



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 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 below for information on when children become age eligible for the various entitlements:

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.

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:

The list is arranged in birth order and in addition may consider the following:

The age of the child with priority being given to children eligible for the free entitlement

The vicinity of the home to the setting

Siblings already attending the setting

The capacity of the setting to meet the individual needs of the child

Funded places are offered in accordance with the Early Years Entitlements: Operational Guidance for local authorities and providers (DfE 2018) and any local conditions in place at the time.

No child is guaranteed a place until the required Preschool forms have 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 and proof of date of birth has been provided.

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.

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 Hurstpierpoint Preschool

Hurstpierpoint Preschool is registered with West Sussex County Council (WSCC) to provide Early Years Funded Entitlement (EYFE) hours under the following schemes:

- 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

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. [Policies and Procedures – Hurstpierpoint Pre-School \(hurstpreschool.org.uk\)](http://hurstpreschool.org.uk)

Pattern of delivery

At Hurstpierpoint Preschool 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	09.00-15.30	09.00-15.30	6.5	6.5
Tuesday	09.00-15.30	09.00-15.30	6.5	6.5
Wednesday	09.00-15.30	09.00-15.30	6.5	6.5
Thursday	09.00-15.30	09.00-15.30	6.5	6.5
Friday	09.00-12.00	09.00-12.00	3	3

Hurstpierpoint Preschool offers EYFE for **38** weeks per year and is open 38 per year.

Sessions offered are 09.00-12.00 Monday to Friday or 09.00-15.30 Monday to Thursday. Parents and carers may request any combination of whole days and mornings.

Accessing Early Years Funded Entitlement at Hurstpierpoint Preschool

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 Hurstpierpoint Preschool. 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 Hurstpierpoint Preschool to claim EYFE funding from WSCC for them.

Note there are no conditions to accessing EYFE places at Hurstpierpoint Preschool 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 requirement for children to use all their EYFE solely at Hurstpierpoint Preschool. Children may access EYFE sessions at a maximum of two different sites per day.

Should you choose to withdraw your child, Hurstpierpoint Pre-school requires **4** 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.

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 Hurstpierpoint Preschool is unexpectedly closed during your child's regularly scheduled EYFE sessions, due to illness or other unforeseen reason, we will try to offer these hours at an alternative time subject to availability and where reasonable.

Additional services

We ask parents for a termly donation towards the cost of providing a healthy snack twice a day. Snack is mostly fruit and vegetable based and can also include breadsticks, crackers, toast. If you prefer not to donate money you are welcome to bring food to contribute to snack each day.

Parents can ask for **ad hoc** sessions subject to availability at any time during the year. These sessions need to be paid for even if your child is funded, a morning session is £20 and a full day is £45.

Voluntary contributions

Over the last 10 years the increases in the funding rates we receive from the Government have not kept pace with the rises in running costs. To ensure we continue to offer good quality affordable childcare we need to consider ways to raise additional funds to support our provision and further our charitable aims.

We invite parents to support us by making a one off or termly voluntary contribution of £30-£50. We plan to use any contributions received to enhance our offer by updating and replacing story books and well used resources. 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, however we will issue a receipt.

Gift Aid, all parents will be given a Gift Aid Declaration form when their child joins Preschool, this is another way we try to raise funds to reduce the gap between funding and costs.

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

Hurstpierpoint Pre-School 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, Hurstpierpoint Pre-School will assess their needs during their settling in period and their regular attendance and consult with you about any needs you or Hurstpierpoint Pre-School identify.

Targeted Setting Support

Should any additional needs be identified, support is available from West Sussex County Council via Targeted Setting Support. Hurstpierpoint Pre-School 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. Hurstpierpoint Pre-School will consult parents and carers before applying and seek their input into the action plan for the child. Hurstpierpoint Pre-School 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 Hurstpierpoint Pre-School. 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 on our website [Including all children – Hurstpierpoint Pre-School \(hurstpreschool.org.uk\)](https://www.hurstpreschool.org.uk)

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 Hurstpierpoint Pre-school 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).

Hurstpierpoint Pre-school 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 [Early Years Pupil Premium \(EYPP\) - West Sussex County Council](#).

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 Hurstpierpoint Preschool 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 Preschool 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, Preschool 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 [Disability Access Fund \(DAF\) - West Sussex County Council](#)

Policy reviewed on	May 2024
Next review due	May 2025