



Early Years Funding Entitlement Policy

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Description: This policy outlines the Prep School's early years funding entitlement.

OUR SCHOOL AIMS

- ❖ *To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.*
- ❖ *To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.*
- ❖ *To instil and nurture a strong sense of social responsibility, integrity and environmental awareness so our pupils positively contribute to a sustainable and just society.*
- ❖ *To guide each pupil in the discovery, delight and development of their individual gifts, talents and character.*
- ❖ *To create and sustain an inclusive school culture, where diversity and difference are recognised and valued.*
- ❖ *To prioritise physical and emotional wellbeing across every facet of our school community.*

1.0 INTRODUCTION

- 1.1 Lingfield College Nursery is a registered setting for Early Years Funding Entitlement. If your child is eligible, funding is available for up to 15 free hours per week under the Early Years Free Entitlement Scheme, this up to 570 hours of funded early education a year. The rate of this award is set by Surrey County Council and is subject to change.
- 1.2 Lingfield College Nursery is open 50 weeks of the year, closing for 2 weeks in December. We open from 7.30am till 6pm and have varying session types as stated in the table below:

Morning Session	8.30am to 11.30am
Morning Session (Lunch inc.)	8.30am to 12.30pm
Afternoon Session	12.30pm to 3.30pm
Full Day (Lunch inc.)	8.30am to 3.30pm
Extended Day (Lunch inc.)	7.30am to 6.00pm



Wraparound care (AM – Breakfast inc.)	7.30am to 8.30am
Wraparound care (PM - Dinner inc.)	3.30pm to 6.00pm

2.0 WHAT IS ON OFFER

- 2.1 The contract types allow for both Lingfield College Term-time attendance or 50 weeks of the year, this being considered full-time. The funded session is applied to the session between 12.30 pm – 3.30 pm, this is only applicable for children the term after they turn 3 years of age and from April 2024 for eligible working parents the term after your child turns 2 years of age . Reception pupils currently benefit from the EYE funding until the term after they are 5 years old.
- 2.2 Lingfield College Nursery offers three- & four-year-old universal funded places and the two-year-old funding for eligible working parents up to 15 hours where places are available. We are also in receipt of Early Years Pupil Premium and Disability Access Fund for eligible children.
- 2.3 We offer the following pattern of provision for early education funded places:
- Up to 15 hours per week, three- & four-year-old universal funding over 38 weeks taken between 12.30pm and 3.30pm Monday to Friday.
 - Up to 15 hours per week, two to three-year-old funding for eligible working parents over 38 weeks taken between 12.30pm and 3.30pm Monday to Friday.
- 2.4 If your child attends term-time only, your funded sessions will be amended as per your contract choice. This means that we are only able to apply for Surrey funding for the agreed attendance of your child. This is only for the sessions attended during Lingfield College's term-time.
- 2.5 If your child attends for 50 weeks, your child will be in receipt of the full 38 weeks entitlement, this is applied to some weeks during the school closure period. Therefore, you will have some weeks during the year that will not have funding applied and so the daily rate charged will be as per the unfunded sessions.

For example:

- A child attending our weekly extended day care option for 50 weeks of the year may access the full 15 hours per week entitlement for 38 weeks in the year. This leaving a period of 12 weeks unfunded.
 - A child attending 3 full days per week term-time only, may access 9 hours of entitlement per week for the weeks attended.
- 2.6 The terms in which the funding period applies for children accessing 38 weeks in the years are:
- 1st January (Spring) to 31st March
 - 1st April (Summer) to 31st August
 - 1st September (Autumn) to 31st December
- 2.7 Surrey County Council pays the funding for Funded Early Education for 3- and 4-year-olds directly to the school. This also determines when we are able to apply for funding for your child, as it applies to the term after your child turns three years old.
- 2.8 For children aged 2 years, parents are required to apply for a code that verifies their eligibility for the funding. This can be applied for through the [How to claim 15 hours free childcare including how to get your code - The Education Hub \(blog.gov.uk\)](#) government website. This code will need to be



shared with the Nursery administrators so we are able to check its validity and access funding as per your request. Please note: we will not be able to apply for funding if the code is not received before the term end, this resulting in funding not being applied to your child's sessions for that given term as per the dates above. Parents are required to ensure they check the Government Guidelines for updated information and Surrey's policies to ensure criteria is being met.

For example:

- If your child's third birthday is on the 4th of January, you'll only be in receipt of funding for the Summer term starting from the 1st April and thereon until the term after your child turns five years old.
- If your child's second birthday is on the 2nd of April, you'll only be in receipt of funding for the Autumn term starting from the 1st of September and thereon until the term after your child turns three years old, upon which they can access the universal funding for the 3 & 4 year olds.

2.9 For information, the days funded per term and as per Surrey Council are as follows:

Term	Number of days in the term funded.
Spring	70, this equivalent to 14 weeks
Summer	55, this equivalent to 11 weeks
Autumn	65, this equivalent to 13 weeks



3.0 PARENT DECLARATION FOR EARLY EDUCATION FUNDED PLACES

- 3.1 You must complete a Parent Declaration Form every term to enable us to claim all the early education funding your child is entitled to. You must complete this information and return to finance@lingfieldcollege.co.uk by the requested termly deadline to secure your child's funded place for the following term. This is imperative and forms part of your obligations as per Surrey's Funding Policy. Please make sure your Parent Declaration Form is consistent with the sessions you've stated on the Termly Sessions Letter and Form and that you are clear whether you require Term-time or the 50-week care provision.
- 3.2 For working eligible parents accessing the two year old funding, please access the [How to claim 15 hours free childcare including how to get your code - The Education Hub \(blog.gov.uk\)](https://www.blog.gov.uk/2017/09/07/how-to-claim-15-hours-free-childcare-including-how-to-get-your-code/) government website and apply for your eligibility code. This must be reapplied for every three months before the beginning of every new term and shared in good time with the finance department or Nursery administrators. The code has a start date and an end date and although we apply for funding, it is your responsibility to provide us with your eligibility code before the code's start date and complete a Parent Declaration Form, so we are able to access your information and check the eligibility of your code. It is imperative that you apply for the code and share it within good time as a code that has not been re-confirmed for funding for the given term will not be eligible and therefore funding cannot be applied for the term. If funding cannot be applied, you will be required to pay for the full terms fees as per the fee schedule. Three weeks prior to codes being submitted we will send a reminder email with deadline dates for the information to be shared with us, this two weeks prior to submission.
- 3.3 For new parents accessing the working parents 2-year-old funding, please ensure you complete and return the Consent Form provided. This provides your permission for us and Surrey to process and access your personal information. This form is available upon request through the Nursery Administrators and will need to be completed and returned before funding can be applied.
- 3.4 Please be aware that for children in Caterpillars and Butterflies, the minimum number of sessions required is 3 morning sessions per week. This is as per our Nursery Admission's policy.
- 3.5 If you require any additional hours these may be purchased in line with our fees policy where places are available. Please bear in mind that funding cannot be applied to any Ad Hoc sessions.
- 3.6 Information you provide on this form will enable us to access any additional funding that your child may be eligible for, such as Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF).
- 3.7 Lingfield College welcomes children in receipt of the Universal funding for three- and four-year-olds and for eligible two-year-olds. All children that are eligible to access the universal funding will be able to do so and no child will be treated any less favourably, as per our policy ensuring all children and their families are treated equally.
- 3.8 Upon enrolment, you must provide original copies of documentation to confirm that your child has reached the eligible age for all early education funded places. For example, birth certificate or passport. Lingfield College will retain paper or digital copies of documentation to enable the local authority to carry out audits and fraud investigations as per our Data protection policy.
- 3.9 At Lingfield College Nursery we do not offer;
 - 30 hours funding
 - Stretched funding

4.0 SHARED CARE

If we are unable to offer you a place for all your entitled funded hours, or you make a choice for your child to attend another provision, you may wish to share your early education funding with another local provider. We work in partnership with the other providers to enable eligible children



to access their full entitlement. Please be aware that this arrangement will be subject to the Local County Council's policy and agreement.

5.0 TOP-UP FEE

Lingfield College will not charge parents 'top-up' fees (the difference between our usual fee and the funding we receive from the local authority to deliver funded places).

6.0 INVOICES

Lingfield College will ensure that invoices and receipts are clear, transparent and itemised, allowing parents to see that they have received their funded entitlement completely free of charge and understand fees paid for additional hours.

7.0 COMPLAINTS

- 7.1 If you feel that the contents of this policy have not been fairly applied to your child, then you may register a complaint with Mrs Vickery at earlyyearsadmin@lingfieldcollege.co.uk using the normal complaints procedure.
- 7.2 For further information of Surrey's Funding Policy, please access the link provided: [Surrey Free Early Education for Three and Four Years Olds.](#) And Providing the early years funded entitlement for working parents - Surrey County Council (surreycc.gov.uk)

Policy created November 2022

Next review due November 2023