

**West Sussex County Council's Free Entitlement  
for 2, 3 and 4 Year Olds: Policy Checklist**



To sign up to offer Free Entitlement for 2, 3 and 4 Year Olds (FE) in West Sussex, you must supply copies of the following documents:

- Admissions Policy
- Fee Policy
- Written Pattern of Delivery
- An example invoice, with examples of Free Entitlement hours, plus paid for hours and additional services if you offer these.

Before submitting your paperwork, you must read the full [Free Entitlement Provider Declaration](#) and check that your policies comply. Below is a handy, but not definitive checklist to support you in making sure your policies are compliant. There is no need to submit this checklist to us; you can retain this for your own use.

Does your policy include a clear pattern of delivery, detailing when and how many FE hours may be claimed? (Clause 1.17)	<input type="checkbox"/>
Does your policy include information on Early Years Pupil Premium and Disability Access Fund? Policies should detail what information is required from parents for you to claim, and how you will determine the best use of this funding? (Clauses 1.22 and 1.23)	<input type="checkbox"/>
Have you specified the notice period for amending and transferring FE hours at your setting? Note that the maximum enforceable notice period for FE is four weeks. Please specify "four weeks" as opposed to "1 month", as this small deviation in the number of days could complicate a transfer of funding to another West Sussex provider. (Clause 1.26)	<input type="checkbox"/>
Have you specified a minimum attendance of FE before children are able to claim? Note you are unable to specify minimum session lengths or quantity, though you may make recommendations or prioritise longer attendances on your waitlist so long as this is communicated in your policy. (Clause 1.5)	<input type="checkbox"/>
Have you ensured that your pattern of delivery does not allow for more than 10 hours of FE per day to be accessed? Note that the maximum FE that can be delivered in one day is 10 hours. (Clause 1.5)	<input type="checkbox"/>
Have you made clear that deposits for children accessing FE only are refundable shortly after headcount (and are not applicable for 2 year olds accessing FE only)? (Clause 1.14)	<input type="checkbox"/>
Have you made clear that non-refundable registration fees and/or administration fees are not applicable to children accessing FE only? (Clause 1.14)	<input type="checkbox"/>
Have you made clear that any food, trips and consumable charges are optional during FE hours for all children, and referred to Appendix L of the Provider Declaration to ensure you are only charging for "chargeable" additional services? (Clauses 1.14, 1.18)	<input type="checkbox"/>
Have you made clear for parents what alternative arrangements are required if they choose not to take up your food and consumables service during FE hours? (For example, providing their own food in accordance with any dietary and allergy policies).	<input type="checkbox"/>
Are you accepting voluntary contributions? If so, have you ensured these will not appear on any invoices alongside FE hours and do not cover chargeable services (which must appear on invoices)? (Clause 1.14)	<input type="checkbox"/>