

10.11 Early Years Funding

Policy statement

We are registered with the Local Authority as a provider supporting the national scheme to offer funded early learning and childcare places to all children aged 3 and 4 and some 2-year olds meeting certain criteria. The following table outlines the different types of funding accepted at Duxford Preschool.

Age of child	Funding type	Annual entitlement	Criteria
2 years old	Targeted (Funded-Two)	570 hours	Children from families receiving some additional forms of government support, or currently or previously in local authority care.
	Expanded	570 hours	Children from working families meeting eligibility criteria.
3-4 years old	Universal	570 hours	All children in England.
	Extended	1140 hours	Children from working families meeting eligibility criteria.

We offer early years funding across 38 weeks of the year, term-time only. The annual entitlement therefore equates to 15 hours per week of targeted, expanded or universal funding, and 30 hours per week of extended funding.

- All funded entitlement is paid from the term after the child reaches the qualifying age, directly to the Preschool by Cambridgeshire County Council.
- We allow families to access their funded hours 'flexibly' by offering both 3- and 6-hour sessions. Parents are free to choose any combination of sessions they wish subject to a minimum attendance of 2 sessions per week, to be taken on separate days.
- We place no restrictions on the number of children eligible for universal, targeted or expanded funding who may attend our setting, providing we have available spaces.
- We currently offer 3 spaces where parents can take up to the full 30 funded hours with the Preschool and they are offered on a first come, first served basis.
- When these 3 spaces are filled, we are only able to offer a maximum of 24 funded hours per week at the setting for any remaining families who are eligible for these extra hours.
- We work in co-operation with other childcare providers to support parents in obtaining their full funded entitlement, and parents are free to use their funding across multiple settings, subject to the government restrictions of no more than 10 funded hour across two settings in one day.
- We recognise that attendance at Preschool is not compulsory for children aged 2- and 3-, but we do expect children to attend regularly unless there are special circumstances that have been agreed with us. Should your child's attendance fall below 75%, then we reserve the right to withdraw your child's funded place.

Procedures

- We ask families on registration at the Preschool as to whether they intend on using their funded entitlement with us, and which scheme they are eligible for.

- We will automatically enrol all eligible child into the universal scheme, but it is the responsibility of the parents to notify us if they are eligible for targeted, extended or expanded hours and to provide us with the necessary authorisation codes required to fund the claim.
- Once a child is eligible for targeted hours, they will remain in the scheme until they become eligible for universal hours.
- Eligibility for expanded or extended hours has to be re-confirmed with HMRC every 3 months. Whilst we will endeavour to remind parents when a code is approaching expiry, it is their responsibility to ensure that it is renewed in good time.
- In all cases where funding is being claimed, parents will need to complete a Parental Declaration Form to confirm the number of hours to be claimed, and whether the funding is being shared with another setting.
- We process all funding claims on a termly basis and may require a new form to be completed and signed every term, depending on the current requirements specified by the Local Authority.
- We will usually send this form to all parents at the end of the preceding term and we ask that it is completed and returned (signed) within 7 days to allow us to secure the funding.
- We will also require evidence of the child's identity and date of birth in order to process the funding claim. We will only need to see this the first time we make a claim for a child.
- We claim funding in increments of 3 hours to align with our minimum session length and are unable to claim for part-hours.
- We are entitled to claim funding for hours that would have otherwise been attended on bank holidays or inset days which fall within our term dates. Where possible we will endeavour to give your child the opportunity to attend on a different day to make up these hours, but this will depend on our occupancy and is not guaranteed.
- Any hours taken in excess of the funded hours, will be invoiced at our current hourly rate.
- For children accessing funded hours only, we require 4 weeks' notice if you wish to cancel your child's place at the Preschool or reduce their sessions.

Liability

Should Cambridge County Council reject our funding claim because you have failed to provide us with a valid entitlement code for either the targeted, expanded or extended hours, failed to re-confirm your eligibility by the deadline, or because you have not informed us of other provider(s) with whom you also claim funded hours resulting in an over-claim, then you will become liable to pay for the amount due for your child's attendance.

Additional Charges

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of high quality, flexible childcare. It is not intended to cover the cost of meals, consumables, additional hours or additional services. Consequently, there is a small 'Additional Charges Supplement' of £0.50 per funded hour taken at Duxford Preschool and this will be invoiced termly.

The Additional Charges Supplement includes (but is not limited to): snacks, additional activities, spare nappies, baby wipes, nappy bags, sun cream, a water bottle, Christmas and end of term gifts, and other special events held outside of session times throughout the year (for example a Christmas Carol service, Graduation ceremony etc).

If parents refuse or are unable to pay the supplement, then they will need to speak with the Business Manager to discuss further. There is both an operational and financial impact on the Preschool when an Additional Charges Supplement is not paid. In order to ensure that the care for all children is not disrupted and the Preschool remains financially viable to operate, we can only offer a limited number of funded places in which parents do not pay this. If you are in receipt of Early Years Pupil Premium or a targeted funded place, then you will not be asked to pay this charge.

Notes on Invoicing

The 15 or 30 hours of funded education is calculated over 38 weeks per year and the LEA also determines the maximum amount of funding we are permitted to claim in each term. This maximum is based on a child attending for the full 15 or 30 hours a week but is **pro-rated** per the actual number of hours claimed for the child.

Term	Termly maximum at 15 hrs per week	Termly maximum at 30 hrs per week
Autumn	210 hours	420 hours
Spring	165 hours	330 hours
Summer	195 hours	390 hours
Total	570 hours	1140 hours

As Duxford Preschool generally follows the term dates operated by Duxford Primary School, occasionally the number of sessions and hours offered per term is different to those specified by the LEA for funding purposes. **This may result in a small balance to pay for any hours in excess of the specified maximum.** Parents are under no obligation to pay for these extra hours, and if they would prefer to only access the maximum number of hours as specified by the LEA, then they should contact the Business Manager to determine which session(s) the child will therefore not attend.

Version	Changes Made	Author	Date	Review Date
1.0	Baseline version	N Hanlon	1 st September 2018	September 2019
1.1	Minor formatting changes	N Hanlon	13 th April 2019	March 2020
1.2	Updated with information about additional charges	N Hanlon	23 rd February 2020	March 2021
1.2	No changes	N Hanlon	8 th March 2021	March 2023
1.3	Minor changes to notice period for funded only places	N Hanlon	13 th March 2023	March 2025
2.0	Revised following introduction of expanded funding scheme for children aged 2 years old	N Hanlon	11 th March 2024	March 2025