

Islington Early Years Childcare Charging Policy

September 2024

1. This policy sits alongside the admission policy in outlining the terms and conditions of childcare places in Islington; please refer to both for full details.
2. The policy must be used by children's centres, early years centres, voluntary sector nurseries with council subsidised childcare places and community schools when applying charges for nursery provision over and above the free early education offer.
3. Islington Council subsidises childcare for children aged six months and above, in all its children's and early years centres and in several voluntary sector community nurseries. This supports the council to ensure that local, affordable high-quality childcare is made available to parents and carers who are in employment or studying towards a qualification.
4. Once proof of residence in Islington has been provided, childcare charges are calculated based on the earned and unearned annual incomes made available to both parents/carers before deductions. The completion of an income assessment form, evidence of employment and/or studying is required for all places. Parents who take up Band 11 and Marketed places must also provide evidence of employment, but do not have to provide evidence of income.
5. To identify which charging band to apply, childcare providers ask both parents, (or one parent if a single parent family) to show evidence of their income as part of the admissions process.
6. **Funded free childcare and early education**
 - 6.1. Some two-year-old children can receive 570 hours a year of additional government support - Free Early Education Entitlement (FEEE) from the term after their second birthday. This equates to 15 hours a week, term time only. Eligible criteria applies.
 - 6.2. From 15 April 2024 some two-year-old children can receive 570 hours a year of working parent entitlement (15 hours a week term time only) FEEE from the term after their second birthday. Eligible criteria applies.
 - 6.3. Monday 2 September 2024 children the term after their ninth month birthday can receive 570 hours a year of working parent entitlement (15 hours a week term time only) FEEE. Eligible criteria applies.

- 6.4. All three- and four-year-olds are entitled to 570 hours a year FEEE from the term after their third birthday. This equates to 15 hours a week, term time only (TTO). No application required.
- 6.5. Three- and four-year-olds from working families may be entitled to an additional free 15 hours a week TTO, a total of 30 hours of free childcare a week. Eligible criteria applies.
- 6.6. For further information about FEEE eligibility criteria and how to apply, please see the relevant pages on the Islington website.

7. Income charge assessments and childcare charges

- 7.1. Families are income assessed to calculate childcare charges unless they are taking up the free early education entitlements only. Families are required to provide evidence of employment in all other cases, families are income-assessed for childcare charges.
- 7.2. Following the income assessment, childcare charges are calculated according to the relevant charging band, and the relevant age of the child: under twos, two to three years, three and four years.
- 7.3. There are no charges in the following circumstances:
 - 7.3.1. both parents (if applicable) of children placed by the Priority Early Learning panel are in receipt of Universal Credit who are NOT working.
 - 7.3.2. the Priority Early Learning panel agrees to waive the childcare charge due to exceptional family circumstances and in the best interests of the child. Evidence of this must be provided.
- 7.4. Parents that are studying must provide the following to be prioritised for a place under the admissions criteria:
 - 7.4.1. proof of acceptance onto a course leading to an accredited qualification
 - 7.4.2. evidence that the course provider will pay for the childcare.
- 7.5. The income charge assessment and parent contract forms must be completed and signed by parents/carers before the child starts.
- 7.6. The maximum charge (at marketed rate) will apply where parents do not return the childcare charge income assessment and proof of employment form including all relevant evidence, within the time specified and before the child's start date and thereafter.
- 7.7. Parents/carers are given a one-week (Monday to Friday consecutively for two-, three- and five-day places) settling in period at no charge.

- 7.8. If the charging policy is amended or if childcare charges have been calculated incorrectly, notice of four weeks will be given to affected parents and new charges applied at the end of that notice period.
- 7.9. A notice period of four weeks will be given for any change to childcare charges.
- 7.10. If your household income reduces /increases at any time, (including, but not restricted to shared parental, maternity, paternity, or adoption leave - if you are on leave) and you move into a different charging band, your charges will decrease/increase accordingly.
- 7.10.1. for any decreased charges to be backdated, parents will need to provide evidence of a change in financial circumstances and within one month of the change.
- 7.10.2. please note that self-employed persons are not required to provide their evidence within one month of the change but will need to provide evidence at the earliest opportunity.
- 7.10.3. any increase in household income resulting in a new income band, will lead to backdated fees being applied from the point at which household income increased.
- 7.11. If the employment of one or both parent/s ends:
- 7.11.1. where children are receiving the extended 30-hour Free Early Education Entitlement, they will continue to be eligible for this until the grace period ends, after which the universal 15 hours entitlement will apply. The grace period is defined by the Early Education and Childcare statutory guidance 2014.
- 7.11.2. where children aged term after their nine-month birthday are receiving the free working parent entitlement, they will continue to be eligible for this until the grace period ends.
- 7.11.3. where children under three are not eligible for any free entitlements, a 12 week notice period will apply.
- 7.12. If parents request a change in contract from an extended day place to a core day place (9.30am to 3.30pm, six hours a day) or vice-versa due to a change in circumstances, we cannot guarantee that a change back to the original contract at a later date, will be possible.
- 7.13. Charges will decrease the term after the child's second and third birthdays, in line with the government funding ([see section 14](#)).

8. Charging weeks

- 8.1. In every full school (academic) year, term-time only (TTO) charges are payable for 39 weeks (e.g. 195 days to 190 plus five 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.
- 8.2. Over several 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 one 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.
- 8.3. Charges are set for full weeks (TTO 39 weeks, AYR 10/11 weeks) even though terms sometimes begin and/or end halfway 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.

9. Arrears Policy

- 9.1. Childcare charges are crucial to each provider's budget. The Council operates a 'no arrears' policy to prevent parents/carers building up arrears which they may have difficulty meeting.
- 9.2. The arrears policy applies to all Local Authority early years' centres, children's centres, nursery schools, children's centres in schools and primary schools who offer subsidised childcare to Islington working or studying parents.
- 9.3. Children of a sibling with arrears cannot take up a place until all arrears are cleared.
- 9.4. The arrears policy is available on request.

10. Non-Islington Residents; Keyworkers; Marketed places

- 10.1. Non-Islington residents can only access out of borough/marked places in Islington children's and early years' centres, where no Islington resident wishes to take up a place.
- 10.2. However, Keyworkers (see Admissions Policy) can access marketed or community places where they are available. Keyworker places are allocated first to those who live in Islington, second to those who work in Islington, and third to keyworkers who live and work out of borough.
- 10.3. If an Islington resident in a community place moves out of borough, their childcare charges will be adjusted to the marketed rate.

11. Discounts

- 11.1. 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 Section: 5 Disabled Children – (Definition).
- 11.2. The following discounts apply to Islington residents who pay childcare charges for a place for a child under five attending the same or another setting, subsidised by Islington Council. Please note this is only applicable in those primary schools with children’s centres and does not apply to playscheme charges.

Number of children	Percentage of reduction	Reductions for second and subsequent children
One	0%	First child 0%
Two	25%	First child 0%, second child 25%
Three	35%	First child 0%, second child 25% and third child 35%
Four	45%	First child 0%, second child 25%, third child 35% and fourth child 45%

Number of children	Percentage of reduction	Reductions for second and subsequent children of multiply births
Twins	30%	First child 0%, second child 30%
Triplets	40%	First child 0%, second child 30% and third child 40%
Quads	50%	First child 0%, second child 30%, third child 40% and fourth child 50%

12. Hours attended and amounts charged

- 12.1. The childcare charging schedules show the weekly charges for 8am to 6pm and 15 hours charges for each band in each age group.

- 12.2. Different charging rates apply for term time only (TTO) and All Year Round (AYR) provision.

13. Days and hours offered

- 13.1. We aim to ensure nursery provision is sustainable whilst still offering flexibility to meet parents/carers needs. We do this through setting occupancy and income targets in order to maximise the use of council resources. **Places are therefore only offered in line with the agreed delivery models:**
- 13.1.1. Term time only (TTO) 9.30am to 3.30pm (core day six hours a day) – applies to children the term after the third birthday, which is when they are entitled to either the universal 15 hours FEEE or also a further 15 hours (a total of 30 hours FEEE a week (term time only) - providing they meet eligibility criteria (evidence is required).
 - 13.1.2. Additional government support of 15 hours TTO for two-year-olds, the term after their second birthday – providing families meet eligibility criteria (evidence is required).
 - 13.1.3. Working parents' entitlement of 15 hours TTO for two-year-olds, the term after their second birthday, and from September 2024 from the term after the child turns nine months – providing families meet eligibility criteria (evidence is required).
 - 13.1.4. All Year Round (AYR) 8am to 6pm (extended day 10 hours a day) – applies to all children of working or studying parents.
 - 13.1.5. The pattern of days within TTO or AYR can be taken as follows:
 - 13.1.6. Five consecutive days
 - 13.1.7. Three consecutive days at the beginning or end of the week: Monday, Tuesday and Wednesday or Wednesday, Thursday, and Friday
 - 13.1.8. Two consecutive days at the beginning or end of the week: Monday and Tuesday or Thursday and Friday
 - 13.1.9. 2.5 consecutive days with Wednesday as half day
 - 13.1.10. Five mornings or afternoons
- 13.2. Paid for childcare is only available for parents who are working or studying and will only be offered on the days that are required to enable parents to work or study, within the delivery models above. All core day places are TTO.

- 13.3. 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 will be reviewed on a termly basis.

14. Other Charges

- 14.1. The cost of lunch for children under three is incorporated in the childcare charges (where applicable)
- 14.2. From 1 April 2020, three- and four-year-olds in Children's Centres and Early Years Centres accessing free early education are not charged for lunch during term time.
- 14.3. 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 third birthday.
- 14.4. No lunch charge is applied to children placed by the Priority Early Learning panel whose charges have been waived, or to children accessing the benefit-related free entitlement at age two on days where attended hours include the lunch period.
- 14.5. Dietary needs can be catered for on medical grounds only (allergies/intolerances etc.) for which proof is required.
- 14.6. Parents/carers may be asked for a contribution towards the cost of trips.
- 14.7. The cost of care products (nappies and wipes etc.) is not included in the childcare charges.

15. Deposits

- 15.1. An advance payment (deposit) of £100 is required for Marketed places, which must remain in credit until the end of the contract.
- 15.2. The deposit will need to be always kept in credit and will be deducted from the charge for the last week of attendance.
- 15.3. No deposits are paid for any other type of place.

16. Payment Methods

16.1. London Borough of Islington's preferred method of payment is ParentPay.

17. Temporary offer of place – beginning of academic year.

17.1. 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.

18. Charging institutions and outside boroughs

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

18.2. 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.

19. INSET Days and Bank Holidays

19.1. There are five days in an academic year known as INSET days when settings are closed for staff training. Charges are payable for these five days and for Bank Holidays. These charges are incorporated within the childcare charges.

20. Charging Principles

20.1. London Borough of Islington applies its charges in line with the Government Statutory Guidance for FEEE (Free Early Education Entitlements).

20.2. The relevant dates (in relation to the age criterion) are as follows:

20.2.1. 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.

20.2.2. 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.

20.2.3. 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.

20.3. The above also applies to children at the start of the term after their third birthday.

21. Charging Schedules

- 21.1. Charges are based on the earned and unearned annual incomes available to both parents before any deductions – such as Tax, National Insurance, Pension/Pension sacrifices, Childcare Voucher schemes, Annual Leave Accruals/Sacrifice, Travel Ticket, Laptop, Student Loan repayments, Gym Memberships, collections of rent from second or more properties, inheritance, eBay (any other selling sites) social media accounts etc. Please note this is not an exhaustive list.
- 21.2. The charging schedule displays 50 hours (8am to 6pm) five days a week (39 and 49/50 weeks a year - September to August; see point 3 for charging weeks' explanation).
- 21.3. For children aged six months – two years with no FEEE for term time and the holidays. This is 50 hours a week x 49/50 weeks. This charge is also the holiday charge (10/11 weeks) for those children with an FEEE nine months to two years during the term time.
- 21.4. For children aged two to three years with no FEEE for term time and the holidays. This is 50 hours a week x 49/50 weeks. This charge is also the holiday charge (10/11 weeks) for those children with an FEEE during the term time.
- 21.5. For children aged two to three years who have a FEEE of 15 hours the charges displayed are for 50 hours (8am to 6pm) five days a week and consider the 15-hour additional government support entitlement this also displays the working parent entitlement of 15 hours during the term time (39 weeks September to August). The holiday charges for the working parent entitlement are as 21.3.
- 21.6. For children aged three to four years who have a FEEE of 15 hours, the charges displayed are for 50 hours (8am to 6pm) five days a week and consider the 15-hour entitlement during term time (39 weeks September to August).
- 21.7. For children aged three to four years and have a FEEE of 30 hrs, the charges displayed are for 50 hours (8am to 6pm) five days a week and consider the 30-hour entitlement during term time (39 weeks September to August).
- 21.8. During the holidays (10/11 weeks September to August) three- and four-year-old children who are allocated an all-year-round place are charged for 50 hours (8am to 6pm).



Charging schedules from Monday 2 September 2024

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. This schedule is for weekly charges (five days, 8am to 6pm), all year round (AYR) 49/50 weeks a year. Charges for children who attend fewer than five days (8am to 6pm) all year round must be calculated using this schedule ([as per examples](#)).

Evidence of income earned and unearned including for both parents in a two-parent family before deductions	Under 2’s - No free entitlements 8am – 6pm AYR 49/50 weeks and Holiday charges for 10/11 weeks	9 months – 2 years old - entitled to 15 hours FEEE 8am – 6pm TTO 39 weeks *Refer to column 1 for holiday charges	2-year-olds - No free entitlements 8am – 6pm AYR 49/50 weeks and Holiday charges for 10/11 weeks	2-year-olds - entitled to 15 hours FEEE 8am – 6pm TTO 39 weeks *Refer to column 2 for holiday charges *Refer to column 3 for holiday charges	3- and 4-Year Olds – entitled to 15 hours FEEE 8am – 6pm TTO 39 Weeks	3- and 4-Year Olds –entitled to 30 hours FEEE 8am – 6pm TTO 39 Weeks	3 and 4 Year Olds – holiday charges (10/11 weeks)
Income bands	Charges for 50 hours	Charges for 35 hours	Charges for 50 hours	Charges for 35 hours	Charges for 35 hours	Charges for 20 hours	Charges for 50 hours
Band 1 (Up to £24,999)	£211.85	£148.30	£207.46	£145.22	£145.38	£83.08	£166.15
Band 2 (£25,000 - £30,999)	£224.18	£156.92	£219.78	£153.85	£153.85	£87.92	£175.83
Band 3 (£31,000 - £39,999)	£243.96	£170.77	£239.18	£167.42	£167.42	£95.67	£191.34
Band 4 (£40,000 - £49,999)	£270.34	£189.24	£265.04	£185.53	£185.53	£106.01	£212.03
Band 5 (£50,000 - £59,999)	£303.31	£212.31	£297.36	£208.15	£208.15	£118.94	£237.89
Band 6 (£60,000 - £69,999)	£342.86	£240.00	£336.14	£235.30	£235.30	£134.45	£268.92
Band 7 (£70,000 - £79,999)	£356.31	£249.42	£349.32	£244.52	£244.52	£139.73	£279.46
Band 8 (£80,000 - £89,999)	£418.99	£293.29	£380.89	£266.62	£266.63	£152.36	£304.71
Band 9 (£90,000 - £99,999)	£443.04	£310.13	£402.76	£281.93	£281.93	£161.11	£322.20
Band 10 (£100,000 - £120,000)	£482.97	£338.08	£439.05	£307.34	£307.34	£175.63	£351.24
Band 11 (above £120,000)	£510.37	£357.26	£463.96	£324.77	£324.77	£185.59	£371.16
Out of Borough/Marketed	£538.07	£376.65	£489.15	£342.40	£342.41	£195.67	£391.31

Examples of calculations of childcare charges:

Please note: Lunch is charged separately for three- and four-year-olds during the holidays at £2.50 a day, when attending. This academic year is 49 weeks.

1. Under two

- 1.1. contract is for two days, AYR, 8am to 6pm, Band 11, no entitlements = $£510.37/5*2 = £204.15 \times 49/50$ weeks (all year-round charge)

2. Term after nine months

- 2.1. contract is for three days, AYR, 8am to 6pm, Band 5, with FEEE = $£212.31/35*15 = £90.99 \times 39$ weeks (term time charge) and $£303.31/50*30 = £181.99 \times 10/11$ weeks (holiday charge)

3. Two and a term

- 3.1. contract is for five days, AYR, 8am to 6pm, marketed place (out of borough) with FEEE. This child's older sibling also has a marketed place. See fourth column = $£342.40 \times 39$ weeks (term time charge) and third column $£489.15 \times 10/11$ weeks (holiday charge)

4. Two and a term

- 4.1. allocated a Priority Early Learning place (PEL) – attending five days, 9.30am to 3.30pm – Band 1 entitled to 15 hours FEEE = $£62.24 \times 39$ weeks (term time) – [\(as per weekly charges for two-year-olds 9.30-3.30 TTO\)](#)

5. Three- and four-year-olds

- 5.1. attending three days, AYR, 8am to 6pm, Band 8, entitled to 30 hours FEEE – $£0.00 \times 39$ weeks (term time) and $£304.71/50*30 = £182.83 \times 10$ weeks (holiday charge)

6. Three- and four-year-olds

- 6.1. attending five days, TTO, 9.30am to 3.30pm, Band 11, entitled to the universal hours of 15 only = $£139.19 \times 39$ weeks (term time) – [\(as per weekly charges for 3- and 4-year-olds 9.30-3.30 TTO\)](#)

Charging schedules from Monday 2 September 2024

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.

Weekly charges for two-year-olds entitled to 15 hours a week FEEE, 39 weeks a year term time only - 9.30am to 3.30pm

Bands	Two-year-olds – Entitled to 15 hours FEEE a week (39 Weeks) 9.30am to 3.30pm term time only
Band 1 (Up to £24,999)	£62.24
Band 2 (£25,000 - £30,999)	£65.93
Band 3 (£31,000 - £39,999)	£71.75
Band 4 (£40,000 - £49,999)	£79.51
Band 5 (£50,000 - £59,999)	£89.21
Band 6 (£60,000 - £69,999)	£100.84
Band 7 (£70,000 - £79,999)	£104.80
Band 8 (£80,000 - £89,999)	£114.27
Band 9 (£90,000 - £99,999)	£120.83
Band 10 (£100,000 - £120,000)	£131.72
Band 11 (above £120,000)	£139.19
Out of Borough/Marketed	£146.75

Charging schedules from Monday 2 September 2024

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.

Weekly charges for three and four-year-olds entitled to 15 hours a week FEEE, 39 weeks a year term time only - 9.30am to 3.30pm

Bands	Three- and four-year-olds – Entitled to 15 hours a week (39 Weeks) term time only
Band 1 (Up to £24,999)	£62.24
Band 2 (£25,000 - £30,999)	£65.93
Band 3 (£31,000 - £39,999)	£71.75
Band 4 (£40,000 - £49,999)	£79.51
Band 5 (£50,000 - £59,999)	£89.21
Band 6 (£60,000 - £69,999)	£100.84
Band 7 (£70,000 - £79,999)	£104.80
Band 8 (£80,000 - £89,999)	£114.27
Band 9 (£90,000 - £99,999)	£120.83
Band 10 (£100,000 - £120,000)	£131.72
Band 11 (above £120,000)	£139.19
Out of Borough/Marketed	£146.75

Playscheme charges a week from Monday 22 July 2024

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

1. Criteria

Parents can apply for a playscheme place for their child providing they meet the following criteria:

- 1.1. Children who have left the setting to go to school the term or year before returning for playscheme.
- 1.2. Children with a term time only contract may be offered a holiday place in exceptional circumstances at the discretion of Executive Head of Centre. This will be charged at the holiday rate.
- 1.3. Places are allocated first to those who live in Islington, second to those who work in Islington, and third to other applicants in line with the admissions policy.

2. Hours and days

- 2.1. Places are offered in line with the delivery model - 8am to 6pm two, three or five consecutive days at the beginning or end of the week.

3. Cost

- 3.1. **£200 a week** which covers provision as detailed in 2.1.

4. Lunch

- 4.1. In addition, lunch is charged separately at **£2.50** a day when attending.

5. The Council has a 'NO ARREARS' Policy

- 5.1. All arrears **MUST** be cleared before a playscheme place can be offered.
- 5.2. Playscheme charges must be paid in advance.
- 5.3. No refunds are given once the contract has been signed - this must be returned within one week of offering the place.

Full details can be found in the:

- Playscheme policy
- Emergency contact forms