



Funded Hours Access Policy

1. Purpose of the Policy

This policy outlines how Chilmark Preschool allocates, administers, and manages government-funded early education hours for eligible children. It ensures fairness, transparency, and compliance with Wiltshire Council funding requirements and the Early Years Foundation Stage (EYFS).

2. Eligibility for Funded Hours

Chilmark Preschool offers the following funded entitlements:

- Universal 15 hours for all 3–4-year-olds from the term after their third birthday
- Extended 30 hours for eligible working families
- 2-year-old funding for eligible families (subject to local authority criteria)
- Working families 2-year-old entitlement (as phased in by government rollout)

Parents must provide:

- A completed funding declaration form
- Proof of the child's date of birth
- A valid 30-hour code (if applicable)
- Any additional documentation required by Wiltshire Council

3. Allocation of Funded Hours

3.1 Session Structure

Funded hours may be taken during the following sessions:

- Morning session: 8:00–4:30

Parents may use funded hours:

- Across a minimum of 2 days per week
- In blocks of no less than 3 hours
- Up to the maximum hours they are eligible for

3.2 Availability

Funded places are offered **subject to capacity**. Where demand exceeds availability, places are allocated in line with our Admissions Policy, prioritising:



1. Children with SEND or additional needs
2. Looked-after children
3. Siblings of current children
4. Local families within the catchment area
5. Date of application

4. Charges and Additional Costs

Funded hours cover **education only**. The following may incur additional charges:

- Meals and snacks
- Consumables (e.g., wipes, craft materials)
- Forest school sessions
- Trips and special events
- Extended hours beyond the funded entitlement

4.1 Opting Out of Food Charges

Parents may choose to **opt out of our food charges**. If they do so, **they must provide a suitable packed lunch and/or snacks** for their child each day.

If food is not supplied, Chilmark Preschool has a **duty of care** to ensure the child is fed. In these circumstances:

- The preschool will provide an appropriate meal or snack
- **Standard food charges will be applied** to the parent's account

This ensures children's wellbeing is always prioritised while maintaining fairness and consistency across the setting.

5. Splitting Funded Hours Between Providers

Parents may split their funded hours between multiple settings. Chilmark Preschool requires:

- Details of any other provider
- Confirmation of how many hours are allocated elsewhere
- A signed funding declaration form each term

We will liaise with other providers to ensure hours do not exceed the statutory maximum.

6. Attendance Requirements

Regular attendance is essential for safeguarding, staffing, and funding compliance.



Parents must:

- Inform the preschool of absences
- Provide reasons for repeated non-attendance
- Understand that prolonged or unexplained absence may result in funded hours being reviewed or withdrawn by the local authority

7. Changes to Hours

Parents wishing to change their funded hours must:

- Submit a request in writing
- Provide at least **4 weeks' notice**
- Understand that changes are subject to availability

Funding can only be adjusted at the start of a new term unless exceptional circumstances apply.

8. Termination of a Funded Place

A funded place may be withdrawn if:

- The child moves to another setting
- Attendance is persistently low without explanation
- Parents fail to complete required funding paperwork
- Behavioural or safeguarding concerns require alternative arrangements (in line with safeguarding policy)

Parents will be notified in writing before any changes take effect.

9. Data Protection

All personal information collected for funding purposes is handled in accordance with:

- GDPR
- Wiltshire Council requirements
- Chilmark Preschool's Privacy Notice

10. Review of Policy

This policy is reviewed annually or sooner if:

- Government funding rules change
- Local authority guidance is updated



- Operational needs require adjustments