

POLICY FOR FUNDED PLACES



Funded Sessions

From the term after their 3rd birthday, all 3 and 4 year olds are entitled to a claim universal funding which means they can claim 15 hours of funded early education per week over no fewer than 38 weeks of the year. Working families are able to claim up-to 30 hours of funded early education per week over no fewer than 38 weeks per year. We are also able to accept children who qualify for 15 hours of 2help funding (From April 2024 working parents of 2year old **children** are able to claim up-to 15hours of funded early years education)

When children can receive their funding

Eligibility for Funded Hours (2,3,4 Year Old)		
Born on or after	Born on or before	Funding Starts
1 st September	31 st December	Spring Term (After Xmas Holidays)
1 st Jan	31 st March	Summer Term (After Easter Holidays)
1 st April	31 st August	Autumn Term (After Summer Holidays)
Fee Paying Place		
2 Year Old		Date of child's 2 nd Birthday
3 /4 Year Old		Any time

Allocation of Funded Places (See admissions policy for further information)

We do not limit the number of funded places available to families at Birchwood Pre-school. But funding can only be used for the sessions that run from 08.45-11.45 and 11.45-15.45. All other sessions must be paid for. Where possible we try to meet parents requests for days. Once a place has been allocated and accepted by a parent, these sessions are for that school year. Parents are able to request changes to their child's schedule and if possible these will be accommodated but this is dependent on available places.

How to Claim Funding

More information on funding can be found at: www.childcarechoices.gov.uk

To claim universal funding, parents must complete and sign a 'Parental Declaration Form' stating the number of hours are required and provide proof of the child's identity and home address.

The government only entitles parents/legal guardians who meet the eligibility requirements (e.g. income requirements) to the extended 30 Hours Free Entitlement. If you are eligible, you will need to apply for and obtain a 30hour code via your childcare service account.

Regulation requires us to validate your 30 hours code with the local authority using your child's date of birth, 30 hours code and the parents/ guardians National Insurance number and dates of births. We will ask for your 30 hours validation code and national insurance number for both parents when you register. By proving this information, you are giving us consent to validate your 30 hours code.

Your receipt of the 30 hours funding Entitlement is subject to our receipt of the government funding from the local authority. If for some reason the local authority does not pay the government funding to us, we reserve the right to make changes with immediate effect to this agreement and will charge for any sessions your child has attended over and above the universal 15 hours of funded care and education all children are entitled to.

Three- and four-year old children who receive a child Disability Living Allowance and Free Entitlement may be eligible for the Disability Access Fund (DAF).

Please see <https://www.gov.uk/disability-living-allowance-children/overview>.

INVOICING

Parents claiming funded sessions only will still be provided with a monthly invoice which will show a £0.00 balance.

ATTENDANCE

Children are able to attend a maximum of two sites in a single day e.g. Birchwood Pre-school and a childminder. If your child attends more than one setting, you can decide how the funding will be split between the settings. You will be asked to provide the following information for the nursery your child attends, nursery name, entitlement hours attended per day, total number of hours per week and total number of weeks per year (38/51). By signing a parental declaration, you are confirming where you use your funded hours. It is your responsibility to only use the hours you are entitled to. If the LA advise the setting you are over claiming your hours, you will receive an immediate charge for the hours used at our hourly rate.

Children are expected to attend Pre-school for each day that they are funded and parents must inform us why their child is absent. It is part of the funding agreement that we record when and why a child is absent. If a child is absent and we have not heard from parents, we will contact you to find out why the child is not in setting that day.

Privacy Notice

To provide the funded entitlement to you, regulation requires us to share information related to your child and his/her care with the local authority and/or the Department for Education. The information shared may include information relation to your child's gender, age, attendance/absences, disabilities, or any other information required under the regulations.

This policy was reviewed by Claire Davis, December 2023

Staff Signature.....(Hard Copy)

Next Review Date May 2023