



St Margaret's Nursery

Early Years Funded Entitlement policy

Revision Number	Date Issued	Prepared by	Approved	Personalised by school	Comments
1	March 2025	Nichola Rea	TBC	STC	

<i>Type of Policy</i>	<i>Tick</i> ✓
DCAT Statutory Policy	✓
DCAT Non-statutory Policy	
DCAT Model Optional Policy	
Academy Policy	
Local Authority Policy	

Date Agreed:	September 2025
Review Date:	September 2027
Type of Policy:	

St Margaret's Nursery 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 below 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.

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:

1. **Full time** children with a sibling attending St Margaret's School and Nursery (8.30-3.30 5 days a week)
2. Children eligible for **30-hour funding**
3. Children eligible for **15-hour funding**
4. 'Children we care for' in the community
5. Children with Special Educational Needs and Disabilities
6. All other applications
- 7.

No child is guaranteed a place until an offer email has been sent and an acceptance email has been received. 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.

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 **St Margaret's Nursery**

St Margaret's Nursery is registered with West Sussex County Council (WSSCC) 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.

St Margaret's CE Primary & Nursery School
Loving God ~ Serving others ~ Fulfilling our potential

Pattern of delivery

At **St Margaret's Nursery** 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	8.30-4.30	8.30-11.30 or 12.30-3.30 9.30-3.30	6	6
Tuesday	8.30-4.30	8.30-11.30 or 12.30-3.30 9.30-3.30	6	6
Wednesday	8.30-4.30	8.30-11.30 or 12.30-3.30 9.30-3.30	6	6
Thursday	8.30-4.30	8.30-11.30 or 12.30-3.30 9.30-3.30	6	6
Friday	8.30-4.30	8.30-11.30 or 12.30-3.30 9.30-3.30	6	6

St Margaret's Nursery offers EYFE for **38** weeks per year and is open 38 weeks per year.

Accessing Early Years Funded Entitlement at **St Margaret's Nursery**

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 **St Margaret's Nursery**. 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 **St Margaret's Nursery** to claim EYFE funding from WSCC for them.

Note there are no conditions to accessing EYFE places at **St Margaret's Nursery** including:

- No requirement to access a minimum number of hours or sessions.
- No requirement to access additional paid-for hours.
- No non-refundable administration fees for children accessing only EYFE.
- No requirement for children to use all their EYFE solely at **St Margaret's Nursery** Children may access EYFE sessions at a maximum of two different sites per day.

Whilst there is no requirement to access a minimum number of hours or sessions, we recommend that children attend **at least two sessions a week** 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, St Margaret's Nursery 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 **St Margaret's Nursery** is unexpectedly closed during your child's regularly scheduled EYFE sessions, due to illness or other unforeseen reason **St Margaret's Nursery** will offer these hours at an alternative time subject to availability and where reasonable.

Additional Hours

If parents only want to use EYFE in the EYFE sessions, they won't be charged extra. 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.

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

St Margaret's Nursery 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, **St Margaret's Nursery** will assess their needs during their settling in period and their regular attendance and consult with you about any needs you or identify.

Targeted Setting Support

Should any additional needs be identified, support is available from West Sussex County Council via Targeted Setting Support. **St Margaret's Nursery** 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. **St Margaret's Nursery** will consult parents and carers before applying and seek their input into the action plan for the child. **St Margaret's Nursery** 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, this can be found on The Schools website.

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 **St Margaret's Nursery** 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).

St Margaret's Nursery 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](https://www.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 ***St Margaret's Nursery*** 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 ***St Margaret's Nursery*** 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, ***St Margaret's Nursery*** 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 westsussex.gov.uk/daf.