



Early Years Funded Entitlement policy

What is Early Years Funded Entitlement?

- All 3 and 4 year olds are eligible to access up to 15 hours Universal Early Years Funded Entitlement (EYFE) a week (up to a maximum of 570 hours per year)
- Eligible working parents can apply for EYFE for Working Families, providing access to:
 - Extended EYFE for 3 and 4 year olds, granting an additional 15 hours per week on top of the Universal EYFE (totalling up to 30 hours weekly or a maximum of 1140 hours annually).
 - up to 15 hours per week (or up to 570 hours annually) EYFE for Working Families. From April 2024, children can begin accessing this the term after they turn 2 if approved. From September 2024, children can begin accessing from the term after they turn 9 months old if approved.
 - From September 2025, children aged 9 months and above can access up to 30 hours per week (or a maximum of 1140 hours annually).
- Some 2 year olds can access a maximum of 15 hours of EYFE per week (or up to 570 hours per year) if their families meet specific criteria under the Local Authority (LA) Issued Free Childcare for 2 year olds.

See the tables below for information on when children become age eligible for the various entitlements:

A child born on or between:	Will become eligible for 2 year old EYFE for Working Families* or 2 year old LA Issued EYFE** from the start of term beginning in:	Will become eligible for Universal EYFE for 3 and 4 year olds and Extended EYFE for 3 and 4 year olds* from the start of term beginning in:
1 January and 31 March	April following their second birthday*	April following their third birthday
1 April and 31 August	September following their second birthday*	September following their third birthday
1 September and 31 December	January following their second birthday*	January following their third birthday

*Subject to approval of application at childcarechoices.gov.uk

**Subject to approval by their Local Authority.

You can find out more about the above entitlements, including eligibility criteria and how to apply (if required) by visiting www.westsussex.gov.uk/fundedchildcare.

Funded places and waitlist

A waitlist will be kept of any children who would like a funded place.

No child is guaranteed a place until the written contract has been completed and signed by all parties. Further, an Early Years Funded Entitlement (EYFE) place is not guaranteed until completion of the Parent Declaration form.

We ask for parents/carers to let us know as soon as possible if a place is no longer required prior to child's scheduled start date

All admissions to the setting will ensure fair access to educational opportunity for all and will comply with all equality's legislation.

Early Years Funded Entitlement at Skylarks Community Preschool

Skylarks Community Preschool is registered with West Sussex County Council (WSCC) to provide Early Years Funded Entitlement (EYFE) hours under the following schemes:

- Universal EYFE for 3 and 4 year olds
- Extended EYFE for 3 and 4 year olds under the Working Families Entitlement
- LA Issued EYFE for 2 year olds
- EYFE for 2 year olds under the Working Families Entitlement

We are also in receipt of Early Years Pupil Premium and Disability Access Fund for eligible children.

Parents/carers are advised to retain a copy of this policy for future reference and to review it in conjunction with our Fees Policy.

Pattern of delivery

At Skylarks Community Preschool, children can access their Early Years Funded Entitlement (EYFE) in the following pattern:

Day	Opening Hours	Times EYFE can be accessed	Maximum number of EYFE hours that can be claimed per day for children eligible for up to 15 hours	Maximum number of EYFE hours that can be claimed per day for children eligible for up to 30 hours
Monday	9:00 to 15.30	9:00 to 15.30	6.5 hours	6.5 hours
Tuesday	9:00 to 15.30	9:00 to 15.30	6.5 hours	6.5 hours
Wednesday	9:00 to 12:30	9:00 to 12:30	3.5 hours	3.5 hours
Thursday	9:00 to 15.30	9:00 to 15.30	6.5 hours	6.5 hours
Friday	9:00 to 12:30	9:00 to 12:30	3.5 hours	3.5 hours

Skylarks Community Preschool offers EYFE for 38 weeks per year and is open 38 weeks per year.

Accessing Early Years Funded Entitlement at Skylarks Community Preschool

The provision of Early Years Funded Entitlement (EYFE) includes the delivery of early years education and childcare, and we deliver this in line with the requirements of the Early Years Foundation Stage (EYFS). Parents/carers will be required to complete a Parent Declaration form before they begin accessing their EYFE sessions at Skylarks Community Preschool. A new copy will need to be completed if your personal details or your child's EYFE hours change. Children are required to attend their EYFE sessions prior to and at headcount for *Skylarks Community Preschool* to claim EYFE funding from WSCC for them.

Note there are no conditions to accessing EYFE places at Skylarks Community Preschool including:

- No requirement to access a minimum number of hours or sessions.
- No requirement to access additional paid-for hours.
- No requirement to take up additional paid services, such as lunch, consumables, extra classes, and trips etc.
- No non-refundable administration fees for children accessing only EYFE.
- No requirement for children to use all their EYFE solely at Skylarks Community Preschool. Children may access EYFE sessions at a maximum of two different sites per day.

Whilst there is no requirement to access a minimum number of hours or sessions, we recommend that children attend two sessions a week. This way, they get the most out of the learning and activities we offer, and we can be more flexible in planning the day to meet their needs.

Should you choose to withdraw your child, Skylarks Community Preschool requires four weeks written notice for EYFE sessions, inclusive of holidays and periods of closure. If you move to another provider within West Sussex after the notice period, your new provider can contact us to request transfer of any remaining funding we have claimed on your child's behalf.

If your child misses EYFE sessions due to illness, holidays or any planned or unplanned absence, these hours will not be available at a later date. If Skylarks Community Preschool is unexpectedly closed during your child's regularly scheduled EYFE sessions, due to illness or other unforeseen reason, Skylarks Community Preschool will offer these hours at an alternative time subject to availability and where reasonable.

Additional Services

If parents only want to use EYFE, they won't be charged extra. But if they want, they can choose to pay for extra services, including:

Trips, outings, and extra classes (agreed in advance where possible).

Parents are free to provide their own food and consumables instead, and none of the above services must be provided as a condition of your child accessing their EYFE place. If you wish to provide your own, please be aware that:

- food must adhere to Skylarks Community Preschool's healthy eating and allergy policy.
- if children attend their EYFE session without sufficient food or consumables (i.e., food that does not adhere to our policy), then these will be provided by Skylarks Community Preschool at a cost to the parent.

Parents can also pay for additional hours, which are subject to availability. Accessing additional paid-for hours is not a condition of accessing EYFE hours. For more information on charges for additional hours and services, please see our fee policy.

Charges for additional hours and services

Item	Charge
Additional hours (under 3)	£6.00 per hour.

Support for children with Special Educational Needs and Disabilities (SEND)

Skylarks Community Preschool is welcoming of all children and will work with parents and carers to ensure the needs of their children are met. To best support your child, Skylarks Community Preschool will assess their needs during their settling in period and their regular attendance and consult with you about any needs you or Skylarks Community Preschool identify.

Targeted Setting Support

Should any additional needs be identified, support is available from West Sussex County Council via Targeted Setting Support. Skylarks Community Preschool will consult with parents and carers before seeking this support.

Inclusion Funding

Inclusion Funding can be applied for by providers signed up to offer Early Years Funded Entitlement (EYFE) to support them in allowing children with additional needs to access their EYFE. Skylarks Community Preschool will consult parents and carers before applying and seek their input into the action plan for the child. Skylarks Community Preschool will share this action plan with West Sussex County Council, who will then determine if Inclusion Funding can be provided and how much. Note that if your child has already been approved for Inclusion Funding at another West Sussex provider, some or all of this funding may be made available for use at Skylarks Community Preschool. In this case, we will consult with you further regarding best use of this funding.

Local Offer

You can find information about our Local Offer **at** www.skylarkscommunitypre-school.com or on Tapestry.

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 will be paid in proportion to the child's actual EYFE hours.

For Skylarks Community Preschool 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).

Skylarks Community Preschool 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/eypp.

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 Skylarks Community Preschool 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 Skylarks Community Preschool 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, Skylarks Community Preschool 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.

This policy was adopted by	Skylarks Community Preschool	<i>(name of provider)</i>
On	<u>1st August 2026</u>	<i>(date)</i>
Date to be reviewed	<u>1st August 2027</u>	<i>(date)</i>
Signed on behalf of the provider	<u></u>	
Name of signatory	<u>Kathleen Thomson</u>	
Role of signatory (e.g. chair, director or owner)	<u>Manager/Trustee</u>	

Date Reviewed	Changes	Signature