

Early Years Entitlement Funding Policy

Trull Saplings Preschool are in receipt of Early Years Entitlement Funding for two-, three- and four-year-olds. We are therefore able to offer funded places for eligible 2, 3 and 4-year-old children. We follow National and County guidelines regarding codes of practice. The terms and conditions attached to the grant funding are determined by the Government and in turn by the Somerset County Council.

We are open Monday to Friday, 9:00am to 3:00pm, except for Wednesday when we are only open 9:00am to 1pm, during term time. See the table below for the different sessions.

Our opening times are:

Day	Morning session (AM – 4hrs)	All Day Session (AD – 6hrs)
Monday	9:00am to 1:00pm	9:00am to 3:00pm
Tuesday	9:00am to 1:00pm	9:00am to 3:00pm
Wednesday	9:00am to 1:00pm*	
Thursday	9:00am to 1:00pm	9:00am to 3:00pm
Friday	9:00am to 1:00pm	9:00am to 3:00pm

Option A: Our opening hours through the week cover a total 28-hours of childcare. Therefore, less than all 30-hour funding can be claimed against any session combinations mentioned above.

If you can only claim up to 15hours funding but you would like to use our above-mentioned sessions in A above, additional charges will apply to the unfunded hours that you would like to use. Otherwise please see Option B for sessions up to 15hours ONLY funded session options.

Option B: For 2-year-old supported Funding, 2-year-old 15hour Early Years Entitlement (EYE) and universal (15 hours) funding can be claimed against these options:

Day	Morning session (AM-3hrs)	All Day Session (AD-6hrs)
Monday	9:00am to 12:00pm	9:00am to 3:00pm
Tuesday	9:00am to 12:00pm	9:00am to 3:00pm
Wednesday	9:00am to 12:00pm	
Thursday	9:00am to 12:00pm	9:00am to 3:00pm
Friday	9:00am to 12:00pm	9:00am to 3:00pm

*We are only open until 1:00pm on Wednesdays

To make use of the full 15-hour government funded hours per week, sessions can be booked as follows:

Any 2 (two) All day sessions and 1 (one) Morning session

Or 1 (one) All day session and 3(three) Morning session

Or 5 (five) Morning sessions

To access any of the funding, you must provide the correct documentation, within the required time period. If you fail to do so, we will be unable to claim the funding, and so you will be charged the normal hourly fee rate.

Somerset County Council will fund a maximum of 570 hours in a year which may be claimed from up to three settings. Payments are made directly to the settings. The hours are divided up into three terms over 38 weeks as shown below.

- Autumn 1 Sept – 31 Dec 201 hours
- Spring 1 Jan – 31 Mar 168 hours
- Summer 1 Apr – 31 Aug 201 hours

If your child receives funding and attends more than the maximum hours per term at our Preschool, you must pay for the outstanding sessions.

If your child attends more than one setting, the sessions that are funded by the grant can be divided between these settings or can be paid to just one setting nominated by you. You will need to pay for any additional sessions.

2-year-olds Funding low-income families

For children who qualify for 2-year-old funding, the funding will be available from the date stated on the confirmation letter. This will not be earlier than the first day of the funding period after their 2nd birthday. To claim funding for 2-year-olds you need to provide:

- child's legal documentation - birth certificate, passport (on registration)
- the letter which states the child is eligible for 2-year-old funding.
- Complete County Child Registration Form
- Parent Declaration Form

2-year-olds Funding Extended Entitlement (Working families)

Early Years Expanded funding is available from the term after a child's 2nd birthday. To claim the EYE extended 15 hours, parents/carers need to meet the eligibility criteria as per the childcarechoices.gov.uk website. You will then need to provide:

- child's legal documentation - birth certificate, passport (on registration)
- eligibility code from registered parent (to be obtained by parent from HMRC)
- Consent form with registering parents National Insurance number(s), including consent to share it with EYE team at Somerset County Council
- Parent Declaration Form

If you do not give permission to share your national insurance number, we will be unable to claim the funding, and so you will be charged the normal fee rate.

If your circumstances change and you no longer qualify for the expanded 15 hours funding, you will continue to receive funding for a 'grace period'. It is your responsibility to obtain and renew your 15 hours code.

The Universal entitlement (From 3years onwards)

From the term after your child's third birthday, they will automatically qualify for the Universal 15 hours funding. To claim the EYE universal 15 hours, you need to provide:

- Child's legal documentation - birth certificate, passport (on registration)
- Completed County Child Registration Form
- Parent Declaration Form

Extended funding for 3-year-olds.

To claim the EYE extended 30 hours, parents/carers need to meet the eligibility criteria as per the childcarechoices.gov.uk. You will need to provide:

- child's legal documentation - birth certificate, passport (on registration)
- eligibility code from registered parent (to be obtained by parent from HMRC)
- Consent form with registering parents National Insurance number(s), including consent to share it with EYE team at Somerset County Council
- Parent Declaration Form

If your circumstances change and you no longer qualify for the additional 15 hours funding, for the 30-hour extended funding you will continue to receive funding for a 'grace period'. It is your responsibility to obtain and renew your 30 hours code.

Please inform Preschool if your child is attending another setting, please provide setting name and telephone number. The Business Manager can contact that provider and obtain information about funding, Preschool will also share information relating to your child’s development.

The afore-mentioned parent declaration form is a requirement by the council. It will need to be completed with the hours for that funding period and require a signature, once returned the parent will receive a scanned copy of this form for their records.

If you wish to increase or decrease your hours in a funding term please talk to Preschool’s Business Manager so that this can be arranged. A new parent declaration form will need to be completed and signed.

If your child’s hours exceed the EYE funding, then you will be invoiced at our hourly rate of £7.20 per hour for 2-year-olds and £6.10 for 3+ year olds. Please refer to our **Fees Policy**.

All information on your child and your personal details are completely confidential. Please refer to our **Privacy Policy**

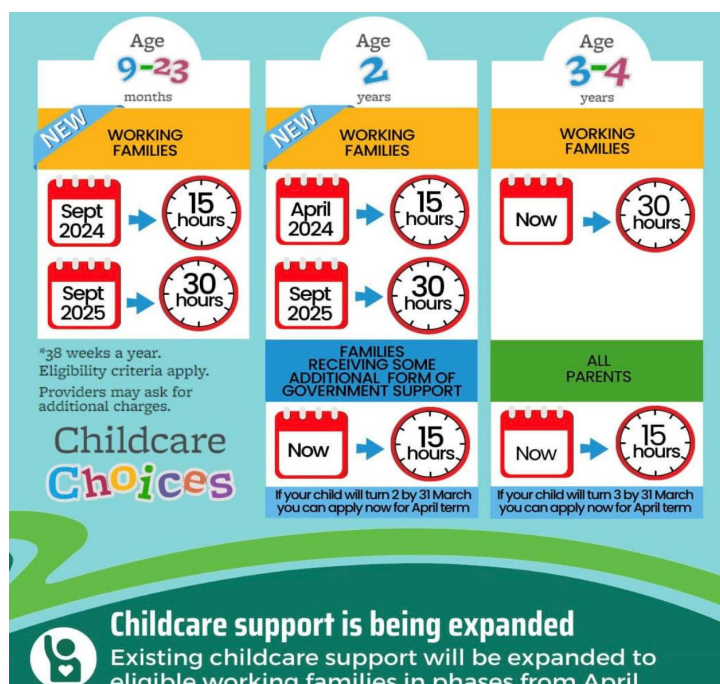
Linked Policies

Our early years entitlement funding policy links directly to the following other policies within our setting:

- Admission policy
- Confidentiality policy
- Fees policy
- GDPR policy
- Privacy policy
- Sharing information policy

Further guidance

- Tax free childcare: www.childcarechoices.gov.uk
- Statutory Framework for Early Years Foundation Stage (2021)



The infographic is divided into three columns for different age groups: Age 9-23 months, Age 2 years, and Age 3-4 years. Each column shows the progression of funding hours over time, starting from September 2024. A 'NEW' banner is present for the 9-23 months and 2 years groups, indicating expanded support for working families. A note at the bottom states that existing childcare support will be expanded to eligible working families in phases from April.

Age Group	Start Date	Hours	Notes
Age 9-23 months	Sept 2024	15 hours	NEW WORKING FAMILIES
	Sept 2025	30 hours	
Age 2 years	April 2024	15 hours	NEW WORKING FAMILIES
	Sept 2025	30 hours	
Age 3-4 years	Now	30 hours	WORKING FAMILIES
	Now	15 hours	ALL PARENTS

Childcare support is being expanded
Existing childcare support will be expanded to eligible working families in phases from April.

Image caption: When to apply for funding guide

This policy was agreed by the Trull Saplings Preschool Committee in January 2025 and will be reviewed in January 2026.

