

Harwich Connexions Noah's Nursery

Funding Policy

Funded early years education

At Harwich Connexions Noah's Nursery, we offer funded places.

The hours we offer the funding over are between: 8am to 6pm Monday to Thursday and 8am to 5pm on Fridays. Funded places are available to families with no additional charges.

We will not offer places to families until the child's eligibility has been checked and we have received confirmation. This will be done by:

- * Checking the child's age through their birth certificate or passport
- * Requesting the reference eligibility code from the parent/carer
- * Requesting parent details to confirm eligibility – DOB, Address and National Insurance number
- * Completion of a Parent Agreement form (PAF)

Funding starts the term after the child's birthday, for example, if your child's birthday is in December, the funding will start in January, if your child's birthday is April, your child's funding will start from September.

Your government funded hours will come off of your child's first 2 days of nursery each week, ie if your child is in on a Monday & Tuesday, then these will be your funded days, or if your child only attends Thursday & Friday, then the funding will come off of these days.

Nine month and Two year funding

The government offers 15 hours funding, for eligible families, term time only and cannot be split between two settings.

Harwich Connexions Noah's Nursery accepts this funding, we can also offer these hours as a stretched offer which is spread over 50 weeks a year. This means that parents can claim these hours throughout the year, but the amount of hours does fluctuate as follows (these figures are based on previous years):

Spring term (January – April) we offer (approx.) 11 hours funding per week

Summer term (April – September) we offer (approx.) 10 hours funding per week

Autumn term (September – December) we offer (approx.) 13 hours funding per week

Anything attended over these hours will be charged at our hourly rate.

Harwich Connexions Noah's Nursery endeavours to be as flexible as possible, whilst ensuring we meet the necessary staffing arrangements and statutory funding requirements.

An example of hours on the **stretched** 50 weeks per year offer:

Two half day sessions @ 5 hours from 08:00-13:00 or 13:00 – 18:00 for all year round attendance pattern.

OR if you attend **term time only (minimal spaces available)** at 15 hours per week, your pattern will be as follows:

Three half day sessions @ 5 hours per day from 08:00-13:00 or 13:00 – 18:00

OR one whole day session 08:00-18:00, AND one half day session.

Three and four year funding

Every child is eligible to 15 hours funding per week from the term after their third birthday. This eligibility remains until they start full time school or by the term after their fifth birthday. This funding is universal and available to all children and can be split between two settings. Harwich Connexions Noah's Nursery operates the same procedure for the hours of funding we offer and spreads these 15 hours as a stretched offer which is over a 50 week period. This entitles families to funding, which can be used in the same way as the nine month and two year funding (as above).

30 hours funding

Some children are eligible for a total of 30 hours funding, term time only. This is an additional 15 hours on top of the universal entitlement.

Parents can check their eligibility for this entitlement by the HMRC online eligibility checker which can be found on - <https://beststartinlife.gov.uk>. If you are eligible, we will need a funding code from you (by the deadline date as set by HMRC), provided by HMRC and your national insurance number. It is your responsibility to renew your code via HMRC every 3 months.

Harwich Connexions Noah's Nursery accepts this funding on an all year-round pattern ONLY, spread out as a minimum of 20 hours per week as a stretched offer, over 50 weeks a year.

An example of 20 hours spread throughout the week:

Two x full day sessions @ 10 hours from 08:00 – 18:00

Any additional sessions (half days or whole days) can be added on top and will be charged at our hourly rate.

The funding for this will fluctuate, as follows (figures based on previous years):

Spring term (January – April) we offer approx. 22 hours funding per week

Summer term (April – September) we offer approx. 20 hours funding per week

Autumn term (September – December) we offer approx. 26 hours funding per week

Anything attended over the funded hours, will be charged at our hourly rate.

30 hour funding is available to all children of working parents from the term after they turn 9 months onwards from September 2025.

Disability Access Fund Declaration

Three-and four-year old children who receive a child Disability Living Allowance and funding may be eligible for the Disability Access Fund (DAF). Please see <https://www.gov.uk/disability-living-allowance-children/overview>. The local authority pays DAF directly to the nursery setting as a fixed annual rate per eligible child. If applicable, please contact us for more information.

Privacy notice

To provide FEEE funding to you, we ask you to fill in a Parent Agreement forms (PAF), regulation requires us to share information related to your child to Essex County Council. The information shared will include information relating to your child's gender, age, attendance, absences, disabilities, or any other information required under regulation. Essex County Council have their own Privacy notice on the back of the Parent Agreement forms (PAF) which is accessible to every family.

Notes:

- * Due to the statutory guidelines we cannot offer funded sessions longer than 10 hours.
- * Harwich Connexions Noah's Nursery reserves the right to amend and make changes to the way we accept funding, with written confirmation given to families the term before new funding starts.
- * Funded sessions do not include extras. Families are given the option to provide their own e.g. meals/nappies/snack/sun cream.
- * Families requiring more hours are able to add these, at the nursery hourly rate, providing we have space.
- * We are unable to 'swap' days to alternative days. If you require a different day (if we have space), this will be chargeable.
- * If you are funded, a minimum of 2 sessions is required, providing we have space, this can be classed as one day with a morning and an afternoon session.
- * If your funding falls on a bank holiday/training day, you will not get offered an alternative session (we cannot offer you an alternative session due to no capacity).
- * We are unable to change how the system applies your funding through the week.

- * It is your responsibility to renew your code with HMRC (every 3 months), if you are unable to do this, you will access your grace period, after the grace period ends, if your code is still not renewed, your hours will be cut to funded hours only (normally 10 hours per week all year round).
- * We are unable to 'carry' hours over to the next term.
- * We provide weekly and monthly invoices containing information regarding funding and sessions.
- * If your child starts sessions with us and you then withdraw them without signing a Parent Agreement form (PAF), you will be liable to pay for all the sessions accessed and 4 week's notice.
- * Payments are accepted by BACS, Childcare Vouchers, HMRC (Tax free childcare), Cash, Debit or Credit card.

This policy was adopted on	Signed on behalf of the nursery	Date for review
8 th Nov 2023	<i>LO</i>	8 th November 2024
14 th November 2024	<i>LO</i>	14 th November 2025
30 th July 2025	<i>LO</i>	30 th July 2026
17 th June 2026	<i>RDS</i>	17 th June 2027