



Ashlands Primary School

Nursery Terms and Conditions and Fees and Payment Policy

2026 - 2027

"Where every child has the right to shine"

About our Nursery

Ashlands nursery admits children from the term after a child's third birthday and forms part of our 'Little Acorns Early Years Unit'. Children are able to progress into our friendly and inclusive main school with a seamless transition.

Nursery children are able to access Saplings, our Before and After School Club, and the Early Years Holiday Club allowing them to attend 7.30am – 6.00pm during term time and up to 48 weeks per year.

Located in central Ilkley, Ashlands has an abundance of indoor and outdoor play areas and green spaces for the children to explore.

Our Early Years Unit provides high quality teacher led education and care, we ensure that children learn and develop at their own pace, acquiring some skills quickly while others might take a little longer. Our play-based environment allows the children to learn and practise skills in a way which is meaningful to them. The Early Years Foundation Stage Curriculum is the centre of our work and during the week the children access a full and varied curriculum.

We recommend that children attend our nursery a minimum of 3 sessions per week, as we feel that this is the minimum number of sessions needed for children to settle with us and establish a routine. However, in our experience children who attend 5 sessions or more, quickly adapt to the routines and boundaries and are more confident with their peers. Children who attend on a regular basis make consistent friendships, which in turn increases their self-esteem and supports their independence.

Funding Information

In England, all 3 and 4-year-olds are entitled to 15 hours government-funded early education and childcare. Children are eligible for funding the term after 3rd birthday.

Eligible working parents are able to access an additional 15 hours, known as 30 hours or extended hours. Further information can be found here [Free Childcare for Working Parents: What you'll get - GOV.UK](#)

Cut off dates for eligibility and free early years education provision are:

Autumn Term: your child must have turned 3 on or before 31st August.

Spring Term: your child must have turned 3 on or before 31st December.

Summer Term: your child must have turned 3 on or before 31st March.

Funding information is returned to Bradford on a termly basis via the School Census. The date for this is fixed nationally within the term and funding is allocated based on this.

Government Funding is intended to cover the cost to deliver 15 or 30 hours a week of funded, high quality, flexible childcare through the Early Years Foundation Stage (EYFS) framework.

It is not intended to cover the cost of the meals, consumables or additional services that Ashlands put in place to enhance and enrich your child's early years education and provide them with the best start in life.

Examples of the additional services that Ashlands offer to enhance and enrich your child's early years education are:

- High quality teacher led education and care encompassing a fully qualified teacher and supported by an Early Years Practitioner.
- Access to our extensive outdoor space and provision including field, outdoor classroom and wildlife garden.
- Access to special events and theme days at School such as World Book Day, Nativities and Focus Days.
- Access to the Early Years Foundation Stage Curriculum is the centre of our work and during the week the children access a full and varied curriculum.
- Enhanced provision including our wonderful outdoor classroom and play area, teacher led sensory activities to aid cognitive development, fine motor skills, creativity and imagination
- Access to Tapestry, an online system where the teachers share pictures and information about your child's day at Ashlands.
- Consumables such as wipes, nappies and nappy sacks.
- Snack including fruit, milk and water which are available throughout the day.
- Art, craft and learning resources.

How funded hours can be used at Ashlands

Parents are able to use their funded hours during term time.

Funded Hours are allocated against 3-hour nursery sessions in the first instance and then nursery lunchtime care that links the morning and afternoon session.

Any remaining funding can be used for ad hoc additional nursery sessions within the term and then Saplings Before and After School Club. Hours allocated to Saplings are at the funded rate that is set each year. Please refer to the Saplings Before and After School Club Policy for sessions and charges.

Any additional hours taken above a parents allocated 15 / 30 hours are charged at the chargeable hourly rate.

Parents are able split their funding across more than one provider for childcare provision. This is known as dual registration and should be recorded on the Funded Hours Agreement Form by the parent at time of admission.

Funded hours are allocated to settings on a termly basis and must be used within the term. They cannot be banked and carried over to the next term.

You are not able to use your funded hours in Early Years Holiday Club and these sessions must be paid for.

Attendance of nursery age children is non-compulsory. Refunds will not be given should you choose not to send your child to their booked for sessions.

Nursery sessions and charges.

Nursery Session Times		
Morning session	9.00am – 12.00pm	3 hours
Lunch session	12.00 – 12.30pm	0.5 hours
Afternoon session	12.30pm – 15.30pm	3 hours
All Day	9.00am – 15.30pm	6.5 hours

Nursery Charges - Non-Funded Hours

Chargeable hourly rate for hours attended over and above statutory 15 / 30 hours allocation	£8.00 per hour
School meal (option to bring packed lunch)	£2.40 per meal

Nursery Charges - Funded Hours

Funded Hourly Rate	£0
School meal (option to bring packed lunch) * see further information below	£2.40 per meal
Additional charges for additional services and consumables (optional) * see further information below	£4 per session
Snack (optional) * see further information below	£ 2 per session

Further Information

Packed lunch must comply with Ashlands packed lunch requirements for allergens.

A session is classed as a 3-hour morning or afternoon session.

You are able to send a snack per session for your child each day; this will need to be brought in a small named container and passed to the member of staff at drop off each day and must comply with Ashlands allergens requirements.

Opt out

Parents/Carers may opt out of additional charges for services and consumables. You must email the school office at office@ashlands.mlt.co.uk 4 weeks before the start of the next term for this to stand.

If you do wish to opt out you must supply equivalent items yourselves or choose not to participate.

We do not want the consumables and snack charges to be a barrier to attendance for any child, therefore if you have any concerns about these charges or you are eligible for EYPP please contact the school office on office@ashlands.mlt.co.uk

Admission process

Children are able to start in our nursery the term after their third birthday.

In some instances, children are able to start nursery before they qualify for 15 hours free childcare. This is at the discretion of the school and is normally only permitted when the child is born just after the cut-off date. Your child must have turned 3 this instance and parents will be charged for all hours taken until they are eligible for funding, normally the following term.

A Waiting List Application form can be found on the school website [Nursery - Ashlands Primary School](#) or from the school office.

Letters will be sent out, at the beginning of the half term prior to entry, to parents who have filled in a Nursery Waiting List Application Form.

The letter / email will contain:

- A Preferred Sessions Form.
- A copy of the Nursery Terms and Conditions and Fees and Payment Policy
- A closing date for all applications.

Completed forms should be returned to the school office, by hand, post or email, and marked **Nursery Application Form**.

Please note that by completing and returning this form you are NOT guaranteed these sessions.

Once the closing date has passed places will be allocated in line with the Ashlands Primary School Admissions Policy.

Successful applicants will be notified of this by email and will receive:

- Confirmation of the sessions your child has been allocated.
- A Funded Hours Agreement Form.
- A School Admission Form.
- A nursery place acceptance form.
- A Nursery Invoice and Funding Statement for hours requested.
- An invitation to settling in sessions for you and your child

The above forms must be completed and returned to the school office to secure your nursery place, along with proof of ID /age of your child

All parents are required to complete a Funded Hours Agreement stating where funding is being taken and details of 30-hours eligibility. You should supply your 30-hours eligibility code details even if you are taking these hours with another provider.

Applications for a 30 hours place will not be considered without both a completed Funded Hours Agreement Form and a valid eligibility code.

If we are unable to accommodate your request, we will contact you to discuss other options or availability.

Allocation of Places.

In the event of oversubscription, places within Ashlands nursery are allocated following the school Admissions Policy.

The offer of a place at Ashlands Nursery does not guarantee a child a place in the reception class at Ashlands Primary School. A fresh application will be required in accordance with the criteria for admissions to reception class.

Children who already attend Ashlands Nursery and who will stay on in the following September will be guaranteed the sessions that they currently attend and they will be required to submit a fresh application for any extra sessions / changes. The school office will contact these parents to confirm whether they wish to continue or vary these sessions.

Requests for permanent changes to nursery sessions and ad hoc additional sessions requests.

Permanent changes to nursery sessions.

Any requests for changes to nursery sessions should be put in writing or by email to the school office.

If we have space to accommodate the change then this will normally happen from the beginning of the next half term.

Sessions cannot be 'swapped' within the week and changes will be classed as additional sessions and charged accordingly.

A new Funded Hours Agreement Form would be required if there are any changes your child's sessions.

Ad hoc additional session requests.

Ad hoc additional session requests should be put in writing to the school office.

School will endeavour to accommodate ad hoc additional session requests if staffing ratios allow.

Where an ad hoc session has been requested and is subsequently no longer required 72 hours' notice to cancel is required. Where the cancellation is less than 72 hours the charge will still stand.

30 Hours Eligibility checks / parents who fall out of eligibility.

The LA will complete audit checks on the validity of eligibility codes at 6 fixed points in the year, both half-term and at the end of the term across the year.

It is the parents' responsibility to reconfirm their eligibility on the government portal.

Where a parent's 30-hour entitlement ends, school will contact the parent to discuss what the parent wishes to do. Once the grace period has ended the parent will no longer be entitled to the free additional 15 hours.

Where the parent is no longer entitled to the additional 15 free hours school reserves the right to reduce the child's hours to the statutory 15 hours. If the parent wishes to retain 30 hours childcare (or any hours over the statutory 15) school reserves the right to put a payment plan in place so that these hours are paid for in advance of the sessions being taken.

Fees, invoices and payments.

Fees.

Nursery Fees are reviewed annually. Please contact the school office for more information.

Sessions are chargeable even if a child is absent through illness, holiday (both authorised and unauthorised) or any other reason. Sessions are allocated to the child and cannot be re-allocated to another and because staff ratios are set for the number of children expected to attend.

All financial matters – bills, invoices, receipts etc are dealt with by the school office, please contact the office if you have any queries regarding these matters.

Invoices

Invoices / Funding Statements are issued each term. They are itemised and transparent in accordance with Department for Education guidance and state:

- The charge for any hours over the 15/30 statutory hours, if applicable
- A breakdown of allocation of Funded Hours
- A breakdown of additional charges for services and consumables

Invoices can be paid in instalments to suit your needs with the total payment cleared by the end of the invoiced term.

Payments

Payment is made via Arbor, the parent communication and payment portal.

Parents can use childcare vouchers or Government Tax Free Childcare system. Further details can be found here [Tax-Free Childcare: What Tax-Free Childcare is - GOV.UK](#)

You are also able to pay by card machine at the school office. We do not accept cash or cheque.

Any outstanding balance must be settled by the end of the term the bill relates to and cannot be carried over to the following term. Failure to settle your bill may result in hours being reduced to the statutory 15 hours.

Parents who would like to discuss an alternative payment plan, for example a monthly payment plan, are requested to contact the school office.

Non-payment of Invoices.

We encourage parents to contact us if they are struggling to pay their nursery fees and would ask that you contact the school office to make an appointment to arrange a meeting. At this meeting we will discuss:

A payment plan that the parent can adhere to that will clear the outstanding debt whilst not accruing further debt.

If fees are not paid on time, we will write to the parent requesting payment. Where payment is not made, we will contact the parent to arrange a meeting to discuss the payment of the outstanding invoice. At this meeting we will discuss:

- a. Arrangements to be made to pay the outstanding debt in full.
- b. Reduce further debt occurring by reducing meals / sessions. In the case of a parent not paying the care hours / lunch for a 30 hours place school will ask that the child if taken home at the end of the morning session and returned to school for the afternoon session so that no further debt is incurred.
- c. Arrangement of a payment plan i.e. an agreed amount to be paid at set times.
- d. Withdrawal of all sessions until debt is either cleared or to an acceptable level agreed by parents and school.

Where there is no explanation for repeated late payment and/or telephone calls / letters are not responded to Ashlands reserves the right to reduce the child's sessions to the statutory 15 hours / 30 hours. In the event of hours being reduced to the statutory 15 hours the new reduced hours format will be decided by

the school based on what they feel is appropriate for the child. In the event of hours being reduced the school reserves the right to offer the remaining hours to other parents who may be on their waiting list.

Early Years Pupil Premium and Free School Meals.

Children in receipt of Early Years Pupil Premium (EYPP) and / or Free School Meals (FSM) will not be charged the ½ hour care cost if they stay for lunch.

This information should be returned on the Funded Hours Agreement Form when your child starts in nursery.

If you need any help applying for this, or any further information, please ask at the school office.

Withdrawal from Nursery.

One month's written notice is required for the removal of a child. Where no notice is given, **one month's fees will be charged.**

If written notice has been given any fees paid to school for sessions that fall after the period will be refunded to the parent (excluding statutory hours).

Complaints procedure for admissions.

In the event of Ashlands Nursery being full and therefore being unable to accommodate a request, parents should contact the Children's Information Link for advice on early years providers and settings in the area.

There are no statutory appeal entitlements for parents / carers refused a nursery place at a school with a nursery class.

Ashlands have adopted the Moorlands Learning Trust Complaints Policy that can be found here [Moorlands Learning Trust - Trust Policies](#)

Contact Details and Further Information Links

Full details regarding nursery can be found on the nursery page of the school website:

[Nursery - Ashlands Primary School.](#)

Information regarding Saplings Before and After School Club can be found on the Saplings page of the school website:

[Saplings Before & After School Club - Ashlands Primary School.](#)

Information regarding 48 Week Childcare can be found on the Early Years Holiday Club page of school website:

[Early Years Holiday Club for Nursery & Reception - Ashlands Primary School](#)

Any queries should be emailed to office@ashlands.mlt.co.uk alternatively, you can ring the main school number on 01943 609050 and speak to a member of the school office.

Information Links about 30 hours funding.

[https://www.gov.uk/free-childcare-if-working.](https://www.gov.uk/free-childcare-if-working)

www.beststartinlife.gov.uk

[Help paying for childcare: 15 hours free childcare for 3 and 4-year-olds - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

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Next Review: May 2027