



Early Education Funding Policy

Date	Review Date	Coordinator	Nominated Governor(s)
April 2024	April 2025	Headteacher	Admission committee

We offer full-time and/or part-time childcare. All children are welcome. We treat all children and families with respect. We aim to meet the specific needs of each child in our care.

Early Education funding eligibility

We deliver early education funding in line with the requirements set out in the [Early Education and Childcare Statutory Guidance](#) document (which applies from 1 April 2024).

Children aged 9 – 24 months – NOT OFFERED AT SACRED HEART

2 Year Old Children – NOT OFFERED AT SACRED HEART

3 & 4- Year Old Children:

- All families in England with 3 and 4-year-old children can get Universal funding (up to 15 hours a week) of funded childcare or early education for 38 weeks.
- Working families in England with 3 and 4-year-old children can get extended funding (up to 30 hours a week) of funded early education. It is your responsibility to confirm your eligibility for 30 hours free childcare every three months. Full details around how 30 hours funding is applied for, and the timescales, cut off dates that are applied to claims can be found online. www.childcarechoices.gov.uk

Children can take-up universal and extended funding at the start of the funding period following their third birthday.

Early Years Pupil Premium (EYPP)

- If your child is accessing an early education funding place, your early years provider could be eligible for extra funding to help support your child to develop and learn. EYPP is paid direct to your provider based on the first 15 hours of funding for all age groups.

Disability Access Funding (DAF)

If your child is accessing an early education funding place and is in receipt of Disability Living Allowance, your early years provider could be eligible for extra funding to help support your child. Disability Access Funding is paid annually direct to your provider.

Parent Responsibility

Parents or carers must complete and sign a Parent/Carer Declaration Form each funding period (term) to:

- confirm the agreement between the provider and the parent for the duration of the funding period.
- record the number hours/weeks of Free Childcare for the duration of the funding period.
- record if parents are accessing funding over one or more providers to prevent double claims being made. We may charge for the hours your child attends more than his/her Free Early Years Funding entitlement if you have not declared accurately how many hours your child is attending with another provider.
- give consent that the information provided on the Parent Declaration Form can be shared with the Local Authority.
- confirm that you understand that if parents wish to increase the number of funded hours their child is accessing after the headcount date, we may charge for these additional sessions.

Parents accessing Working Parent entitlement must reconfirm eligibility every three months. If you fail to do so you could lose your eligibility for a Working Parent Entitlement place at this setting.



Love of God, Love of one another, Love of our world, Love of learning.

In the interests of stability The Council does not encourage the movement of children between providers' mid-term. Children will not be funded if they move settings during the funding period except for exceptional circumstances. Parents must give at least 20 working days' notice if they intend to withdraw their child.

Holiday arrangements

- Parents **will not** be able to claim alternative free sessions if the child does not attend due to family holiday,
- Parents **will not** be able to claim alternative sessions if we are closed due to school holidays.
- We will ensure that your child receives their full entitlement of hours for the funding period.
- We are not open on Bank holidays and will not charge for these days.

If the setting closes due to sickness, emergencies etc.

Parents will not be charged fees for hours when the setting is closed. For example: In case of emergency where the setting must close due to circumstances beyond our control, for example severe weather conditions,

- We will not be able to make up the funded hours at another time.
- Parents may lose the funded hours if closure is beyond our control.

If your child doesn't attend due to sickness, family holiday or days off

- If your child is absent during funded hours, we are not required to provide alternative free sessions.
- Please inform us of any reason your child is unable to attend. If your child is getting funded early education sessions, we are required to monitor your child's attendance and inform the Local Authority if the attendance falls below 90%. Your child's free place is Government funded. If your child consistently fails to attend, their place may be withdrawn.
- If your child cannot attend the setting for any reason, fees for any additional hours must still be paid, as a place has been kept open for your child.

Charges for Additional Services

Government funding is intended to deliver 15 or 30 hours a week of free, high quality childcare. It is not intended to cover the costs of meals, other consumables, additional hours, or additional services. Please see details of my/our additional services costs.

Details	Cost
Lunch – daily charge for childcare (only for 30 hour children)	£5.00 per day
Lunch – daily meal with various options (only for 30 hour children)	£2.30 per day
Snacks – termly charge – 30 hour children	£20.00 per term
Snacks – termly charge – 15 hour children	£10.00 per term
Consumables - daily charge (e.g. nappies, wipes, pull-ups.)	To be provided by family
Enriching Curriculum Activities (e.g. Forest school, beach trips etc)	Advised on an individual basis, per trip
Other charges	

Parents will be provided with clear information to let them know what their individual additional costs will be to allow them to make an informed decision before they take up a place.

Parents will be provided with an invoice, which clearly shows that funded hours are free and gives details of charges for additional services. If you are accessing the free hours only and you will have difficulties meeting the cost of these additional services, please come and speak to us.



When you can have free early education hours

Government legislation states that free early education sessions can be delivered:

- only between the hours of 6.00am and 8.00pm.
- for a minimum session of one hour per day up to a maximum of 10 hours a day

We offer free early education sessions at the following times:

	Sessions for 3 & 4 year olds	
Monday	8.45am – 11.45am	12.30pm – 3.30pm
Tuesday	8.45am – 11.45am	12.30pm – 3.30pm
Wednesday	8.45am – 11.45am	12.30pm – 3.30pm
Thursday	8.45am – 11.45am	12.30pm – 3.30pm
Friday	8.45am – 11.45am	12.30pm – 3.30pm

- We deliver funding up to 15 (or 30) hours a week over 38 weeks a year.
- We **do not** offer an option to stretch early education funding entitlement in line with the Southend Stretch Funding Policy (if the offer is stretched over more than 38 weeks the hours per week are reduced)

More help with childcare costs



Childcare Choices is a government website providing:

- Information about all the different types of help with childcare costs, visit www.childcarechoices.gov.uk
- Use the Government childcare-calculator that we recommend parents use to find out what schemes you are eligible for and how much you can get, visit www.gov.uk/childcare-calculator

You may be eligible for other help with childcare costs, including.

- Tax Free Childcare: We are registered to accept Tax free childcare. If you qualify 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).
- Universal Credit for childcare.
- Childcare help if you are training.

To be signed by parent:

I have read and understood the Early Education Funding policy for 3 and 4 year-olds.

Child's name:	
Child's date of birth:	
Parents name:	
Parents signature:	
Date:	