

Poppets Pre-School

Early Education Funding (EEF) Policy

Introduction

This policy outlines how Poppets Pre-School delivers Early Education Funding (EEF) entitlements for 9 month olds, 2 year olds and 3 to 4 year olds. Funding is delivered in accordance with statutory guidelines and Achieving for Children (AfC) requirements. Our goal is to maximise parental access while ensuring the sustainability of the setting.

Entitlement Options

Parents can access their child's funding during term time (38 weeks a year), we do not offer hours outside of term time so are therefore unable to offer the hours stretched.

- Universal Entitlement: Up to 15 hours per week for 3 and 4 year olds (and eligible 2 year olds).
- Extended Entitlements: Up to an additional 15 hours per week for working families (totalling 30 hours)
- Under 2s Entitlement: Up to 15 hours per week for eligible working parents of children aged 9 months to 2 years. Please note : we only take children who are two years old so can only claim this funding in the last term of their claim.

Booking Patterns and Attendance

To ensure children gain maximum benefit and to comply with AfC Early Education Compliance guidelines:

- Funding cannot be claimed for more than 10 hours per day.
- Funded hours cannot be claimed before 6am or after 8pm.
- Children cannot access funded hours across more than two sites in a single day.
- Consistent non-attendance: If a child is consistently absent or frequently dropped off or picked up early, the setting will investigate the reason. Unexplained or excessive poor attendance may result in the withdrawal of funding.

Additional Services and Charges

While the core early education funding is free, Poppets Pre-School reserves the right to charge for additional services.

- **Consumables:** We ask parents to provide their own lunch, snacks, nappies, wet wipes and consumables so we do not charge for these. However if parents repeatedly fail to send these items in then there will be an additional charge for these.
- **Additional Hours:** Any hours attended over and above the funded entitlement will be charged at our standard hourly rate of £10 per hour.
- **Voluntary Contributions:** We may request voluntary contributions to enrich the children's experience (eg trips, visitors) but this is strictly voluntary and your child will not be excluded from the funded session if you choose not to contribute.

Funding Claims Process

Parents must complete and sign an AfC Parental Declaration Form every term before the child's funded hours can be claimed.

- Parents must provide their eligibility codes (if using the Working Entitlement) by the advertised termly deadlines
- It is the parents responsibility to reconfirm their working eligibility code with HMRC every three months.

Additional Funding Streams

We will work with AfC to ensure all eligible children receive additional support:

- **Early Years Pupil Premium (EYPP):** Additional funding for disadvantaged children to support development.
- **Disability Access Funding (DAF):** Funding for children who are in receipt of Disability Living Allowance (DLA) and accessing universal early education.

- Inclusion Funding: We will apply to AfC for targeted setting support for children with Special Educational Needs and Disabilities (SEND).

This policy was adopted on: (date)

Signed on behalf of the pre-school:(owner)

Date for review: August 2027 (annually)