



Harwich Connexions Windmill Nursery Funding Policy



Funded early education

At Harwich Connexions Windmill Nursery, we offer funded places for month olds, two-, three- and four-year-olds. We offer the funded hour's, based on sessions we provide at the setting. The hours we offer the funding over falls between 08:00 to 18:00 Monday to Thursday and 08:00 to 17:00 on Fridays. 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 declaration form (termly)

Funding starts the **term after** the child has reached the eligible age, for example, if your child turns 9 months/ 2 years/ 3 years in December, the funding will start in January, likewise March, will start in April, or August will start from September.

9+ month funding (FEEE1W)/ Two-year funding (FEEE2W)

The government offers 30 hours funding, for eligible working families.

Parents can check their eligibility for this entitlement by the HMRC online eligibility checker which can be found on - www.childcarechoices.gov.uk. If you are eligible, we will need a funding code from you, this will be an 11-digit code starting with 50, provided by HMRC and your national insurance number. **It is your responsibility to renew your code via HMRC every 3 months.**

Two-year funding for disadvantaged (FEEE2)

The government offers 15 hours funding, for eligible families.

The FEEE for disadvantaged two-year-olds is not a universal offer, only Eligible Children may access this funding via an application process. Families can apply for funding online or through childcare provider, Family Hub, Health Visitor or Social Worker. **If you are eligible, we need a funding code from you, which you will receive from the Council, which will always begin with TYF881**

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

An example of hours spread throughout the week:

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

Three- & Four-year funding (FEEE3&4)

Every child is eligible to 15 hours funding in the term after their third birthday. This eligibility remains until they start full time school, by the term after their fifth birthday. This funding is universal and open to all children. Harwich Connexions Windmill Nursery operates the same procedure for the hours of funding we offer and spreads these 15 hours, over a 50-week period. This entitles families to roughly 11 hours a week, which can be spread out in the same way as the two-year funding (as above).

Three- & Four-year 30 hours funding for working parents (FEEE3&4EFE)

Some three- to four-year-olds are eligible for a total of 30 hours funding. This is an additional 15 hours on top of the universal entitlement for three- & four-year-olds.

Parents can check their eligibility for this entitlement by the HMRC online eligibility checker which can be found on - www.childcarechoices.gov.uk. If you are eligible, we will need a funding code from you, this will be an 11-digit code starting with 50, provided by HMRC and your national insurance number. **It is your responsibility to renew your code via HMRC every 3 months.**

Harwich Connexions Windmill Nursery accepts this funding on an all-year-round pattern ONLY spread out as a minimum of 20 hours per week throughout the 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 the 2 and 3- & 4-year funding does.

Harwich Connexions Windmill Nursery accepts all this funding, as above, but to ensure it is beneficial to the setting, we offer these hours spread throughout 50 weeks a year. This means that parents can claim these hours throughout the year, however the weekly entitlement will be stretched throughout the year, further details can be found under the relevant heading.

If you would like to check your eligibility or require further information, please go to www.childcarechoices.gov.uk

PLEASE NOTE – a parent agreement form will need to be completed for all funding, we will provide this before the start of each term, failure to complete and return may result in us not being able to claim your funding entitlement.

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 funding forms on a termly basis, 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, which is on the back of the funding forms, if you wish to see a copy of this, please ask.

Notes:

- * Due to the statutory guidelines, we cannot offer funded sessions longer than 10 hours.
- * Harwich Connexions Windmill 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 early education sessions do not include added extras e.g. meals/nappies/snack/suncream. Families are given the option to provide their own.
- * Families requiring more hours are able to add these on to their funding, at the nursery hourly rate, providing we have space.
- * We are able to split FEEE1W, FEEE2W and FEEE3&4-year funding with another setting/childminder, we are unable to split disadvantaged 2 (FEEE2) year funding with another setting/childminder.
- * We are unable to 'swap' days to alternative days. If you require a different day, this will be chargeable.
- * If your funding falls on a bank holiday, you will not get offered an alternative session.
- * We are unable to 'carry' hours over to the next term.
- * We provide monthly invoices containing information regarding funding and sessions.
- * If your child starts sessions with us during the term, we are unable to claim the funding until the term after or if you then withdraw them without signing a funding form, you will be liable to pay for all the sessions accessed and 4 weeks' notice.
- * Payments are accepted by BACS, Childcare Vouchers, HMRC (Tax free childcare), Cash, Debit card or Credit card.

This policy was adopted on	Signed on behalf of the nursery	Date for review
24/10/2025		24/10/2026