

Early Education Funding (EEF) Policy

Introduction

This policy sets out how families can access government funding for 3 and 4 years and eligible 2 year olds at my setting. I aim to support parents in accessing funding whilst ensuring the sustainability of my business within the limitations of funding rates allocated by the local authority.

EEF Eligibility

3 and 4 year old funding - This is a universal funding which provides, within statutory conditions and this policy, up to 570 hours of free childcare a year effective from the term following the child's 3rd birthday. Funding is claimed by and paid directly to the provider from the local authority in which they are based.

2 year old funding – This is an eligibility based funding which provides, within statutory conditions and this policy, up to 570 hours of free childcare a year effective from the term following the child's 2nd birthday. Applications for 2 year old funding are made via the local authority and places can only be allocated once eligibility has been confirmed. Eligibility is confirmed by the local authority that the provider is based within and then claimed and paid directly to the provider.

Further information on early years funding can be accessed via your local authority website

Admissions – 3 and 4 year old funding

- Families may be able to access funded places as part of my delivery as set out within this document. I cannot guarantee a particular pattern of funded hours but will endeavour to allocate places where possible according to individual requirements within the sustainability of my business.
- If I am able to offer a fully funded 3 and 4 year old place, preference will be given where possible to children who have been in receipt of eligibility based 2 year old funding.

Admissions – 2 year old funding

- If a fully funded 2 year old place is required please discuss availability with me on an individual basis.
- A child accessing a fully funded place under 2 year old funding is not guaranteed of a fully funded place under 3 and 4 year old funding. Each case will be dealt with on an individual basis according to vacancies available. Parents will be given 4 weeks notice to confirm if they can progress to a fully funded 3 and 4 year old place.

Delivery - 3 and 4 year old funding

- I deliver 3 and 4 year old funding for a maximum of 30 hours a day over 5 days a week and 38 weeks per year, my minimum delivery of childcare is 3 hours per session and the time delivered above these funded hours are chargeable according to my fee policy.
- I cannot guarantee delivery of any fully funded places (where no hours above funded hours are accessed). If a fully funded place is required please discuss availability with me on an individual basis.

Delivery – 2 year old funding

- I deliver 2 year old funding for a maximum of 6 hours a day over 5 days a week and 38 weeks per year.
- A child accessing a fully funded place under 2 year old funding is not guaranteed of a fully funded place under 3 and 4 year old funding. Each case will be dealt with on an individual basis according to vacancies available. Parents will be given 4 weeks notice to confirm places.

Starters and leavers

If your child joins our childcare provision after the designated headcount week your child will not be eligible for funding until the following term. In this case you will be charged for all the hours your child attends until the beginning of the next term.

I am unable to access funding for any childcare delivered in the term your child starts school therefore all childcare will be charged at full rate according to my fee policy.

Additional charges, Deposit and Registration payments

A deposit is required for any place in which hours above funded hours are being accessed; this will be charged at a pro-rata rate to the deposit required to a non-funded place.

A registration fee will be charged for any place in which hours above funded hours are being accessed.

No deposit is charged for a fully funded place.

No registration fee is charged for a fully funded place.

Parental Declaration

In order for me to claim the funding on your behalf you must complete a parental declaration form within deadlines set by the local authority. I will provide the form for you each term and if it is not completed by you in an accurate and timely manner which then results non-payment of funding the full fees applicable within your contract for will become payable.

Queries and complaints

If you have a query or complaint regarding the details contained within this policy please speak to me directly, if I am unable to resolve your query please contact Achieving for Children early years team at early.years@achievingforchildren.org.uk

September 2015