

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

Apple Tree Montessori Nursery School, Rottingdean Montessori ('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 Brighton & Hove City Council.

### Offer

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

- 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. In doing so, you may then increase the number of EYFE funded hours your child attends with us at any time.

**We do not limit the number of Term Time Only spaces that we offer on an entirely free of charge basis.**

**Term Time Only EYFE sessions** are based upon our standard session times, being a 6.5 hour day (8.30am to 3pm) and/or 4.5 hour half day (8.30am to 1pm) 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 available maximum EYFE funded hours.

The following examples are provided by way of reference:

### Term Time Only, 15 Hours

Our free of charge, term time only spaces are available to everyone with EYFE funded hours. We do not limit the number of 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 (8.30am to 3pm) or 1 half day (8.30am to 1pm) each week, for 38 weeks on a term time only basis.

For example, 2 full days each week will be entirely free of charge and will utilise 13 hours of your weekly maximum of 15 EYFE hours. Over a full year this will utilise 494 hours (38 weeks x 13 hours) of your maximum 570 EYFE hours. Your remaining 76 hours can be taken as mutually agreeable ad hoc sessions/days each term subject to availability.

If you require 3 full days each week then we will utilise all 15 of your weekly maximum EYFE hours and you will be charged only for the 4.5 additional hours each week that are not funded by EYFE. Over a full year this will utilise all 570 hours (38 weeks x 15 hours) of your maximum 570 EYFE hours.

If you require more than 3 full 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 (^).

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## Term Time Only, 30 Hours

Our free of charge, term time only spaces are available to everyone with EYFE funded hours. We do not limit the number of 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 (8.30am to 3pm) or 1 half day (8.30am to 1pm) each week, for 38 weeks on a term time only basis.

For example, 4 full days each week will be entirely free of charge and will utilise 26 hours of your weekly maximum of 30 EYFE hours. Over a full year this will utilise 988 hours (38 weeks x 26 hours) of your maximum 1,140 EYFE hours. Your remaining 152 hours can be taken as mutually agreeable ad hoc sessions/days each term subject to availability.

If you require 5 full days each week then we will utilise all 30 of your weekly maximum EYFE hours and you will be charged only for the 2.5 additional hours each week that are not funded by EYFE. Over a full year this will utilise all 1,140 hours (38 weeks x 30 hours) of your maximum 1,140 EYFE hours.

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 (^).

### (^) 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.”

## 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.brighton-hove.gov.uk/families-children-and-learning/childcare-and-family-support/childcare-and-childcare-support>

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](mailto:nick@appletreenurseryschools.co.uk). If your concerns are still not satisfied, then you should contact BHCC Family Information Service at [familyinfo@brighton-hove.gov.uk](mailto:familyinfo@brighton-hove.gov.uk).

Policy Creation Date: 23<sup>rd</sup> August 2018

Policy Review Date: 3<sup>rd</sup> June 2025

Next Review Date: April 2026