

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

### Offer and Policy Statement

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

### Offer

We are pleased to offer you of the ability of accessing the EYFE free entitlements on basis of:

- Term Time Only, 15 or 30 hours per week for 38 weeks a year, equivalent to 570 or 1,140 (\*) hours a year.

(\*) relates only to three and four year olds eligible for 30 hours "extended" entitlement

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 6 hour session (from 8.45am to 2.45pm) and/or a 3 hour session (from 8.45am to 11.45am), subject to availability.

### 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 5 days per week, the core day sessions from 8.45am to 2.45pm form the basis of your 30 hours free entitlement for 38 Term Time weeks.

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 "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 "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 2.5 days per week, 2 core day sessions from 8.45am to 2.45pm in conjunction with a half day session from 8.45am to 11.45am will form the basis of your 15 hours free entitlement for the 38 Term Time weeks.

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

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We have a limited number of Term Time Only “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.

#### (^) Brighton & Hove City Council, FE Provider Agreement paragraph 6.1

“Government funding is intended to cover the cost of delivering 15 or 30 hours a week of EYFE. It is not intended to cover the cost of meals, consumables, additional hours of early education or childcare 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 1st January and 31st March become eligible for EYFE at the beginning of the term starting on or after 1st April. Children whose birthday falls between 1st April and 31st August become eligible for EYFE at the beginning of the term starting on or after 1st September. Children whose birthday falls between 1st September and 31st December become eligible for EYFE at the beginning of the term starting on or after 1st January.

Further information regarding eligibility criteria for EYFE for two year olds can be found on the FIS webpage at <https://www.brighton-hove.gov.uk/families-children-and-learning/childcare-and-family-support/free-early-learning-two-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 school 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: 1<sup>st</sup> August 2022

Next Review Date: September 2023