

**Nazeing Pre-School, c/o Nazeing Primary School, Hyde Mead, Nazeing. EN9 2HS**

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**Early Years Funding Policy**

Nazeing Pre-School provides places for Early Years Funding, for two-, three- and four-year-olds.

We will provide as many funded places as possible, but funded hours may be capped per child to ensure we reach as many local families as possible and to ensure the Pre-School’s sustainability.

We will ensure that we work in partnership with other settings to be able to provide shared care of your child/ren where the Early Years Funding of the additional hours can be spread over two settings. Please speak to the management team about this.

Our Early Years Education Funding is administered by Essex County Council. As an Early Years Provider we are required to follow the guidelines set out in the Provider Agreement Procedures and the Statuary Framework for Early Years Foundation Stage (2024). To comply with these requirements, Nazeing Pre-School will:  
• Require you to complete a Parental/Carer declaration form prior to your child starting a funded place  
• Receive a two-year-old funding code from Essex County Council, if eligible

• Receive a two-year-old funding code, if eligible from government website  
• Receive a 30-hour funding code, if eligible from government website  
• Require your National insurance number and date of birth on the parent declaration form  
• Show us a copy of your child’s birth certificate

Listed below are the various types of funding we offer and how we offer them to our families;

**Two-Year-Old Funding**

Funded two-year-old spaces are not universal, only eligible children may access this funding via an application process through Essex’s County Council; <https://www.essex.gov.uk/children-young-people-and-families/early-years-and-childcare/help-childcare-costs/funded-0> .Parent/carers will need an eligibility code which needs to be presented to Nazeing Pre-School to access the free place. We will be offering this funding at a maximum of 15 hours per week term time only, across 5 morning sessions or a maximum of 3 full days and 2 morning sessions with any additional hours being charged at our hourly fee rate, under our Fee Policy. Eligible children may access a funded place starting the term after their second birthday.

**Two-Year-Old Funding (for working families)**

From September 2025, the government will introduce an increase to the current 15 hour funding scheme for some eligible two year olds. This funding can only be offered after a successful application on the government website. Please visit the government website and complete the application form to confirm your eligibility <https://www.gov.uk/apply-free-childcare-if-youre-working>. We will be offering this funding at a maximum of 15 hours per week term time only, across 5 morning sessions for the academic year 2025-2026. Eligible children may access a funded place starting the term after their second birthday.

**Three and Four-Year-Olds Universal Funding**

Universal funding is available to all 3- and 4-year-olds the term after their third birthday. We will be offering this funding at a maximum of 15 hours per week term time only, across 5 afternoon sessions or a maximum of 5 full days with any additional hours being charged at our hourly fee rate, under our Fee Policy.

**Three and Four-Year-Old Extended Funding (for working families)**

The Extended Funding is not universal; only eligible children may access this funding via an application process, please visit the government website and complete the application form to confirm your eligibility <https://www.gov.uk/apply-free-childcare-if-youre-working> .The extended funding comprises of the universal 15 funded hours per week term time only AND an additional 15 hours per week term time only. We will be offering this funding at a maximum of 30 hours per week term time only, across 5 full day sessions with any additional hours being charged at our hourly fee rate, under our Fee Policy.

**Funding start dates:**

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| **Child born between** | **Funding start date** |
| 1st April and 31st August | 1st September |
| 1st September and 31st December | 1st January |
| 1st January and 31st March | 1st April |

**Please note that it is the responsibility of the Parent/Carer to re-check their eligibility code every three months to ensure that they continue to be eligible for the funding.**

**Funding features**  
• Minimum claim per day of 3 hours  
• Maximum claim per day of 6.5 hours  
• Funding cannot exceed 570/1140 hours per child’s birthday year  
• Parents can choose a maximum of two approved early years education providers  
• Parents must confirm the hours required with the early year’s education provider through a parent declaration form for every funding period  
• Parents must pay any additional hours or services over and above the early years education hours per week being claimed  
• The provider confirms to parents the number of hours that are part of the offer and produces clear invoices indicating the early year’s education hours.

**Early Years Pupil Premium Funding**

If you are getting funded childcare for your 3 or 4-year old, you might be eligible for Early Years Pupil Premium (EYPP) which is paid directly to childcare providers. The amount your provider gets depends on how many hours your child spends in a childcare setting. It will not affect any benefits you are getting. EYPP can improve early learning experiences and the funding could be used on things like:

* extra resources and equipment suited to your child’s needs
* activity experiences
* preparing for school
* additional support if it benefits your child’s learning

If your child receives EYPP funding, we will work with you on how the funding could be used to help your child’s development.

**SENIF Funding**

SENIF funding is used to enhance funding for childcare settings to help meet a child’s needs. It is only for children who get the funded early education entitlement for three-and four-year olds. This would be up to 15 hours or 30 hours if the child is eligible and could start from the term after the child's third birthday.

Nazeing Pre-School can apply for SENIF funding for your child with your consent. We can apply for the funding once we have a One Plan in place that helps us to identify your child's needs. This should show that the child has either a special educational needs or disabilities (SEND) or additional needs that require enhanced support.

Once an application and evidence is submitted to Essex County Council they will review it at the monthly panel meetings. If successful the panel will notify us by writing and detail the amount of additional funding we can receive based on your child’s hours at Pre-School.

The funding will contribute towards your child; to help them feel included, to help them take part in activities, for resources that support the child to learn and develop, for specific training for staff to attend and for higher ratios of staff to children so that their needs and safety can be better.

SENIF funding cannot be backdated and will have to be reapplied for every term the child remains at Pre-School.

**Disability Access Funding (DAF)**

Disability Access Funding is to help the Pre-School make reasonable adjustments to improve your child's access to their funded early education. It is paid directly to the Pre-School and we will work with the parent to decide how it should be spent. The DAF **cannot**be used towards childcare fees or providing more FEEE hours. Parents of children qualifying for [Disability Living Allowance (DLA)](https://www.gov.uk/disability-living-allowance-children) will need to give a copy of their certificate to Pre-School who will complete an application form in the Provider Portal on the Essex County Council website.

**Notice period**  
  
Nazeing Pre-School requires a written notice period of half a term for termination of contract and/or any reduction in hours/days.   
All Funding will be continually assessed every three months by the Essex’s Early Years Funding team to ensure that the parent/carer’s eligibility of the funding is in place.  If funding for the additional hours is withdrawn at any point, any outstanding fees will be paid for by the parent/carer.

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| This policy was adopted by | NAZEING PRE-SCHOOL | *(name of provider)* |
| On | February 2025 | *(date)* |
| Date to be reviewed | February 2025 | *(date)* |
| Signed on behalf of the provider | Nicky Mainwaring | |
| Name of signatory | Emma Huges | |
| Role of signatory (e.g. chair, director or owner) | Chairperson | |