

# Islington Early Years Day-care Charging Policy

August 2020

Islington Council subsidises day-care in all its children's and early years centres and in a number of voluntary sector community nurseries. This supports the council to ensure that local, affordable high-quality childcare is made available to parents and carers.

This policy must be used by children's centres, early years centres, voluntary sector nurseries with council subsidised childcare places and council run schools when applying charges for nursery provision over and above the free early education offer.

Once proof of residence in Islington has been provided, day-care charges are calculated on the basis of the annual income of **both** parents/carers **before** deductions. Marketed places do not require an income assessment.

In order to identify which charging band to apply, childcare providers ask parents to show evidence of their income as part of the admissions process. (See 13, 13.1 – 13.6).

## 1. Funded early education for two, three and four year olds

- 1.1. Some 2-year-old children can receive 570 hours per year Free Early Education Entitlement (FEEE) from the term after their second birthday. This equates to 15 hours per week, term time only.
- 1.2. All 3 and 4 year olds are entitled to 570 hours per year of Free Early Education Entitlement (FEEE) from the term after their third birthday. This equates to 15 hours per week, term time only.
- 1.3. 3 and 4 year olds from working families may be entitled to an extra free 15 hours per week term time only, a total of 30 hours of free childcare per week.
- 1.4. For further information about free early education eligibility criteria and how to apply please see the following link: <https://www.islington.gov.uk/children-and-families/benefits-and-financial-support/free-early-learning>

## 2. Income assessments and day-care charges

- 2.1. Families taking up the free early education entitlement do not need to be income-assessed unless:
  - they wish to pay for additional hours
  - the child attends for lunch (where applicable)
- 2.2. In all other cases, families are income-assessed for day-care charges.

- 2.3. Following the income assessment, day-care charges are calculated according to the relevant charging band, and the relevant age of the child: Under 2s, 2-3, 3 and 4 years.
- 2.4. There are no charges in the following circumstances:
  - the Priority Early Learning panel agrees to waive the day-care charge due to exceptional family circumstances and in the best interests of the child.
  - both parents (if applicable) of children placed by the Priority Early Learning panel are in receipt of the Income Support element of Universal Credit.
- 2.5. Parents that are studying must provide the following in order to be prioritised for a place under the admissions criteria:
  - proof of acceptance onto a course leading to a qualification
  - evidence that the course provider will pay for the day-care
- 2.6. The charges assessment and parent contract forms must be completed and signed by parents/carers **before** the child starts.
- 2.7. Parents/carers are given a one week settling in period free of charge.
- 2.8. If the charging policy is amended or if day-care charges have been calculated incorrectly, notice of 4 weeks will be given to affected parents and new charges applied at the end of that notice period.
- 2.9. All reception age children who have a contract to attend extended day provision will be charged in accordance with the children's centre's Charging policy and schedules. This applies whether the reception class is part of the children's centre organisation or separately managed by the school
- 2.10. If the income that we take into account, which your household receives reduces/increases (e.g. if you are on leave) and you move into a different charging band, your charges will decrease/increase accordingly.
- 2.11. If your employment ends, your child will only be able to attend 15 hours per week (if entitled to free early education entitlement). If you do not qualify for the free early education entitlement, at the discretion of the Head/Executive Head and in agreement with Early Years Finance or the relevant senior officer, an alternative delivery pattern may be agreed.
- 2.12. If you request a change from a full-day place to a core place (9.30am-3.30pm, 6 hours per day), or vice-versa, due to a change in circumstances, we cannot guarantee you can change back again.
- 2.13. Charges will decrease the term after the child's 2<sup>nd</sup> and 3<sup>rd</sup> birthdays, in line with the government funding.

### 3. Charging weeks

- 3.1 In every full school (academic) year, term-time only (TTO) charges are payable for 39 weeks (i.e.195 days – 190 plus 5 INSET days). All year round charges are 39 weeks at term- time charge and 10 (or 11) weeks at holiday charge, totalling 49 (or 50) weeks.

- 3.2 Over a number of years, an extra holiday charge week is incurred owing to the extra day/s accumulated through leap years and the fact that even non-leap years have 52 weeks plus 1 day. Costs (staffing etc.) are incurred for the additional charging week within that financial year - therefore the extra charge to parents/carers needs also to be made within the same financial year.
- 3.3 Charges are set for full weeks (TTO 39 weeks, AYR 10/11 weeks) even though terms sometimes begin and/or end half way through a week. By the end of the academic year, part weeks charged as full weeks will balance out with part weeks not charged for.

#### **4. Arrears Policy**

- 4.1. Day-care charges are crucial to each setting's budget. The Council operates a 'no arrears' policy to prevent parents/carers building up arrears which they may have difficulty meeting.
- 4.2. The arrears policy must be followed by all Local Authority managed early years' centres, children's centres, nursery schools and children's centres in schools. Other organisations are strongly advised to use the policy as a model.
- 4.3. In all cases of arrears, the Head/ Executive Head must be kept informed and consulted from week two in the following procedures.
- 4.4. The centre/school admin officer will:
  - Week 1: provide statement to the parent with reminder to pay
  - Week 2: issue the first arrears letter if the parent has not responded to the statement
  - Week 3: issue the second letter as soon as the deadline for the first letter expires
  - The Head/Executive Head will negotiate an appropriate period for payment of the arrears, which is confirmed in writing and signed by both parties
- 4.5. If the payment plan is not adhered to, the Council will take legal action to pursue any outstanding arrears, following the withdrawal of the place. This needs to be passed on to Early Years Finance or to the appropriate section/person with the required documentation for further follow up and legal action.
- 4.6. Writing off arrears should only be considered where all other administrative and legal options to collect the debt have been exhausted. Settings should be aware that any amounts written off are repayable to the council as part of the clawback policy.

#### **5. Non-Islington Residents**

- 5.1 Non-Islington residents can only access out of borough/marked places in Islington children's and early years' centres, unless the Keyworker Policy applies.

5.2 These places are allocated first to those who live in Islington, second to those who work in Islington, and third to other applicants.

5.3 If an Islington resident in a community place moves out of borough they will become eligible for an out of borough/marketed place only and charges will be adjusted accordingly.

## 6. Discounts

6.1. A 25% discount is applied where a child has an identified disability as set out in the disabled children policy (fuller details are shown on page 12).

6.2. The following discounts apply to Islington residents who pay day-care charges for a place for a child under five attending the same or another setting, subsidised by Islington Council. Please note, most primary school nursery classes using this charging policy do not receive further subsidy from Islington Council and therefore these discounts are not applicable.

Reduction for second and subsequent children		
No. of children	% reduction	
1	0%	(1st child 0%)
2	25%	(1st child 0%, second child 25%)
3	35%	(1st child 0%, second child 25%, 3rd child 35%)
4	45%	(1st child 0%, second child 25%, 3rd child 35%, 4th child 45%)

Reductions for second and subsequent children of multiple births		
No. of children	% reduction	
Twins	30%	(1st child 0%, second child 30%)
Triplets	40%	(1st child 0%, second child 30%, 3rd child 40%)
Quads	50%	(1st child 0%, second child 30%, 3rd child 40%, 4th child 50%)

## 7. Hours attended and amounts charged

7.1. The day-care charging schedules show the weekly charges for 8am to 6pm provision and hourly rates for each band in each age group.

7.2. Different charging rates apply for Term Time Only (TTO) and All Year Round (AYR) provision.

## 8. Places in children's centres are offered in line with the agreed delivery models below:

- Term Time Only (TTO) 9.30am to 3.30pm (Core day 6 hours per day)
- All Year Round (AYR) 8am to 6pm (Extended Day 10 hours per day)

The pattern of days within TTO or AYR can be taken as follows:

- 5 consecutive days
- 2 consecutive days at the beginning or end of the week: Monday and Tuesday or Thursday and Friday
- 3 consecutive days at the beginning or end of the week: Monday, Tuesday and Wednesday or Wednesday, Thursday and Friday
- 2.5 consecutive days with Wednesday as half day
- 5 mornings or afternoons

8.1 The aim is to ensure centres are sustainable and maximise the use of council resources through meeting occupancy and income targets whilst still offering flexibility to meet parent/carers' needs.

8.2 In exceptional circumstances, at the discretion of the Head/Executive Head and in agreement with Early Years Finance or the relevant senior officer, an alternative delivery pattern may be agreed. This must be offered for one term only and reviewed on a termly basis

## **9. Other Charges**

9.1 The cost of lunch for children under 3 is incorporated in the day-care charges (where applicable).

9.2 From 1 April 2020, 3 and 4 year olds in Children's Centre's and Early Years Centre's accessing free early education are not charged for lunch during term time.

There is a separate charge for lunch (when attended) during the holidays (10/11 weeks) for children accessing free early education. This applies from the start of the term after the 3<sup>rd</sup> birthday.

9.3 No lunch charge is applied to children placed by the Priority Early Learning panel whose charges have been waived or for children whose parents are in receipt of the Income Support element of Universal Credit. Parents must provide evidence of this.

This is applied to children who are two and a term that receive their free early education entitlement only across 2.5 consecutive days per week or whose hours cross over the lunch period and they stay for lunch.

9.4 Parents/carers may be asked for a contribution towards the cost of trips.

## **10. Temporary offer of place - Beginning of the academic year**

10.1 If there are vacancies at the beginning of the academic year and children require a place until they start school this will be charged at holiday rate.

## **11. Charging institutions and outside boroughs**

11.1 Borough and corporate sponsors paying for childcare are charged at the maximum band or full cost.

11.2 Where a corporate sponsor has a capped childcare contribution all other parental income along with the sponsor's contribution must be assessed to determine the charging band applicable.

## **12. INSET Days and Bank Holidays**

- 12.1 There are 5 days per academic year known as INSET days when settings are closed for staff training. Charges are payable for these 5 days and for Bank Holidays. These charges are incorporated within the day-care charges.

## **13. Charging Schedules**

- 13.1 Charges are based on the entire means available to both parents before any deductions – such as Tax, National Insurance, Pension or childcare voucher schemes, Travel Ticket, Laptop or Student Loan repayments, Gym Memberships etc.
- 13.2 The charging schedules display 50 hours (8am-6pm) 5 days per week for children under 2yrs and children aged 2–3yrs with no FEEE. (49/50 weeks per year September to August; see section 3 for charging weeks' explanation).
- 13.3 For children aged 2-3yrs who have a FEEE of 15 hours the charges displayed are for 50 hours (8am-6pm) 5 days per week and take into account the 15 hour entitlement during term time (39 weeks September - August).
- 13.4 For children aged 3-4yrs who have a FEEE of 15 hours, the charges displayed are for 50 hours (8am-6pm) 5 days per week and take into account the 15 hour entitlement during term time (39 weeks September - August).
- 13.5 For children aged 3-4yrs and have a FEEE of 30 hrs, the charges displayed are for 50hrs (8am-6pm) 5 days per week and take into account the 30 hour entitlement during term time (39 weeks September - August).
- 13.6 During the holidays (10/11 weeks September - August) all children who are allocated an all year round place are charged for 50 hours (8am-6pm).

## **14. Charging Principals**

- 14.1 London Borough of Islington applies its charges in line with the Government Statutory Guidance for FEEE (Free Early Education Entitlements).
- 14.2 The relevant dates (in relation to the age criterion) are as follows:
- Children born in the period 1 January to 31 March: the start of term beginning on or following 1 April after the child's second birthday;
  - Children born in the period 1 April to 31 August: the start of term beginning on or following 1 September after the child's second birthday;
  - Children born in the period 1 September to 31 December: the start of term beginning on or following 1 January after the child's second birthday.
- 14.3 The above also applies to children at the start of the term after their third birthday.

# Day-care charges

## Charging Schedules

### **To be implemented Monday 31 August 2020**

For all children under five in Islington funded nurseries.

Including early years and children's centres, nursery schools, primary schools (where applicable) and community nurseries.

- Charges are applied at the start of the term after the child's 2nd and 3rd birthdays. The relevant dates (in relation to the age criteria) are:
  - 31 March - to be applied at the start of the following term
  - 31 August - to be applied at the start of the following term
  - 31 December - to be applied at the start of the following term

For discounts see: -

Page 4, Section: 6. Discounts - 6.1, 6.2 and Page 12 – Disabled Children

Please note: Play-scheme charges have been increased by 2% - Page 11

## Day-care Charges from 31 August 2020

For all children under five in Islington funded nurseries. Including early years and children's centres, nursery schools, primary schools (where applicable) and community nurseries.

<b>Weekly charges for 5 days per week 8.00am - 6.00pm</b>	<b>Term Time and Holidays (49/50 weeks)</b>		<b>Term Time (39 weeks)</b>			<b>Holidays (10/11 weeks)</b>
<b>Bands</b>	<b>Under 2s</b>	Charges applied at the start of the term after the child's 2nd and 3rd birthdays. The relevant dates (in relation to the age criteria) are 31 March, 31 August and 31 December.				
		<b>2 - 3s No Free Entitlements</b>	<b>2 - 3s Entitled to 15 hours Free</b>	<b>3 &amp; 4s Entitled to 15 hrs Free</b>	<b>3 &amp; 4s Entitled to 30 hrs Free</b>	<b>3 and 4s</b>
Band 1 (Up to £24,999)	£199.63	£195.49	£136.84	£137.00	£78.29	£156.57
Band 2 (£25,000 - £30,999)	£211.25	£207.10	£144.97	£144.98	£82.85	£165.69
Band 3 (£31,000 - £39,999)	£229.89	£225.38	£157.77	£157.76	£90.15	£180.31
Band 4 (£40,000 - £49,999)	£254.75	£249.75	£174.83	£174.83	£99.90	£199.80
Band 5 (£50,000 - £59,999)	£285.81	£280.21	£196.14	£196.14	£112.08	£224.17
New Band 6 (£60,000 - £69,999)	£323.09	£316.75	£221.73	£221.73	£126.70	£253.41
New Band 7 (£70,000 - £79,999)	£335.76	£329.17	£230.42	£230.42	£131.67	£263.34
New Band 8 (£80,000 - £89,999)	£394.82	£358.92	£251.25	£251.25	£143.57	£287.14
New Band 9 (£90,000 - £99,999)	£417.49	£379.53	£265.67	£265.67	£151.82	£303.62
New Band 10 (£100,000 - £120,000)	£425.18	£386.52	£270.57	£270.57	£154.61	£309.22
New Band 11 (above £120,000)	£449.30	£408.45	£285.91	£285.92	£163.38	£326.76
Out of Borough/Marketed	£473.69	£430.62	£301.44	£301.44	£172.25	£344.49
<b>Hourly Charges</b>	<b>Term Time and Holidays (49/50 weeks)</b>		<b>Term Time (39 weeks)</b>			<b>Holidays (10/11 weeks)</b>
<b>Bands</b>	<b>Under 2s</b>	Charges applied at the start of the term after the child's 2nd and 3rd birthdays. The relevant dates (in relation to the age criteria) are 31 March, 31 August and 31 December.				
		<b>2 - 3s No Free Entitlements</b>	<b>2 - 3s Entitled to 15 hours Free</b>	<b>3 &amp; 4s Entitled to 15 hrs Free</b>	<b>3 &amp; 4s Entitled to 30 hrs Free</b>	<b>3 and 4s</b>
Band 1 (Up to £24,999)	£3.99	£3.91	£3.91	£3.91	£3.91	£3.13
Band 2 (£25,000 - £30,999)	£4.22	£4.14	£4.14	£4.14	£4.14	£3.31
Band 3 (£31,000 - £39,999)	£4.60	£4.51	£4.51	£4.51	£4.51	£3.61
Band 4 (£40,000 - £49,999)	£5.09	£5.00	£5.00	£5.00	£5.00	£4.00
Band 5 (£50,000 - £59,999)	£5.72	£5.60	£5.60	£5.60	£5.60	£4.48
New Band 6 (£60,000 - £69,999)	£6.46	£6.34	£6.34	£6.34	£6.33	£5.07
New Band 7 (£70,000 - £79,999)	£6.72	£6.58	£6.58	£6.58	£6.58	£5.27
New Band 8 (£80,000 - £89,999)	£7.90	£7.18	£7.18	£7.18	£7.18	£5.74
New Band 9 (£90,000 - £99,999)	£8.35	£7.59	£7.59	£7.59	£7.59	£6.07
New Band 10 (£100,000 - £120,000)	£8.50	£7.73	£7.73	£7.73	£7.73	£6.18
New Band 11 (above £120,000)	£8.99	£8.17	£8.17	£8.17	£8.17	£6.54
Out of Borough/Marketed	£9.47	£8.61	£8.61	£8.61	£8.61	£6.89

## Day-care Charges from 31 August 2020

For all children under five in Islington funded nurseries. Including early years and children's centres, nursery schools, primary schools (where applicable) and community nurseries.

<b>Weekly charges for 15 hrs per week for 2 year olds term after their 2<sup>nd</sup> birthday</b>	<b>Term Time (39 Weeks) and Holidays (10/11 Weeks)</b>
<b>Bands</b>	Charges applied at the start of the term after the child's 2nd birthday. The relevant dates (in relation to the age criteria) are 31 March, 31 August and 31 December.
Band 1 (Up to £24,999)	£58.65
Band 2 (£25,000 - £30,999)	£62.13
Band 3 (£31,000 - £39,999)	£67.61
Band 4 (£40,000 - £49,999)	£74.93
Band 5 (£50,000 - £59,999)	£84.06
New Band 6 (£60,000 - £69,999)	£95.03
New Band 7 (£70,000 - £79,999)	£98.75
New Band 8 (£80,000 - £89,999)	£107.68
New Band 9 (£90,000 - £99,999)	£113.86
New Band 10 (£100,000 - £120,000)	£115.96
New Band 11 (above £120,000)	£122.53
Out of Borough/Marketed	£129.19
<b>Hourly Charges for 2 year olds term after their 2nd birthday</b>	<b>Term Time (39 Weeks) and Holidays (10/11Weeks)</b>
<b>Bands</b>	Charge applied at the start of the term after the 2nd birthday. The relevant dates (in relation to the age criteria) are 31 March, 31 August and 31 December - hourly charges for children attending 15 hours.
Band 1 (Up to £24,999)	£3.91
Band 2 (£25,000 - £30,999)	£4.14
Band 3 (£31,000 - £39,999)	£4.51
Band 4 (£40,000 - £49,999)	£5.00
Band 5 (£50,000 - £59,999)	£5.60
New Band 6 (£60,000 - £69,999)	£6.34
New Band 7 (£70,000 - £79,999)	£6.58
New Band 8 (£80,000 - £89,999)	£7.18
New Band 9 (£90,000 - £99,999)	£7.59
New Band 10 (£100,000 - £120,000)	£7.73
New Band 11 (above £120,000)	£8.17
Out of Borough/Marketed	£8.61

## Day-care Charges from 31 August 2020

For all children under five in Islington funded nurseries. Including early years and children's centres, nursery schools, primary schools (where applicable) and community nurseries.

<b>Weekly charges for 15 hrs per week for 3 and 4 year olds the term after their 3rd birthday</b>	<b>Term Time (39 Weeks)</b>
<b>Bands</b>	Charges applied at the start of the term after the child's 3rd birthday. The relevant dates (in relation to the age criteria) are 31 March, 31 August and 31 December.
Band 1 (Up to £24,999)	£58.71
Band 2 (£25,000 - £30,999)	£62.13
Band 3 (£31,000 - £39,999)	£67.61
Band 4 (£40,000 - £49,999)	£74.93
Band 5 (£50,000 - £59,999)	£84.06
New Band 6 (£60,000 - £69,999)	£95.03
New Band 7 (£70,000 - £79,999)	£98.75
New Band 8 (£80,000 - £89,999)	£107.68
New Band 9 (£90,000 - £99,999)	£113.86
New Band 10 (£100,000 - £120,000)	£115.96
New Band 11 (above £120,000)	£122.54
Out of Borough/Marketed	£129.19
<b>Hourly Charges for 3 and 4 year olds term after their 3rd birthday</b>	<b>Term Time (39 Weeks)</b>
<b>Bands</b>	Charge applied at the start of the term after the 3rd birthday. The relevant dates (in relation to the age criteria) are 31 March, 31 August and 31 December - hourly charges for children attending 15 hours.
Band 1 (Up to £24,999)	£3.91
Band 2 (£25,000 - £30,999)	£4.14
Band 3 (£31,000 - £39,999)	£4.51
Band 4 (£40,000 - £49,999)	£5.00
Band 5 (£50,000 - £59,999)	£5.60
New Band 6 (£60,000 - £69,999)	£6.34
New Band 7 (£70,000 - £79,999)	£6.58
New Band 8 (£80,000 - £89,999)	£7.18
New Band 9 (£90,000 - £99,999)	£7.59
New Band 10 (£100,000 - £120,000)	£7.73
New Band 11 (above £120,000)	£8.17
Out of Borough/Marketed	£8.61

## Play-scheme charges per week from 31 August 2020 (2% increase)

For all children in Islington funded nurseries. Including early years and children's centres, nursery schools, primary schools (where applicable) and community nurseries.

			Charges for 8.00 – 6.00 5 Days per week
Under 3s	8.00-		
<b>10 hrs per day</b>	- 6.00	<b>50 hrs per week</b>	161.23
3s & above	8.00-		
<b>10 hrs per day</b>	- 6.00	<b>50 hrs per week</b>	145.91
<b>Concessionary Charges</b>			
Under 3s	8.00-		
<b>10 hrs per day</b>	- 6.00	<b>50 hrs per week</b>	80.80
3s & above	8.00-		
<b>10 hrs per day</b>	- 6.00	<b>50 hrs per week</b>	73.57

In addition lunch is charged separately.

Play-scheme places are available to children who have left the setting and to siblings

Please note: The council has a '**NO ARREARS**' Policy. All arrears **MUST** be cleared before a Play-scheme place can be offered, all Play-scheme charges will be paid in advance.

# Disabled Children

Islington Children's Services have agreed the following working definition in relation to childhood disability.

A child should be regarded as disabled if he or she has special needs in the area of communication and interaction, cognition and learning, social, emotional and mental health, sensory and/or physical needs which:

- a) Are substantial, with a marked adverse impact on daily life meaning the child is unlikely to be able to participate in normal activities for the foreseeable future;  
and/or
- b) Have impaired the child's normal development to the extent that they need to receive significantly more personal care and supervision than children without disabilities of similar age and circumstance

## Disability categories

Children's SEND is generally thought of in the following four broad areas of need and support:

- communication and interaction
- cognition and learning
- social, emotional and mental health
- sensory and/or physical needs

For a fuller explanation: See section: 5.32 page 85 and sections 6.28 - 6:35 pages 97-98 onwards: at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/398815/SEND Code of Practice January 2015.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf)

## Guidance

A child refers to any child or young person from the age of 0 – 19 who is living in the borough or for whom Islington Council has responsibility.

The Equality Act, 2010, defines:

- Substantial as neither minor nor trivial
- Normal activities as including everyday activities like eating, walking, washing and going shopping

Equality Act: [http://www.legislation.gov.uk/ukpga/2010/15/pdfs/ukpga\\_20100015\\_en.pdf](http://www.legislation.gov.uk/ukpga/2010/15/pdfs/ukpga_20100015_en.pdf)