

## 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 self-stretched over 51 weeks, up to maximum of 11 hours per week (funding will be claimed on your behalf using self-stretch methodology)
- All Year Round, 30 Hours, 1,140 hours self-stretched over 51 weeks, up to maximum of 22 hours per week (funding will be claimed on your behalf using self-stretch methodology)
- 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 self-stretched maximum of 11 or 22 hours per week). You will only be required to pay for any additional hours and/or sessions that extend beyond your available maximum self-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 51 weeks on an all year round basis.

Childcare 360 Limited (trading as Apple Tree Montessori Forest School)  
Clayton Pavilion, Clayton Recreation Ground, Underhill Lane, Clayton BN6 9PJ

<https://appletreenurseryschools.co.uk>

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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 self-stretched weekly maximum of 11 EYFE hours. Over a full year this will utilise 510 hours (51 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 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 51 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 self-stretched weekly maximum of 22 EYFE hours. Over a full year this will utilise 1,020 hours (51 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 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.

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.

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

(^) Department for Education, Statutory Guidance paragraph A1.30

“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 costs of meals, other 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 51 weeks, on an all year round basis, your entitlement reduces to 11 or 22 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 1<sup>st</sup> January and 31<sup>st</sup> March become eligible for EYFE funded hours at the beginning of the term starting on or after 1<sup>st</sup> April. Children who turn 2 years or 3 years old between 1<sup>st</sup> April and 31<sup>st</sup> August become eligible for EYFE funded hours at the beginning of the term starting on or after 1<sup>st</sup> September. Children who turn 2 years or 3 years old between 1<sup>st</sup> September and 31<sup>st</sup> December become eligible for EYFE funded hours at the beginning of the term starting on or after 1<sup>st</sup> 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/2-year-old-local-authority-issued-early-years-funded-entitlement/>

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 four weeks (in writing or via email). For all non-EYFE funded sessions we require one school term's notice (in writing or via email).

## Early Years Pupil Premium (EYPP)

EYPP is additional funding for early years settings to improve the education they provide for eligible children claiming Early Years Funded Entitlement (EYFE). EYPP is paid to settings alongside EYFE (Extended hours for 3 and 4 year olds are exempt). Children do not need to take up their full entitlement to receive it. EYPP is paid in proportion to the child's actual EYFE hours.

For us to be able to claim for your child, you will need to provide the following information:

- Parent/carer's full legal name.
- Parent/carer's date of birth.
- Parent/carer's National Insurance (NI) number or National Asylum Support Service (NASS) number.
- Evidence that the child has been in local authority care for one day or more in England or Wales (if applicable).
- Evidence proving the child has been adopted from local authority care, left care through a special guardianship order or is subject to a child arrangements order (if applicable).

We will determine best use of the funding by assessing the needs of eligible children, and in consultation with parents. We may also seek advice from West Sussex County Council for best use.

You can find out more about EYPP by viewing West Sussex County Council's EYPP guidance for more information, including funding amounts at [westsussex.gov.uk/eyp](https://www.westsussex.gov.uk/eyp).

## Disability Access Fund (DAF)

DAF is a measure which aids access to early years places by, for example, supporting providers in making reasonable adjustments to their settings and/or helping with building capacity, be that for the child in question or for the benefit of children attending the setting. DAF is a fund that can be paid once per year.

Children will be eligible for the DAF if they meet the following criteria:

- the child is in receipt of child Disability Living Allowance (DLA); and
- the child receives Early Years Funded Entitlement (EYFE).

For us to be able to claim DAF for your child, you will need to provide the following:

- A newly completed Parent Declaration, completed to confirm you would like us to apply for DAF on behalf of your child; and

- A copy of a letter confirming your child's current eligibility for Disability Living Allowance (DLA)

To determine best use of the funding, we will assess the needs of the child, consult with parents, and seek support from West Sussex County Council where required.

You can find out more information by reading West Sussex County Council's DAF guidance for more information, including funding amounts at [westsussex.gov.uk/daf](https://westsussex.gov.uk/daf).

## 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](mailto: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](mailto:family.info.service@westsussex.gov.uk).

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