

<h2>Early Years Funding Entitlement Policy</h2>	
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Other policies referred to:	
Date of Next Review:	July 2026

### 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 (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 & Dinner 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. Universal funding for 3 and 4-year-olds is available for children the term after they turn 3 years of age. The 2 year working parents funding is available 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:
  - 1<sup>st</sup> January (Spring) to 31<sup>st</sup> March
  - 1<sup>st</sup> April (Summer) to 31<sup>st</sup> August
  - 1<sup>st</sup> September (Autumn) to 31<sup>st</sup> 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 start of the term that funding is due to start, 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 4<sup>th</sup> of January, you'll only be in receipt of funding for the Summer term starting from the 1<sup>st</sup> of April and thereon until the term after your child turns five years old.
- If your child's second birthday is on the 2<sup>nd</sup> of April, you'll only be in receipt of funding for the Autumn term starting from the 1<sup>st</sup> 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.
Autumn	70, this equivalent to 14 weeks
Spring	55, this equivalent to 11 weeks
Summer	65, this equivalent to 13 weeks

### 3.0 PARENT DECLARATION FOR EARLY EDUCATION FUNDED PLACES

- 3.1 You must complete and sign 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 [nurseryadmin@lingfieldcollege.co.uk](mailto:nurseryadmin@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.
- 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 \(blog.gov.uk\)](#) 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.
- 3.4 Please note that, for children in caterpillars and Butterflies, we strongly recommend a minimum number of three morning sessions per week for welfare considerations.
- 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
  - 9-month-old funding for eligible parents

#### **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 FEES**

Despite the fact that the funding provided by the local council does not meet the actual cost of delivering a funded session, Lingfield College will not apply any 'top-up' fees to parents.

#### **6.0 CONSUMABLES CHARGES**

Lingfield College Nursery do not charge extra for consumables neither are parents expected to make voluntary contributions for consumables such as 'meals', wipes, activities or materials purchased to enhance children's learning during your child's funded session 12.30pm – 3.30pm Monday to Friday, 38 weeks per year. Parents are asked, however, to provide their child's nappies, formula milk, suncream and nappy creams, to minimise risk of reaction and cater for personal preference.

#### **7.0 ABSENCES**

Periods of absence may impact on your child's funded entitlement and so if your child is absent or is on holiday, you may be charged an incremental fee if funding has been withdrawn by the Local Authority.



## **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. It is not expected that consumables charges will appear on your invoice as Lingfield College Nursery do not charge for these during the funded session.

## **7.0 FEE INFORMATION**

Admissions criteria and funding information is provided on our website and within our Fees Schedule and associated policies, therefore information is accessible to parents regarding their entitlement and our offering.

## **8.0 COMPLAINTS**

- 8.1 If you feel that the contents of this policy have not been fairly applied to your child, then you may register a complaint at [nurseryadmin@lingfieldcollege.co.uk](mailto:nurseryadmin@lingfieldcollege.co.uk) using the normal complaints procedure.
- 8.2 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](http://surreycc.gov.uk))