

Gillespie Primary School



Charging and Remissions Policy January 2026

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England. It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

Residential and Educational Visits

Each year residential trips are organised for pupils in Year 5 and 6 which represent best value for parents/carers. The school will provide a minimum of 6 months' notice before the residential trip and provide a staggered payment programme. Parents/carers are asked to make a contribution to cover the cost for their child's share of the total expenditure

Each term educational visits are organised by the class teacher. Where we make a charge for these the total collected will not exceed the cost of providing the activity.

Individual cases of financial hardship will be discussed on an individual basis with the head teacher. If necessary, the school will financially support individuals through a subsidy from the Pupil Premium Budget.

Voluntary Contributions

We may in certain circumstances invite parents/carers to make a voluntary contribution to cover the cost for their child's educational visit. No child will be excluded from an activity if their parents do not contribute. If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents/carers when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents, unless specified otherwise.

Hiring out school space

We do hire out the premises and facilities for public or private use to generate an additional income for the school. The school and Governors will consider applications on an individual basis. Please email office@gillespie.islington.sch.uk for the schools lettings policy.

Damage to property and breakages

We may seek to cover some or all of the costs incurred due to wilful damage of school property. This will be determined by the Headteacher.

Nursery Admissions

Funded Childcare for 3 and 4 year olds in England

In England, all 3 and 4 year olds are entitled to funded childcare. Depending on your circumstances, you may be eligible for 15 hours or 30 hours of funded childcare per week.

Places offered at Gillespie
Full time 30 hours – working parent entitlement 9:05am-3:15pm Monday to Friday, term time only
Full time 30 hours – 15 hour universal hours for 3 and 4 year olds plus 15 hour fees 9:05am-3:15pm Monday to Friday, term time only Fees are calculated following completion of an income assessment – appendix 1 Fee structure – appendix 2
Part time option 1 - 15 universal hours for 3 and 4 year olds 9:05am-3:15pm Monday, 9:05am-3:15pm Tuesday and 9:05am-11:30am Wednesday
Part time option 2 - 15 universal hours for 3 and 4 year olds 12:35pm-3:15pm Wednesday, 9:05am-3:15pm Thursday and 9:05am-3:15pm Friday

Full time 30 hours – working parent entitlement

Who is eligible?

Working parents with children from 3 years or older who:

- Earn at least the equivalent of 16 hours per week at National Minimum Wage
- Earn less than £100,000 per year per parent

How to apply:

1. Check eligibility and apply via the GOV.UK website
2. Receive your 11-digit eligibility code
3. Give the code to your childcare provider, along with:
 - Your National Insurance number
 - Your child's date of birth
4. Reconfirm your details every 3 months to continue receiving the funding

What does it include?

- Up to 30 hours of funded childcare per week
- A total of 1,140 funded hours per year

More information regarding entitlement can be found at: www.beststartinlife.gov.uk

15 Hours Funded Childcare (Universal Entitlement)

Who is eligible?

All children in England from the term after their third birthday, regardless of parental income or employment status.

How do I apply?

No application is required. This entitlement is automatic.

What does it include?

- 15 hours of funded childcare per week
- Available for 39 weeks per year (term time only).

Refunds are payable if the centre is closed due to No Service i.e. lack of utilities or strike actions. Refunds are only given for the contractual day on which the school is closed. If there has been an overpayment (when a child leaves) then a refund must be given in the form of a cheque or BACS payment.

There are no charges for food or other consumables.

Childcare charges income assessment and proof of employment – September 2025

1. To be completed in full by all new applicants and thereafter every time there is a financial change in circumstances or the mandatory 6/12 months, for community, marketed, priority early learning (PEL) and priority early learning special education needs and disabilities (PEL SEND) allocated places, subject to Islington's childcare charges and food costs for children under five.
2. Parents/carers/partners are responsible for completing the childcare charges and food costs income assessment forms (Please complete all parts of this form).
3. In order for the Council to determine the correct level of charges/costs to be paid, charges/costs are calculated on the basis of earned and unearned annual incomes of both parents/carers before deductions and any other financial support available to parents.
4. Regardless of whether the parents of a child live together, any contribution to maintenance of the child by either parent must be declared.
5. A start date for admission will not be given until all information has been provided by the parents to determine the correct level of charges.
6. Charges are applied at the start of the term after the child's nine month, 2nd and 3rd birthdays, as set out in the Charging Policy – Charging Principles, in line with government funding rules.

Please complete, tick all boxes that apply and delete where appropriate

7. Name of provider

Provider name

8. Child's details

Child's	
Child's full name	
Date of birth	
Date of admission	
Address	
Postcode	

9. Parents details - both in a two parent family. *Where an N/A applies a declaration is required

	Parent/carer 1	*Parent/carer 2
Name		
Address		
Postcode		
Telephone		

10. Assessment where no evidence is required – please complete all sections and tick where applicable (10.1 and 10.1.1 will be completed by the provider)

- 10.1 The maximum charge of £_____ per week term time (39 weeks) and during the holidays (10/11 weeks) £_____ from the *criteria 10.1.1, 10.1.2 or 10.1.3;
- 10.1.1 *Marketed/out of borough place where no evidence of income is required ☐
- 10.1.2 *Band 11 where no proof of income is required ☐
- 10.1.3 *I do not wish to provide evidence of income ☐
- 10.2 Proof of working must be provided, including for both parents in a two parent family, typically written confirmation from your employer of hours and days worked for 10.1.1, 10.1.2 or 10.1.3

11. Assessment of income – evidence required from both parents in a two parent family

Parent 1 – earned and unearned income		Source of income; employment, self-employed rental properties, social media accounts, ecommerce sites, inheritances	Parent 2 – earned and unearned income		Source of income; employment, self-employed rental properties, social media accounts, ecommerce sites, inheritances
£			£		
£			£		
£			£		

11.1 Gross income before deductions from both parent in a two parent family – please enter these details in the table above. On completion of this form and when in receipt of satisfactory evidence, section 13.1 and 13.2 will be completed by the provider.

11.1.1 weekly paid (four wage slips that are recent and consecutive)

11.1.2 fortnightly or monthly paid (two wage slips that are recent and consecutive)

11.1.3 zero hour contracts – (four payslips that are recent and consecutive)

11.1.4 student's enrolment forms and proof of funding for childcare charges

11.1.5 the most recent set of audited accounts (self-employed) or recent HMRC self-assessment tax return online returns

11.2 Evidence of income has been provided as outlined above and any other earned or unearned income including any other financial support available to the family ☐ (please tick)

11.3 If you are entitled to any of the following, please tick all that apply. (Evidence must be provided)

11.3.1 **Parent 1**

☐ Parents in receipt of Universal Credit who are NOT working

☐ Student financial support: Please specify_____

☐ Other benefits/income Please specify_____

11.3.2 **Parent 2**

☐ Parents in receipt of Universal Credit who are NOT working

☐ Student financial support: Please specify_____

☐ Other benefits/income Please specify_____

12. Free early education and childcare entitlements

☐ 15 hours free early education and childcare for parents with additional government support for children the term after the second birthday (Proof is required)

- ☐ 30 hours free early education and childcare for working parents of children the term after they are 9 months to 3 – years (Proof is required)
- ☐ 15 hours Universal - free early education entitlement the term after for 3 and 4 year olds
- ☐ 15 hours free early education and childcare for eligible working parents of children the term after for 3 and 4 years olds (Proof is required)

13. Charges after assessment of evidence

- 13.1 The maximum charge of £_____ per week term time (39 weeks) and the holiday charge (10/11 weeks) of £_____ per week - after assessment of income

14. Food costs and lunch charges

- 14.1 Food costs for your child per week is; £_____ term time (39 weeks) band _____.
- 14.2 The lunch cost of £_____ per day is charged in the holidays the term after your child's third birthday on attendance beginning; _____

15. Declaration - This section must be completed in full *please delete as appropriate

- 15.1 All information declared for the purpose of a fair assessment of charges and costs are correct, complete and include earned and unearned annual incomes for **both** parents/carers before deductions and any other financial support available to them.
- 15.2 It is understood that any false, incomplete or misleading information provided or failure to disclose any required relevant information, or unexplained discrepancies identified by the Council will lead to:
- 15.1.1 Immediate withdrawal of the place
 - 15.1.2 Legal action
- 15.3 It is parents'/carers responsibility to inform HMRC if any childcare charges have an impact on claimed benefits.
- 15.4 The place for my child is allocated according to Islington's early years admissions and charging policies which specify that community places are for Islington residents only and out of borough parents must pay a marketed rate. Anyone accessing a community place who moves out of borough will be charged at a marketed rate.
- 15.5 Islington residents in marketed places, who chose to remain on the community applications list: **please note** there is no guarantee a community place will be offered in the future and the admissions criteria applies in the same manner for those already in a place.

16. By signing this assessment of income form, the undersigned agree to all terms and conditions stated on this form

	Parent/carer 1	Parent/carer 2
Name		
Signature of above		
Date of signing		

Safeguarding

The centre has a duty to safeguard children and follow child protection procedures as set out in 'Working Together to Safeguard Children' 2023. Further information is provided in the centre's safeguarding policy.

Data Protection

LBI will handle the information you have provided in line with the provisions of the UK General Data Protection Regulation (UK GDPR) and Data Protection Act (DPA) 2018.

For further information about how London Borough of Islington processes personal data, including the lawful bases we rely upon, how to exercise you or your child's data subject rights and how to make a complaint, please see our [full privacy notice](#).

If you have any data protection queries or require further information, please feel free to contact our Data Protection Officer, c/o Information Governance Team, London Borough of Islington, 3rd floor, Laycock Wing, 222 Upper Street, N1 1XR, or by email at dp@islington.gov.uk

17. Office use - Completion is mandatory

17.1 Amounts payable, review date evidence recorded

Term time charge	Holiday charge	Lunch charge per day	Lunch payable over 10 weeks yes/no	Food costs per day	Food costs payable over 39 or 49 weeks	Date to be applied from	Review date 6/12 months from the date of this assessment	Evidence copied, scanned and saved to the child's file – (as specified in the quick reference section 1:)
£	£	£		£				*yes/no *please delete

18. Signatories

	Assessor	Authoriser
Name of Assessor and authoriser		
Assessors and authorisers signature		
Designation		*Executive /Head of provision – *please delete

19. Calculations - ensure you show the calculations of all evidence

Calculations

Appendix 2

Gillespie Nursery Day-care Charges from September 2025

All 3 and 4 year olds are entitled to 15 hour universal hours.

The fee structure below is for families wanting to pay fees for the additional 15 hours to attend full time, 30 hours per week but are not eligible for working parent entitlement. Fees are applicable for 39 weeks, term time only. Fees are calculated on household income using the Islington income assessment form. Fees are applied after the two week settling period.

Weekly charges for 15 hrs per week, 39 weeks, term time only	
Bands	3 & 4s
Band 1 (Up to £24,999)	£63.60
Band 2 (£25,000 - £30,999)	£67.20
Band 3 (£31,000 - £39,999)	£73.20
Band 4 (£40,000 - £49,999)	£81.15
Band 5 (£50,000 - £59,999)	£91.05
Band 6 (£60,000 - £69,999)	£102.19
Band 7 (£70,000 - £79,999)	£106.95
Band 8 (£80,000 - £89,999)	£116.55
Band 9 (£90,000 - £99,999)	£123.30
Band 10 (£100,000 - £120,000)	£135.60
Band 11 (above £120,000)	£143.40
Out of Borough/Marketed	£151.20

Please note these prices are subject to change for September 2026. This information will be communicated to parents once it is available from Islington Council who set our fee charges.