



10.11 Early Years Funding

Policy statement

We are registered with the Local Authority as a provider supporting the national scheme to offer funded early learning and childcare places to all children aged 3 and 4 and some 2-year olds meeting certain criteria.

The universal scheme offers all three and four-year olds up-to to 15 hours of funded early years education per week (over 38 weeks per year), until they either go into reception class or reach compulsory school age (the term following their fifth birthday).

- This funded entitlement is paid from the term after the child turns three and is paid directly to the pre-school by Cambridgeshire County Council.
- We are also able to accept children who are eligible for the 15 hours as a 'funded two'.
- We place no restrictions on the number of children eligible for universal funding who may attend our setting, providing we have available spaces.

In addition to the universal 15 hours, the Government has extended the funded childcare entitlement for working parents who qualify, to 30-hours per week.

- Currently, there are only 5 spaces available for parents wanting these extra funded hours with the pre-school, and they are offered on a first come, first served basis.
- We are only able to offer a maximum of 20 hours per week at the setting but are working in co-operation with other childcare providers to support parents in obtaining the full 30 hours' entitlement. If you would like further information on this, then please do get in touch with the Pre-School Administrator.

Procedures

- For both universal and extended schemes, we allow families to access their funded hours 'flexibly' by offering both 3 and 4-hour sessions. For example:
 - 12 hours per week can be taken by attending four sessions of 9.15-12.15; or
 - 12 hours per week can be taken by attending three sessions of 9.15-12.15 plus one session of 9.15-13.15.
- Any hours taken in excess of the funded hours, will be invoiced at our current hourly rate.
- We will automatically enrol all eligible child into the scheme, but parents will need to complete a Parental Declaration to confirm the number of hours to be claimed, and whether the funding is being shared with another setting.
- We will usually send this form to all parents at the end of the preceding term and we ask that it is completed and returned (signed) within 7 days to allow us to secure the funding.

- Cambridge County Council will pay the Pre-School for the hours attended by the child – it is not paid directly to the family.
- We process all funding claims on a termly basis and may require a new form to be completed and signed every term, depending on the current requirements specified by the Local Authority.
- We will also require evidence of the child's identity and date of birth in order to process the early education grant application. We will only need to see this the first time we make a claim for a child.

Funded-two places

For children eligible for funded-two hours, we will also require a copy of the funded two authorisation code in order to process the funding claim.

30-hour places

For children who are claiming extended hours (30-hour funding) then we will require a copy of the 30-hour authorisation code and the National Insurance number of one of the parents. Unlike the funded-two code, eligibility has to be re-confirmed with HMRC every 3 months. Whilst we will endeavour to remind parents when a code is approaching expiry, it is their responsibility to ensure that it is renewed in good time.

Liability

Should Cambridge County Council reject our funding claim because you have failed to provide us with a valid entitlement code for Funded two or Extended hours, failed to re-confirm your eligibility for Extended hours by the deadline, or because you have not informed us of other provider(s) with whom you also claim funded hours resulting in an overclaim, then you will become liable to pay for the amount due for your child's attendance. As per our Fee Payment Policy, we also require a full half-term's notice if you wish to cancel your child's place at the pre-school or reduce their sessions. If this is not provided, a half-term's fees will be charged in lieu of notice.

Notes on Invoicing

The 15 hours of free education is calculated over 38 weeks per year and the LEA also determines the maximum amount of funding to be claimed in each term:

- Autumn Term: 210 hours
- Spring Term: 165 hours
- Summer Term: 195 hours

This maximum is based on a child attending for the full 15 hours a week but is **pro-rated** per the actual number of hours claimed for the child.

Mother Goose Pre-School follows the term dates operated by Petersfield School, and **occasionally the number of sessions and hours offered per term is different to those specified by the LEA for funding purposes. This may result in a small balance to pay for any hours in excess of the specified maximum.** Parents are under no obligation to pay for these extra hours, and if they would prefer to only access the maximum number of hours as specified by the LEA, then they should contact the Administrator to agree which session(s) the child will therefore not attend.

Version	Changes Made	Author	Date	Review Date
1.0	Baseline version	N Hanlon	16 th April 2018	November 2019
1.1	<ul style="list-style-type: none"> • Replaced the word 'free' with 'funded'; • Revised the wording around how parents may access the funded hours flexibly; • Revised the wording around the how often we require a completed Parental Declaration to be completed, in line with the latest guidance from the LA; • Amended the reasons why a parent may become liable to pay for their child's attendance if their funding claim is rejected or if they wish to withdraw their child or reduce their sessions. 	N Hanlon	28 th June 2018	November 2019