



THOMAS WILLINGALE SCHOOL AND NURSERY

The Broadway, Loughton, Essex. IG10 3SR. Tel: 020 8508 7287 Fax: 020 8502 5364

Headteacher: Miss T. Phillips B.A. (Hons.), PGCE

Nursery Funding Policy 2025 - 2026

A parent / carer agreement form will need to be completed termly in advance to confirm your child's place for the following term, this is three per academic year.

Agreement form

Your nursery agreement form will be given to you once your place has been confirmed by the school. Without the signed agreement form your child's place cannot be held. If you fail to adhere to the points listed below, we reserve the right to offer the nursery place to the next child on our waiting list.

The agreement form

Please complete the form in full, if you are claiming 30 hour funding please ensure you have a valid eligibility code from <https://childcare-support.tax.service.gov.uk/>. You will need to log into your childcare service account and confirm your eligibility every 3 months, if you do not do this then your code becomes invalid.

15 hour Universal entitlement

Every 3-4 year old is entitled to 15 hours free early years provision per week, you do have the option of extending to 30 hours at a cost of £22.50* per day (3 hour session) which can be arranged on a first come first serve basis, please note this must be taken Monday to Friday = 5 sessions so will be a total cost of £112.50* per week.

Once you have signed your agreement form, you are entering into a contract with Thomas Willingale Nursery and cannot transfer or share the funding with another provider for that term.

Payment of additional 15 hours fees

You will be invoiced termly in advance and will need to make payment via our online payment system ParentPay. Payment will be due 1 week before the end of each term, if you do not pay the invoice by the due date your child's place will be offered to the next on the waiting list from the following term.

30 Hour Eligibility

Eligible working families can claim extended early education hours of 15 per week, extending your child's place to a 30 hour funded place. You will know if you are entitled to this by visiting <https://childcare-support.tax.service.gov.uk/>.

* Prices subject to change every April



As circumstances change you can sometimes lose your eligibility to the 30 hour funding, if this does happen you will be given a paid grace period. This means that the nursery will still receive funding and your child can keep their nursery place until the grace period ends.

Changes to the eligibility	The child will be funded until
First half of the autumn term	End of the autumn term
Second half of the autumn term	End of first half of spring term
First half of spring term	End of the spring term
Second half of spring term	End of first half of summer term
First half of summer term	End of the summer term
Second half of summer term	Start of the autumn term

If your circumstances do change please keep us informed so that we can prepare for the next term. When we perform the regular eligibility checks this will be flagged up to us and if you have not already informed us then we will write to you with your options for the following term.

We will endeavour to offer you a 15 hour AM or PM place if there is one available in Red Apple Class (our part time provision), or alternatively you could opt to pay for the additional unfunded hours and remain in Green Pear Class (our full time provision).

Optional lunch time care

Lunch time care from 11.45am to 12.30pm is available to book in advance to enable you to extend your morning or afternoon session by 45mins at a cost of £5.20* per day. This must be booked and paid for in advance via ParentPay. During this lunch time care your child can either choose to have a school hot or cold lunch or bring in their own healthy packed lunch from home.

Poor Attendance Policy

If attendance becomes irregular over a period of one term, we reserve the right to remove your offer and fill the place with the next child on our waiting list.

* Prices subject to change every April