# A blue and white logo  Description automatically generatedTemplate Early Years Funded Entitlement policy

This template is a useful tool for providers looking to create, update, or adjust their funding policy. You can use the entire policy as-is, pick specific sections to add to your existing policy, or use it as a guide for what to include in your own policies. It is made to be easy for people using screen readers, so feel free to customize it to fit your needs while keeping the accessibility features in mind. If you decide to use this policy, you will need to make amendments at any sections in ***Bold and Italics***. If you wish to use this template policy, please delete this first page.

Template invoices in either Microsoft Word or Microsoft Excel formats are also available.

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# Early Years Funded Entitlement policy

## What is Early Years Funded Entitlement?

* All 3 and 4 year olds are eligible to access up to 15 hours Universal Early Years Funded Entitlement (EYFE) a week (up to a maximum of 570 hours per year)
* Eligible working parents can apply for EYFE for Working Families, providing access to:
	+ Extended EYFE for 3 and 4 year olds, granting an additional 15 hours per week on top of the Universal EYFE (totalling up to 30 hours weekly or a maximum of 1140 hours annually).
	+ up to 15 hours per week (or up to 570 hours annually) EYFE for Working Families. From April 2024, children can begin accessing this the term after they turn 2 if approved. From September 2024, children can begin accessing from the term after they turn 9 months old if approved.
	+ From September 2025, children aged 9 months and above can access up to 30 hours per week (or a maximum of 1140 hours annually).
* Some 2 year olds can access a maximum of 15 hours of EYFE per week (or up to 570 hours per year) if their families meet specific criteria under the Local Authority (LA) Issued Free Childcare for 2 year olds.

See the tables before for information on when children become age eligible for the various entitlements:

|  |  |
| --- | --- |
| A child born on or between: | Will be of eligible age for the 9 month old EYFE\* from the start of term beginning in: |
| 1 April and 30 June | **April** after turning 9 months old |
| 1 July and 30 November | **September** after turning 9 months old |
| 1 December and 31 March | **January** after turning 9 months old |

|  |  |  |
| --- | --- | --- |
| A child born on or between: | Will become eligible for 2 year old EYFE for Working Families\* or 2 year old LA Issued EYFE\*\* from the start of term beginning in: | Will become eligible for Universal EYFE for 3 and 4 year olds and Extended EYFE for 3 and 4 year olds\* from the start of term beginning in: |
| 1 January and 31 March | **April** following their second birthday\* | **April** following their third birthday |
| 1 April and 31 August | **September** following their second birthday\* | **September** following their third birthday |
| 1 September and 31 December | **January** following their second birthday\* | **January** following their third birthday |

\*Subject to approval of application at childcarechoices.gov.uk

\*\*Subject to approval by their Local Authority.

You can find out more about the above entitlements, including eligibility criteria and how to apply (if required) by visiting [www.westsussex.gov.uk/fundedchildcare](http://www.westsussex.gov.uk/fundedchildcare).

## Funded places and waitlist

A waitlist will be kept of any children who would like a funded place, with priority of places offered in the following order:

* ***[Add criteria for prioritisation on your waitlist]***

No child is guaranteed a place until the written contract has been completed and signed by all parties. Further, an Early Years Funded Entitlement (EYFE) place is not guaranteed until completion of the Parent Declaration form.

We ask for parents/carers to let us know as soon as possible if a place is no longer required prior to child’s scheduled start date. If you have paid a deposit, you may not receive this back if ***[specify timeframes you would retain the deposit]***

All admissions to the setting will ensure fair access to educational opportunity for all and will comply with all equality’s legislation.

## Early Years Funded Entitlement at **[*insert name of setting here*]**

***[Insert setting name here]*** is registered with West Sussex County Council (WSCC) to provide Early Years Funded Entitlement (EYFE) hours under the following schemes:

***[Delete as appropriate]***

* Universal EYFE for 3 and 4 year olds
* Extended EYFE for 3 and 4 year olds under the Working Families Entitlement
* LA Issued EYFE for 2 year olds
* EYFE for 2 year olds under the Working Families Entitlement
* EYFE for 9 months and older under the Working Families Entitlement

We are also in receipt of Early Years Pupil Premium and Disability Access Fund for eligible children.

Parents/carers are advised to retain a copy of this policy for future reference and to review it in conjunction with our Fees Policy.

## Pattern of delivery

At ***[insert setting name here]***, children can access their Early Years Funded Entitlement (EYFE) in the following pattern:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day** | **Opening Hours** | **Times EYFE can be accessed** | **Maximum number of EYFE hours that can be claimed per day for children eligible for up to 15 hours** | **Maximum number of EYFE hours that can be claimed** **per day for children eligible for up to 30 hours**  |
| Monday | [insert opening times] | [insert times EYFE can be claimed] | [insert max hours that can be accessed; cannot exceed 10 hours in one day] | [insert max hours that can be accessed; cannot exceed 10 hours in one day] |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |
| Saturday |  |  |  |  |
| Sunday |  |  |  |  |

***[Insert Provider Name]*** offers EYFE for ***[insert number of weeks]*** weeks per year and is open [insert number of weeks] per year.

## Stretch-funding ***[Delete this section if you do not stretch your funding]***

At ***[Insert provider name]***, we offer Early Years Funded Entitlement (EYFE) over ***[Insert total number of weeks which must be higher than 38]*** per year. Children accessing over ***[Insert total number of weeks which must be higher than 38]*** weeks will be able to stretch their funding across the additional weeks of attendance at a lower number of hours claimed per week. ***[Insert Provider Name]*** also offers/does not offer EYFE over 38 weeks, commonly referred to as “term time only”.

Children eligible for up to 15 hours per week can access up to 570 hours per year, and children eligible for up to 30 hours per week can access up to 1140 hours per year. See the table below for details on the number of hours you can claim per week at ***[Insert name provider]***:

|  |  |  |
| --- | --- | --- |
| **Number of weeks EYFE claimed over** | **Number of hours per week if eligible for up to 15 hours** | **Number of hours per week if eligible for up to 15 hours** |
| 38 (Term time only) ***[Delete this row if you do not offer term time only]*** | 15 | 30 |
| 50 ***[example row, amend as required]*** | 11 | 22 |

## Accessing Early Years Funded Entitlement at ***[insert setting name here]***

The provision of Early Years Funded Entitlement (EYFE) includes the delivery of early years education and childcare, and we deliver this in line with the requirements of the Early Years Foundation Stage (EYFS). Parents/carers will be required to complete a Parent Declaration form before they begin accessing their EYFE sessions at ***[Insert Provider Name]***. A new copy will need to be completed if your personal details or your child’s EYFE hours change. Children are required to attend their EYFE sessions prior to and at headcount for ***[Insert Provider Name]*** to claim EYFE funding from WSCC for them.

Note there are no conditions to accessing EYFE places at ***[insert provider name]***, including:

* No requirement to access a minimum number of hours or sessions.
* No requirement to access additional paid-for hours.
* No requirement to take up additional paid services, such as lunch, consumables, extra classes, and trips etc.
* No non-refundable administration fees for children accessing only EYFE.
* No requirement for children to use all their EYFE solely at ***[insert provider name here].*** Children may access EYFE sessions at a maximum of two different sites per day.

***[This paragraph is optional, delete if not required]*** Whilst there is no requirement to access a minimum number of hours or sessions, we recommend that children attend ***[insert a recommended duration of attendance]***. This way, they get the most out of the learning and activities we offer, and we can be more flexible in planning the day to meet their needs.

Should you choose to withdraw your child, ***[insert provider name]*** requires ***[insert duration of no more than four weeks]*** written notice for EYFE sessions, inclusive of holidays and periods of closure. If you move to another provider within West Sussex after the notice period, your new provider can contact us to request transfer of any remaining funding we have claimed on your child’s behalf. ***[You may add a differing notice period for paid-for hours]****.*

If your child misses EYFE sessions due to illness, holidays or any planned or unplanned absence, these hours will not be available at a later date. If ***[Insert Provider Name]*** is unexpectedly closed during your child’s regularly scheduled EYFE sessions, due to illness or other unforeseen reason, ***[Insert Provider Name]*** will offer these hours at an alternative time subject to availability and where reasonable.

### Registration/Administration fees

Upon registering your child with ***[Insert provider name]***, we ask for a Registration/Administration fee of ***[insert amount]***. Note that children accessing only EYFE are exempt from this charge.

### Deposits

We charge a deposit of ***[insert amount]*** upon registration. This deposit will be returned ***[insert a timeframe shortly after headcount]***. Note that those children approved for LA Issued EYFE for 2 year olds and accessing EYFE only will be exempt from paying a deposit. ***[Insert any further stipulations regarding the return of the deposit, including what timeframe you require as adequate notice that a place won’t be taken up in order for you to return the deposit]***

### Additional Services

If parents only want to use EYFE, they won't be charged extra. But if they want, they can choose to pay for extra services, including:

***[Delete/Add as required]***

* Food services, such as breakfast, lunch, and snacks.
* Consumables, such as nappies, wipes, and sunscreen.
* Trips, outings, and extra classes (agreed in advance where possible).

Parents are free to provide their own food and consumables instead, and none of the above services must be provided as a condition of your child accessing their EYFE place. If you wish to provide your own, please be aware that:

* food must adhere to ***[insert setting name here]***’s healthy eating and allergy policy. ***[Add details elsewhere, or elaborate here]***
* if children attend their EYFE session without sufficient food or consumables (i.e., food that does not adhere to our policy), then these will be provided by ***[insert provider name]*** at a cost to the parent.

Parents can also pay for additional hours, which are subject to availability. Accessing additional paid-for hours is not a condition of accessing EYFE hours. For more information on charges for additional hours and services, please see our fee policy.

### Charges for additional hours and services

|  |  |
| --- | --- |
| **Item *[add/remove/edit as required]*** | **Charge** |
| Additional hours (under 3) |  |
| Additional hours (3 and above) |  |
| Breakfast |  |
| Lunch |  |
| Snack |  |
| Consumables (nappies, wipes, and sunscreen etc) |  |
| Early drop-off/late collection fee |  |
|  |  |
|  |  |
|  |  |

### ***[Optional section, delete if not required]*** Voluntary contributions

We also invite parents to help us to enhance our offer via a regular voluntary contribution in the suggested amount of ***[insert a monetary amount and frequency]. [Add further information on how the voluntary contribution will be used to enhance your offer]***. Please note that payment of voluntary contributions is not a condition of accessing EYFE sessions. Additionally, in compliance with West Sussex County Council’s EYFE Provider Declaration, voluntary contributions will not appear on invoices.

## Support for children with Special Educational Needs and Disabilities (SEND)

***[Insert provider name]*** is welcoming of all children and will work with parents and carers to ensure the needs of their children are met. To best support your child, ***[Insert provider name]*** will assess their needs during their settling in period and their regular attendance and consult with you about any needs you or ***[insert provider name]*** identify.

### Targeted Setting Support

Should any additional needs be identified, support is available from West Sussex County Council via Targeted Setting Support. ***[Insert provider name]*** will consult with parents and carers before seeking this support.

### Inclusion Funding

Inclusion Funding can be applied for by providers signed up to offer Early Years Funded Entitlement (EYFE) to support them in allowing children with additional needs to access their EYFE. ***[Insert provider name]*** will consult parents and carers before applying and seek their input into the action plan for the child. ***[Insert provider name]*** will share this action plan with West Sussex County Council, who will then determine if Inclusion Funding can be provided and how much. Note that if your child has already been approved for Inclusion Funding at another West Sussex provider, some or all of this funding may be made available for use at ***[Insert provider name]***. In this case, we will consult with you further regarding best use of this funding.

### Local Offer

You can find information about our Local Offer ***[add instructions on how to find your Local Offer policy, i.e., on request or online and provide link]***

## Early Years Pupil Premium (EYPP)

EYPP is additional funding for early years settings to improve the education they provide for eligible children claiming Early Years Funded Entitlement (EYFE). EYPP is paid to settings alongside EYFE (Extended hours for 3 and 4 year olds are exempt). Children do not need to take up their full entitlement to receive it. EYPP will be paid in proportion to the child’s actual EYFE hours.

For ***[insert provider name]*** to be able to claim for your child, you will need to provide the following information:

* Parent/carer’s full legal name.
* Parent/carer’s date of birth.
* Parent/carer’s National Insurance (NI) number or National Asylum Support Service (NASS) number.
* Evidence that the child has been in local authority care for one day or more in England or Wales (if applicable).
* Evidence proving the child has been adopted from local authority care, left care through a special guardianship order or is subject to a child arrangements order (if applicable).

***[Insert Provider name]*** will determine best use of the funding by assessing the needs of eligible children, and in consultation with parents. We may also seek advice from West Sussex County Council for best use.

You can find out more about EYPP by viewing West Sussex County Council’s EYPP guidance for more information, including funding amounts at westsussex.gov.uk/eypp.

## Disability Access Fund (DAF)

DAF is a measure which aids access to early years places by, for example, supporting providers in making reasonable adjustments to their settings and/or helping with building capacity, be that for the child in question or for the benefit of children attending the setting. DAF is a fund that can be paid once per year.

Children will be eligible for the DAF if they meet the following criteria:

* the child is in receipt of child Disability Living Allowance (DLA); and
* the child receives Early Years Funded Entitlement (EYFE).

For ***[insert provider name]*** to be able to claim DAF for your child, you will need to provide the following:

* A newly completed Parent Declaration, completed to confirm you would like **[insert provider name]** to apply for DAF on behalf of your child; and
* A copy of a letter confirming your child’s current eligibility for Disability Living Allowance (DLA)

To determine best use of the funding, ***[Insert Provider name]*** will assess the needs of the child, consult with parents, and seek support from West Sussex County Council where required.

You can find out more information by reading West Sussex County Council’s DAF guidance for more information, including funding amounts at westussex.gov.uk/daf.

|  |  |
| --- | --- |
| Policy reviewed on |  |
| Next review due |  |