

Early Years Free Entitlement (EYFE) – Offer and Policy Statement

Apple Tree Montessori Forest School, Clayton ('we/our/us') offers EYFE free entitlements consistently to all parents/carers ('you'), irrespective of whether you are in receipt of 15 hours "universal" entitlement, 30 hours "extended" entitlement, EYFE for eligible working parents or EYFE for disadvantaged families. All children accessing the free entitlement receive the same high quality service, meticulously planned to deliver the EYFS curriculum. We offer flexible packages of EYFE as encouraged by West Sussex CC.

Offer

We are pleased to be able to offer you a choice of accessing the EYFE free entitlements on basis of either:

- All Year Round, 15 Hours, 570 hours stretched over 50 weeks, equals maximum of 11.4 hours per week
- All Year Round, 30 Hours, 1,140 hours stretched over 50 weeks, equals maximum of 22.8 hours per week
- Term Time Only, 15 Hours, 570 hours over 38 term time weeks, up to maximum of 15 hours per week
- Term Time Only, 30 Hours, 1,140 hours over 38 term time weeks, up to maximum of 30 hours per week

You may choose to have fewer EYFE funded hours for your child than you're entitled to should you wish.

We do not limit the number of All Year Round spaces that we offer on an entirely free of charge basis.

We offer just 1 Term Time Only space on an entirely free of charge basis.

All Year Round EYFE sessions are based upon a core 10 hour day (8am to 6pm) and/or 5 hour half day (8am to 1pm or 1pm to 6pm) and are **entirely free of charge** provided you have sufficient EYFE funded hours (up to the stretched maximum of 11.4 or 22.8 hours per week). You will only be required to pay for any additional hours and/or sessions that extend beyond your available maximum stretched weekly hours.

Term Time Only EYFE sessions are based upon a core 7.5 hour session (9.15am to 4.45pm or 8.30am to 4pm) and/or 3.75 hour session (9.15am to 1pm or 1pm to 4.45pm) and are **entirely free of charge** provided you have sufficient EYFE funded hours (up to the maximum of 15 or 30 hours per week). You will only be required to pay for any additional hours and/or sessions that extend beyond your EYFE funded hours.

The following examples are provided by way of reference:

All Year Round, 15 Hours

Our free of charge, all year round spaces are available to everyone with EYFE funded hours. We do not limit the number of all year round spaces that we offer on an entirely free of charge basis.

Sessions are available on the basis that you require a minimum of 1 full day (8am to 6pm) or 2 half days (8am to 1pm or 1pm to 6pm) each week, for 50 weeks on an all year round basis.



For example, 1 full day (or 2 half days) each week will be entirely free of charge and will utilise 10 hours out of your stretched weekly maximum of 11.4 EYFE hours. Over a full year this will utilise 500 hours (50 weeks x 10 hours) out of your maximum 570 EYFE hours.

If you require 2 full days (or 4 half days) each week then we will utilise your full weekly maximum EYFE hours and you will be charged only for the additional hours that are not funded by EYFE. Over a full year this will utilise all 570 hours (50 weeks x 11.4 hours) of your maximum 570 EYFE hours.

If you require more than 2 full days (or 4 half days) each week then all additional sessions will be charged at our standard unfunded rates. Please see our pricing flyer for further details.

Additional sessions or services that fall outside of your 15 hours free entitlement will be charged for separately (^).

All Year Round, 30 Hours

Our free of charge, all year round spaces are available to everyone with EYFE funded hours. We do not limit the number of all year round spaces that we offer on an entirely free of charge basis.

Sessions are available on the basis that you require a minimum of 2 full days (8am to 6pm) or 4 half days (8am to 1pm or 1pm to 6pm) each week, for 50 weeks on an all year round basis.

For example, 2 full days (or 4 half days) each week will be entirely free of charge and will utilise 20 hours out of your stretched weekly maximum of 22.8 EYFE hours. Over a full year this will utilise 1,000 hours (50 weeks x 20 hours) out of your maximum 1,140 EYFE hours.

If you require 3 full days (or 5 half days) each week then we will utilise your full weekly maximum EYFE hours and you will be charged only for the additional hours that are not funded by EYFE. Over a full year this will utilise all 1,140 hours (50 weeks x 22.8 hours) of your maximum 1,140 EYFE hours.

If you require more than 3 full days (or 5 half days) each week then all additional sessions will be charged at our standard unfunded rates. Please see our pricing flyer for further details.

Additional sessions or services that fall outside of your 30 hours free entitlement will be charged for separately (^).

Term Time Only, 15 Hours

Our term time only spaces are available to everyone with EYFE funded hours. However, we are an all year round setting and can therefore offer just 1 entirely free of charge term time only space at any one time. This space is made available on a first come, first served basis and then via a waiting list to whomever is eligible and able to join soonest. Please ask to be placed on this waiting list if it is your intention to wait for an entirely free of charge term time only space.

The core 7.5 hour session (9.15am to 4.45pm and/or 8.30am to 4pm) and/or 3.75 hour sessions (9.15am to 1pm or 1pm to 4.45pm) each day are covered by EYFE funding on an entirely free of charge basis.

For example, two core 7.5 hour sessions (or four 3.75 hour sessions) each week will be entirely free of charge and will fully utilise your weekly maximum 15 EYFE hours. Over a full year this will utilise all 570 hours (38 weeks x 15 hours) out of your maximum 570 EYFE hours.

If our entirely free of charge term time only space is allocated already then you may, if you choose, utilise your EYFE funded hours on a term time only basis as part of our longer full day (8am to 6pm), school hours day (8am to 4pm) and/or half day (8am to 1pm or 1pm to 6pm) sessions.

In this instance, you will be required to pay the applicable sessional fee to cover the non EYFE funded element of any full days (2.5 hours each day not covered by EYFE funding), school hours days (0.5 hours each day not covered by EYFE funding) and/or half days (1.25 hours each half day not covered by EYFE funding).

For example, 1 full day (or 2 half days) each week will utilise 7.5 hours out of your weekly maximum of 15 EYFE hours and you will be required to pay 1x the applicable sessional fee to cover the 2.5 hours not covered by EYFE funding. Over a full year this will utilise 285 hours (38 weeks x 7.5 hours) out of your maximum 570 EYFE hours.

If you require 2 full days (or 4 half days) each week then we will utilise all 15 of your weekly maximum EYFE hours and you will be required to pay 2x the applicable sessional fee to cover the 5 hours not covered by EYFE funding. Over a full year this will utilise all 570 (38 weeks x 15 hours) of your maximum 570 EYFE hours.

If you require more than 2 full days (or 4 half days) each week then all additional sessions will be charged at our standard unfunded rates.

Additional sessions or services that fall outside of your 15 hours free entitlement will be charged for separately (^).

Term Time Only, 30 Hours

Our term time only spaces are available to everyone with EYFE funded hours. However, please note that we are an all year round setting and can therefore offer just 1 entirely free of charge term time only space at any one time. This space is made available on a first come, first served basis and then via a waiting list to whomever is eligible and able to join soonest. Please ask to be placed on this waiting list if it is your intention to wait for an entirely free of charge term time only space.

The core 7.5 hour session (9.15am to 4.45pm and/or 8.30am to 4pm) and/or 3.75 hour sessions (9.15am to 1pm or 1pm to 4.45pm) each day are covered by EYFE funding on an entirely free of charge basis.

For example, four core 7.5 hour sessions each week will be entirely free of charge and will fully utilise your weekly maximum 30 EYFE hours. Over a full year this will utilise all 1,140 hours (38 weeks x 30 hours) out of your maximum 1,140 EYFE hours.

If our entirely free of charge term time only space is allocated already then you may, if you choose, utilise your EYFE funded hours on a term time only basis as part of our longer full day (8am to 6pm), school hours day (8am to 4pm) and/or half day (8am to 1pm or 1pm to 6pm) sessions.

In this instance, you will be required to pay the applicable sessional fee to cover the non EYFE funded element of any full days (2.5 hours each day not covered by EYFE funding), school hours days (0.5 hours each day not covered by EYFE funding) and/or half days (1.25 hours each half day not covered by EYFE funding).

For example, 2 full days (or 4 half days) each week will utilise 15 hours out of your weekly maximum of 30 EYFE hours and you will be required to pay 2x the applicable sessional fee to cover the 5 hours not covered by EYFE funding. Over a full year this will utilise 570 hours (38 weeks x 15 hours) out of your maximum 1,140 EYFE hours.

If you require 3 full days each week then we will utilise 22.5 hours out of your weekly maximum of 30 EYFE hours and you will be required to pay 3x the applicable sessional fee to cover the 7.5 hours not covered by EYFE funding. Over a full year this will utilise 855 hours (38 weeks x 22.5 hours) out of your maximum 1,140 EYFE hours.

If you require 4 full days each week then we will utilise all 30 of your weekly maximum EYFE hours and you will be required to pay 4x the applicable sessional fee to cover the 10 hours not covered by EYFE funding. Over a full year this will utilise all 1,140 (38 weeks x 30 hours) of your maximum 1,140 EYFE hours.

If you require more than 4 full days each week then all additional sessions will be charged at our standard unfunded rates.

Additional sessions or services that fall outside of your 30 hours free entitlement will be charged for separately (^).

(^) Department for Education, Model Agreement paragraph 2.47

“Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the cost of meals, consumables, additional hours or additional services.”

Furthermore, please note that government funding (15 or 30 hours) covers just 38 term time weeks each year. If “stretched” over 50 weeks, on an all year round basis, your entitlement reduces to 11.4 or 22.8 hours a week.

Eligibility

You must ensure that you meet eligibility criteria and provide all required documentation to take advantage of EYFE free entitlements, including but not limited to:

- original copy of your child's birth certificate or passport to confirm they've reached the eligible age
- completed Parental Declaration Form

and, if claiming 15 or 30 hours EYFE for eligible working parents:

- a valid, refreshed online eligibility code from the Department for Education digital childcare service
- your (the parent/carer's) National Insurance number and Date of Birth

or, if claiming EYFE for disadvantaged families:

- letter from the Family Information Service confirming unique eligibility code
- your (the parent/carer's) National Insurance number and Date of Birth.

Your child can then start their EYFE funded hours from the term immediately after they turn 2 years old (for eligible two year olds) or 3 years old (for all three year olds).

For example, children who turn 2 years or 3 years old between 1st January and 31st March become eligible for EYFE funded hours at the beginning of the term starting on or after 1st April. Children who turn 2 years or 3 years old between 1st April and 31st August become eligible for EYFE funded hours at the beginning of the term starting on or after 1st September. Children who turn 2 years or 3 years old between 1st September and 31st December become eligible for EYFE funded hours at the beginning of the term starting on or after 1st January.

Further information regarding eligibility criteria can be found on the FIS webpage at <https://www.westsussex.gov.uk/education-children-and-families/childcare-and-early-education/childcare-options-and-funding/free-childcare-for-2-year-olds/>

Your child will be only entitled to 15 or 30 hours EYFE **for eligible working parents** from the term immediately after both of the following conditions are satisfied:

- your child has attained the respective age of 2 years or 3 years old, and
- you (the child's parents/carers) have a current positive determination of eligibility from HMRC.

If you have a child who will meet the age requirements before the next term but forget to apply in time, then unfortunately you will have to wait until the start of the following term to claim your EYFE funded hours.

Fees and Charges

All sessions attended in relation to your child's EYFE funded hours are entirely free of charge and will be clearly identified as such on our invoices.

You will be liable for attendance fees and other charges (if any) incurred prior to receiving confirmation of your child's eligibility for EYFE funded hours.

You will also be liable for attendance fees and other charges relating to any additional sessions arranged for your child outside of their EYFE funded hours entitlement, or if the setting incurs any shortfall in EYFE funding because of a break in continuity of eligibility. For example, including (but not limited to) if your determination of eligibility from HMRC becomes invalid and cannot be reinstated or backdated in a timely manner within the grace period. Any payments received directly from you that are subsequently identified as duplicated payments or overpayments will, of course, be refunded to you in full.

The contractual notice period for all EYFE funded sessions is one calendar month (in writing or via email). For all non-EYFE funded sessions we require one school term's notice (in writing or via email).

Complaints

We have put a complaints procedure in place that is published and accessible in the unlikely event that you are not satisfied that your child has received their EYFE in the correct way. If you are not satisfied that your child has received their EYFE in accordance with government legislation, or as set out in this policy statement, then please speak with the Manager or Duty Manager in the first instance. If your concerns are not satisfied, please contact the Company Directors at nick@appletreenurseryschools.co.uk. If your concerns are still not satisfied, then you should contact West Sussex Family Information Service at family.info.service@westsussex.gov.uk.

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