatives on the nursery website.

11. Admissions, Equality and Accessibility

We welcome fathers, mothers, other relatives and carers, and value differences in family structure, language, religion, ethnicity, socioeconomic background, gender and disability.

We support children and parents with disabilities, identify individual needs at registration and promote Aspire's Valuing Diversity and Promoting Equality Policy.

We provide information in accessible language and, where appropriate, alternative formats or languages on request.

Funded places are allocated fairly with reference to:

- Available capacity.
- Relevant age groups.
- Staffing.
- Waiting list information.
- Sibling circumstances.
- Individual needs.
- Lawful reasonable adjustments.

Whether a parent agrees to pay for private hours or extras will not determine access to an available funded place.



12. Changing or Withdrawing a Place

Parents should request changes to bookings, funding patterns and optional services through management.

Aspire will respond in writing in line with available places and relevant funding rules.

A place will not be withdrawn solely because parents decline optional extras or additional private hours.

Other withdrawal decisions will follow applicable law, safeguarding duties, Kingston requirements and nursery contractual and complaints procedures.

13. Questions and Complaints

Questions about entitlement, eligibility, attendance, invoices or optional extras should initially be raised with nursery management.

Aspire will investigate concerns under its Complaints Policy.

If a funding-related complaint remains unresolved, parents may seek advice from the Royal Borough of Kingston upon Thames early years funding team.

14. Review and Administration

Nursery management will review this policy at least annually and earlier if national guidance, Kingston requirements or Aspire's procedures change.

The funding webpage, fee schedule, parent pack, declaration forms, registration documents and invoices must be consistent with this policy.