

Early Years Funding

November 2023

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 a 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 setting 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 a maximum of 30-hours per week. We currently offer spaces where parents can take up to the full 30 funded hours with the setting.
- We work in co-operation with other childcare providers to support parents in obtaining their full funded entitlement, and parents are free to use their funding across multiple settings.

Procedures

- For both universal and extended schemes, we allow families to access their funded hours 'flexibly' by indicating hours and sessions across the week. Parents are free to choose any combination of sessions that they wish.

- 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 setting 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.

The LEA also determines the maximum amount of funding we are permitted to claim in each term. This maximum is based on a child attending for the full 15 or 30 hours a week but is pro-rated per the actual number of hours claimed for the child.

Term Termly maximum at 15 hrs per week

Termly maximum at 30 hrs per week

Autumn 210 hours 420 hours

Spring 165 hours 330 hours

Summer 195 hours 390 hours

Domino Pre-school generally follows the term dates operated by Fulbourn Primary School.

Version	Changes made	Author	Date	Review Date
1.0	Baseline version	H Clarke	14 th October 2020	September 2021
1.1	Review – no changes	H Clarke	20 th September 2021	September 2022
1.2	New Logo	H Clarke	16 th November 2022	September 2023
1.3	Review – no changes	H Clarke	November 2023	September 2024