
New Millside Pre-school



EDUCATION FUNDING POLICY & PROCEDURE

Your child becomes eligible for a free Government Early Years Education Funded place from the start of the school term AFTER their third birthday. This means that most 3 year olds will be able to start a free pre-school place in the September, January or April following their third birthday. This applies until they reach compulsory school age (the term following their fifth birthday).

A child aged three by;

| Child's birthday | When you can claim |
|------------------------------------|--|
| 1 April to 31 August | 1 September (or from the start of the Autumn Term following their third birthday) |
| 1 September and 31 December | 1 January (or from the start of the Spring term following their 3 rd birthday) |
| 1 January and 31 March (inclusive) | 1 April (or the start of the Summer term following their 3 rd birthday) |

31 March will be eligible for free nursery education from the Summer Term (April)

31 August will be eligible for free nursery education from the Autumn Term (September)

31 December will eligible for free nursery education from the Spring Term (January)

These are the cut off dates. If your child's birthday is for example on the 1st or 2nd January and the term starts on the 5th January their funding will not start until the Summer Term after Easter because they have passed the cut off date of 31st December.

Universal Hours

Your child is entitled to a maximum of 15 universal hours for 38 weeks of the year. To be included in the headcount allocation your child needs to be registered with us on headcount day which falls within the first 3 weeks of term. Parent/Carer can choose which provider they would like their child to go to, as long as there are places available. The 15 hours can be divided between two settings, but both must be informed and this must be shown on the PPAU form.

Extended Hours (Extended Entitlement - Three and four-year-olds of working parents)

A child may be entitled to additional funded hours (called the Extended Entitlement) from the term after both of the following conditions are satisfied:

(1) the child has attained the age of three;

(2) the child's parent/carer has a current positive determination of eligibility from HMRC which has then also been verified by BCC to the provider

The parent/carer will need to apply the term before their child turns three. The earliest a parent/carer could receive a 30 hours code for their child is 16 weeks before they turn three. Parent/carer can also apply for their code up to 31 days before taking up or returning to work.

From September 2018, children in foster care may also be eligible for the additional hours. Please note that foster carers need to apply to the responsible local authority not HMRC for their eligibility decision.

The child's parent/carer must apply for the additional entitlement through the Government's online Childcare Service. The only exception to this is children in foster care.

The additional hours will only be funded at the start of the term following the "yes" decision by HMRC providing the parent/carer receives the eligibility code start date by either 31st March, 31st August or 31st December. For example, an eligibility start date of 1st January means the additional 15 hours will not be funded till 1st April.

New Millside Pre-school will not receive funding for the additional Extended Entitlement hours if the parent/carer has applied after the 31st August, 31st December or 31st March deadline date and the parent/carer may be invoiced for these sessions.

If the child is attending 2 different settings, the parent/carer needs to show on the PPAE form who is to receive the 15 universal hours and who is to receive the 15 extended hours.

Breakfast Club

If a child attends breakfast club, the parent/carer can use the 1.5 hours from their funding hours. If their hours exceed the universal or extended hours, breakfast club will be invoiced.

Lunch Club

If a child attends all day, the parent/carer can use the 0.5 hours from their funding hours. If their hours exceed either the universal or extended hours then the lunch session will be invoiced. If you go over the funded hours due to attending lunch session(s) for all day sessions and you do not want to be invoiced for these, you do have the option to collect your child at 12 and return at 12.30 but they must have had their lunch before they return as our lunch session would have finished and our normal PM session will resume from 12.30pm.

Two Year Olds

- A child is eligible if they are looked after by the local authority; or
- They come within the criteria used to determine eligibility for Free School Meals

Parents must be receiving



- Eligible for Free School Meals
- Looked after by the LA
- Working Tax Credit Part 1 – based on annual income not exceeding £16,190
- Statement of SEN
- Disability Living Allowance
- Adopted or subject to guardianship or residence order

If your child's eligible, you can start claiming free early education after your child turns 2. The date you can claim will depend on when their birthday is:

| Child's birthday | When you can claim |
|----------------------------|---|
| 1 January to 31 March | the beginning of term on or after 1 April |
| 1 April to 31 August | the beginning of term on or after 1 September |
| 1 September to 31 December | the beginning of term on or after 1 January |

Eligibility & proof of eligibility for 2 year olds

Parents must show a written statement from Bucks County Council (or if the child is resident out of county, from their LA) confirming the child's name, date of birth and date of eligibility, an ineligible child will not be funded.

In exceptional circumstances the LA may fund children in the term in which they turn 2 (rising two's) or earlier.

Parent/carer do not need to apply for the funding. Each term we will claim on your behalf for the number of sessions your child is attending and the Local Authority will then pay us direct.

- The pre-school does not insist that you take the full funded 15 hours - it is your choice of how many of the five sessions you wish to take per week.
- If your child is absent through holiday, illness or poor attendance you child loses the opportunity to learn and the pre-school does not offer the sessions unattended by your child at a later date.
- If your child is being phased into school there is no funding offered and you must pay the session rate if you use the pre-school between settling into school. However if you have deferred your child from school until the January term you may claim the funding for the autumn term only until they start school in the January.
- The pre-school states that you give a 4 weeks notice if you terminate your child's place, this notice also applies to the Nursery Education funded sessions.
- If your child leaves within the term and starts another pre-school you must inform New Millside Pre-school so that we can amend our records with Bucks County Council and the new setting.
- All parents or legal guardians are to show the child's original Birth Certificate that is verified by the Administrator.
- You are asked to fill in the Education Grant Funding form each term and sign to agree to the terms and conditions and declare that what you have stated is the truth. This must be completed and returned immediately.
- Each Nursery Education Grant session is for the length of either 3 or 6.5 hours if not attending breakfast club in any one day and no more or less. If attending breakfast club the session is for the length of either 4.5 or 8 hours in any one day and no more or less.
- Any in service days or bank holidays that fall on your child's Nursery Education Grant funded session(s) is treated as the group providing that session even though we were closed and the pre-school will not offer the session(s) at a later date.
- You may apply for the funding regardless if you live in or outside the county.
- If you have any further questions or enquiries please speak to the Administrator
- Funding must be taken over a maximum of two providers offering the same model i.e. term time only up to 15 hours per week, 38 weeks of the year, at any one time

Extended Absence:

Child is absent for long period due to sickness – New Millside will record the reason for the absence and ask parent to sign as confirmation. This evidence will be retained for audit purposes. If absence is for a long period, perhaps due to hospitalisation, we will consider if the hours can be reallocated on a temporary basis.

Child is absent due to family holidays or pilgrimage – Funding will be retained for the remainder of the term. However, if a child is absent for a period greater than four weeks, the place will be reallocated if it is required by another family. When/if the child returns they will be treated as a new application for a place. New Millside MUST be informed in writing of extended holidays with their Child's return date.

Child from Traveller community (Gypsy, Roma & Traveller) – Gypsy, Roma and traveller children must be known by METAS to be treated as an exception. Travellers should be treated the same as other families but it is recognised that they may attend on an irregular pattern and may not agree to sign a Parent/Provider Agreement (FFE4). If a traveller is absent for a period of more than four weeks their place will be reallocated by New Millside unless the setting is advised differently by METAS

Failure to notify - Failure to notify New Millside of extended holiday and/or prolonged absences in writing with a return date, will result in the child's place being reallocated within the first 7 days.

Added In an exceptional circumstance such as a Pandemic please refer to the relative Risk Assessment for all associated updated actions in relation to this policy.

