CRANLEIGH
SCHOOL
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Fees and Funding Policy

Cranleigh Prep School

2026-2027

Funded Early Education Entitlements for 3-4 years

Thank you for choosing Cranleigh Pre-Prep as your preferred childcare provider. Please see below the Fees and Funding Policy which will provide important information about this provision. Please keep a copy for your future reference.

Key information

Our opening hours are 8.30am to 4.00pm

At Cranleigh Pre-Prep you can access a term time place over 33 weeks.

Fees and funding

You can access funding Monday to Friday, from 8.30am to 11.30am.

Funded Early Education

Cranleigh School is registered with Surrey County Council to offer funded early education. At the beginning of each funded period (term), you will need to complete and sign the Parental Declaration Form to confirm that funded entitlement can be claimed on your behalf, with relevant copies of identification such as birth certificate and passport. At Cranleigh School, we offer the following entitlements:

Universal Entitlement *(15 hours)*

Available for all three- and four-year-olds the term after the child's 3rd birthday. There are no criteria attached; parents do not need to apply.

Working Parents Entitlement (WPE) *(15 hours)*

Children can join Pre-School the day after they turn three years old. For the remainder of this term, and subject to their family meeting specific eligibility

criteria regarding their employment status, they are eligible for WPE until Universal Entitlement is available the following term. Once receiving Universal Entitlement, parents cannot continue to use WPE with Cranleigh School.

To check eligibility for Working Parents Entitlement please refer to guidance at Homepage | Best Start in Life. Parents will need to make an application via Gov.uk to ensure eligibility.

Reconfirming Working Parents Entitlement Eligibility Codes

Parents need to reconfirm that they're still eligible every three months. Where a child has turned three at the start of a term, this might be necessary to maintain funding until the very end of that term. The Department for Education will send parents a text message and/or email to remind them to reconfirm four weeks before their validity end date and again two weeks before if they still haven't reconfirmed. Please note, the Department for Education **will not** include a link in their text message or email for parents to click on to reconfirm their code (if parents are sent an email asking them to click on a link to reconfirm it is likely phishing). There should also be a secure message in their Childcare Service Account.

Parents will not get a new eligibility code; they'll just get a new validity end date and grace period end date. Providers do **not** need to tell Surrey if a parent has re-confirmed their eligibility code.

Deposits, Registration and other fees.

Pupils accessing privately funded hours will be subject to a £240 registration fee to begin the admissions process. A £500 refundable deposit is required after the offer of a place is made.

Chargeable extras for funded sessions

Morning snacks provided by the School are voluntary and children on fully funded places can either bring their own or are charged at £2.00 per day.

There is an expectation that pupils entering Pre-School will be toilet-trained, but in the event that a nappy is required, these will be recharged to parents of fully funded pupils at a rate of £1 per nappy.

Private fees

The single session (8.30am to 12.45pm) charge is £53.81
The double session charge (8.30am to 4.00pm) is £86.32

Tax-Free Childcare

At (provider name), we accept Tax-Free Childcare. Parents can check eligibility and apply for Tax Free Childcare via Homepage | Best Start in Life. Tax Free Childcare is the system that is has replaced the previous childcare voucher scheme.

You can get up to £500 every 3 months (up to £2,000 a year) for each of your children to help with the costs of childcare. This goes up to £1,000 every 3 months if a child is disabled (up to £4,000 a year).

Parents can check eligibility and apply for Tax Free Childcare via Homepage | Best Start in Life. You'll need to set up an online childcare account for your child. For

every £8 you pay into this account, the government will pay in £2 to use to pay your provider.

You can get Tax-Free Childcare at the same time as funded childcare if you're eligible for both.

Invoicing

Parents are invoiced termly in advance. Where a child is also accessing privately funded hours, payment is due on or before the first day of term.

Incidental charges for fully funded pupils for nappies and morning snacks, as well as children's wraparound care are charged in arrears.

Late Payment Charges

This account is payable on or before the first day of term. A charge of up to 1.5% interest per month will be levied on all overdue accounts. Any queries relating to this account should be addressed to the Fees Controller.

Notice Periods

We require a term's notice period at Cranleigh School for private fees.

If you are accessing a fully funded place, funding is not automatically transferred to a new provider if you choose to leave mid-way through the term. There are some exceptions in relation to personal circumstances outlined in the Surrey County Council Provider Agreement, that may require for funding to be released to a new provider. Please speak to the Head of Pre-Prep to discuss in more detail.

The General Data Protection Regulation (GDPR) Policy

As a data controller, Cranleigh School must comply with the Data Protection Law. Links to Surrey County Council's own Data Protection Policy and Privacy Notice will be shared via the Parental Declaration form.

Appeals Process

If you have any complaints about any aspect of the delivery of funded hours, please contact us as soon as possible to discuss. Should you have any further concerns or complaints please contact Surrey County Council - Early Years Commissioning Team directly eycommissioningteam@surreycc.gov.uk.

Will Newman (Prep Head)
21.8.26
Review: July 2027