

## Early Years Free Entitlement (EYFE) for Two, Three and Four Year Olds

### Offer and Policy Statement

Apple Tree Montessori Forest School, Clayton ('we/our/us') offers EYFE free entitlements consistently to all parents/carers ('you'), whether in receipt of 15 hours "universal" entitlement, 30 hours "extended" entitlement or EYFE for two year olds. 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:

- Term Time Only, 15 or 30 (\*) hours per week for 38 weeks a year, equivalent to 570 or 1,140 (\*) hours a year, or
- All Year Round, 561 or 1,122 (\*) hours stretched over 51 weeks of the year, taken on basis of 11 or 22 (\*) hours per week.

(\*) relates only to three and four year olds eligible for 30 hours "extended" entitlement (22 hours when stretched over 51 weeks).

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

All EYFE sessions are based upon a core 7.5 hour session (from 9.15am to 4.45pm) and/or a 3.75 hour session (from 1pm to 4.45pm), irrespective of whether you choose to utilise your entitlement on a Term Time Only or a stretched, All Year Round basis (subject to availability).

### Term Time Only "Universal" Entitlement

Our Term Time Only "universal" offer is available to eligible two, three and four year olds and on the basis that you require 1 or more days care per week.

For example, with Term Time Only "universal" EYFE care for 2 days per week, the core day sessions from 9.15am to 4.45pm form the basis of your 15 hours free entitlement for the 38 Term Time weeks.

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

We have a limited number of Term Time Only, All Year Round "universal" 15 hours or "extended" 30 hours spaces that we're able to offer on an "entirely free" basis. Entirely free spaces are 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 space.

### Term Time Only "Extended" Entitlement

Our Term Time Only "extended" offer is available to eligible three and four year olds and on the basis that you require 1 or more days care per week.

For example, with Term Time Only "extended" EYFE care for 4 days per week, the core day sessions from 9.15am to 4.45pm form the basis of your 30 hours free entitlement for the 38 Term Time weeks.

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

<https://appletreenurseryschools.co.uk>

Page 1 of 3

Company No. 10538498; Ofsted Registered 2607547



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

We have a limited number of Term Time Only, All Year Round “universal” 15 hours or “extended” 30 hours spaces that we’re able to offer on an “entirely free” basis. Entirely free spaces are 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 space.

### All Year Round "Universal" Entitlement

Our All Year Round "universal" offer is available to eligible two, three and four year olds and on the basis that you require 1 or more days care per week.

For example, with All Year Round "universal" EYFE care for 1.5 days per week, a core day session from 9.15am to 4.45pm in conjunction with a half day session from 1pm to 4.45pm will form the basis of your 11.25 hours free entitlement for the 50 All Year Round weeks (stretched).

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

We have a limited number of Term Time Only, All Year Round “universal” 15 hours or “extended” 30 hours spaces that we’re able to offer on an “entirely free” basis. Entirely free spaces are 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 space.

### All Year Round "Extended" Entitlement

Our All Year Round "extended" offer is available to eligible three and four year olds and on the basis that you require 1 or more days care per week.

For example, with All Year Round "extended" EYFE care for 3 days per week, 3 core day sessions from 9.15am to 4.45pm will form the basis of your 22.5 hours free entitlement for the 50 All Year Round weeks (stretched).

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

We have a limited number of Term Time Only, All Year Round “universal” 15 hours or “extended” 30 hours spaces that we’re able to offer on an “entirely free” basis. Entirely free spaces are 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 space.

### (^) West Sussex County Council, FE Provider Declaration paragraph 1.15

“The rates charged for privately funded hours are a matter for providers to decide. However, parents/carers that pay for privately funded hours should be provided with an invoice which clearly shows that they have only been charged for additional hours/services and not for FE.”

### (^) 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.”

### 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 the 30 hours "extended" entitlement:

- the 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 an eligible two year old:
- 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 from the term immediately after their second birthday (for eligible two year olds) or third birthday (all three year olds).

For example, children whose birthday falls between 1<sup>st</sup> January and 31<sup>st</sup> March become eligible for EYFE at the beginning of the term starting on or after 1<sup>st</sup> April. Children whose birthday falls between 1<sup>st</sup> April and 31<sup>st</sup> August become eligible for EYFE at the beginning of the term starting on or after 1<sup>st</sup> September. Children whose birthday falls between 1<sup>st</sup> September and 31<sup>st</sup> December become eligible for EYFE at the beginning of the term starting on or after 1<sup>st</sup> January.

Further information regarding eligibility criteria for EYFE for two year olds 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 the 30 hours "extended" free entitlement from the term immediately after both of the following conditions are satisfied:

- your child has attained the age of three, and
- you (the child's parents/carers) have a current positive determination of eligibility from HMRC.

If you have a child who will be three 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 "extended" EYFE free entitlement.

## Fees and Charges

All sessions attended in relation to your child's EYFE free entitlement 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 either the EYFE for two year olds or the "extended" element of EYFE for three and four year olds.

You will also be liable for attendance fees and other charges relating to any additional sessions arranged for your child outside of their EYFE free 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.

## 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).

Policy Creation Date: 1<sup>st</sup> November 2020  
 Policy Review Date: 1<sup>st</sup> August 2022  
 Next Review Date: September 2023