



Early Education Funding (EEF) Policy for 2, 3 & 4 Year Olds

Early Education Funding ensures that all three and four-year old's benefit from quality early years education. Some two-year olds are also able to claim upto 15 hours a week of early education funding through the 'Two-Year Old Funding scheme'.

Katey's Nursery & Pre-school is on the current Directory of Providers which means they are able to provide funded nursery education places to all eligible 2-, 3- and 4-year-olds.

EEF Eligibility

- **2-year old funding** – This is an eligibility-based funding for up to 570 hours of free childcare a year effective from the term following the child's 2nd birthday. Applications for 2-year old funding are made via the local authority and places can only be allocated once eligibility has been confirmed. Eligibility is confirmed by the local authority that the provider is based within and then claimed and paid directly to Katey's Nursery & Pre-school.

At Katey's Nursery & Pre-school eligible 2-year-olds are able to access 15 hours per week on a term time basis (38 weeks a year). Parents wishing to purchase additional weeks/hours are welcome to do so. Additional weeks/hours are charged in line with standard Katey's Nursery & Pre-school fees and are subject to availability (please see fee schedule). To find out if you are eligible for 2 year old funding visit

<https://www.gov.uk/guidance/2-year-old-early-education-entitlement-local-authority-guide>

- **Universal 15 hours**- All children are eligible for 15 hours a week of free nursery education starting from the term after their third birthday. This is part of the Government's early education funding scheme, also known as the Early Education Entitlement. At Katey's Nursery & Pre-school eligible 3- and 4-year-olds can access Universal 15 hours as a 'Stretched offer' (please refer to parent contract for further information).
- **Extended 15 hours**- This is an eligibility-based funding for up to provides up to 1,140 hours of free childcare a year effective from the term following the child's 3rd birthday, At Katey's Nursery & Pre-school eligible 3 and 4 year old's are able to access the Extended 15 hours 'Stretched offer', subject to a minimum attendance requirement (please refer to parent contract for further information). To (To check your eligibility please go to: <https://www.childcarechoices.gov.uk/>
- **All EEF Funding is claimed by and paid directly to Katey's Nursery & Pre-school from the local authority in which they are based.**

Katey's Nursery & Pre-school works with children, parents and the Local Authority's Early Education and Childcare Places Team to ensure that we deliver early education to a high standard and provide planned learning activities in line with children's



interests which helps children's development progress and prepares them for their present and future education. As an Early Education Provider, we are required to follow the guidelines set out in the Provider Agreement procedures and the Statutory Framework for the Early Years Foundation Stage (2017). We are required to ensure that children for whom we receive EEF attend regularly and have an obligation to inform the Early Years and Childcare Sufficiency Team if children do not attend.

To comply with these requirements the nursery will:

- Require you to complete an Early Education Funding Parental/Carer Declaration prior to your child starting an EEF funded place and each term thereafter.
- Require a copy of the EEF funding confirmation letter including the entitlement code.
- Need to be made aware if your child is claiming Early Education Funding at another setting.
- Require seeing a copy of the child's birth certificate
- Require the Parent's NI number

We will monitor children's attendance in the following ways:

- We will ask you to contact the nursery to inform us if your child is going to be absent or late and the reasons for this
- We will make every attempt to contact you if the reason for the absence is unknown
- We will record reasons given for the absence, late arrival or early departure on the daily attendance register and monitor its frequency
- We expect that you inform the setting if your child will not be attending due to any reason, such as trips and holidays, etc.

Late Drop Offs and Early Pick Ups

Where a parent consistently drops a child off late or collects a child early from their funded early education session we will try to establish the reason for this. It may be that we are able to offer you a more suitable session time to avoid this happening.

Please be aware Early Education Funding may be withdrawn where children's attendance including late drop off and early collection does not meet the required level.

Other Information

- The nursery reserves the right to change a child's pattern of attendance giving a minimum of **two months' notice in writing** to the parent/guardian.
- Attendance of all children is monitored by the Local Authority through an internal audit.
- If there are exceptional circumstances which mean your child's attendance does not meet the minimum requirements please talk to a member of the Management Team at Katey's House.
- Nursery annual closing dates will be made available to all parents/guardians at the beginning of the academic year.
- There will be no exchange of Early Education Funded sessions due to the child's absence or closure days.



- Children only attending for the 2YO EEF sessions (15hrs) will not be required to pay the £50 Registration Fee or the £400 Refundable deposit to register their child for a place at the nursery.
- If your child leaves the setting the nursery will require **two month's notice in writing** from the parent/guardian.
- Where a child attends more than one setting, we will make every attempt to liaise and exchange information with the other setting to support your child's progress and development.

All our Policies & Procedures are crafted to ensure the highest possible standards at our setting and will be reviewed every 3 years or sooner, if necessary, in light of specific events or relevant statutory changes.

