

### Applies to:

- Jack & Jill School (Early Years Foundation Stage)

### Relevant Legislation and Guidance:

- Education (Independent School Standards) Regulations 2019
- Equality Act 2010
- Early Education Entitlements: Conditions for Inclusion onto the AfC Directory of Providers 2023

### Related Policies and Documents:

- Admissions Policy
- Attendance Policy
- Registration Form
- Acceptance Form
- Schedule of Fees
- Parent Contract Terms and Conditions

### Who is this policy for?

- Staff
- Parents
- External agencies

### Available from:


- School Website
- SharePoint

### Monitoring and Review:

This policy is reviewed annually. It is the responsibility of the Principal to ensure the procedures listed are applied accurately and fairly.

### References:

- "Parents" means the signatories to the contract with the School for the provision of educational services.
- "Staff" includes employees, volunteers, peripatetic staff, external providers, or specialist staff provided by an external provider.
- The "School" refers to Jack & Jill School which includes the Nursery and Reception year.
- "EYFS" refers to The Early Years Foundation Stage which is the curriculum for children from birth to age 5, including the Reception year group.
- "Strategic Leadership Team" refers to the team managing the School, currently including the Deputy Principal, C.H.P.S. Head Teacher, N.H.P.P.S. Lead Teacher, Jack and Jill Nursery and Pre-school Lead Teachers and Digital Learning Lead.

<b>Reviewer:</b>	<b>Finance (September 2023)</b>
<b>Effective:</b>	<b>January 2024</b>
<b>Next review:</b>	<b>January 2025</b>
<b>Proprietor's Signature:</b>	

The School is committed to safeguarding and promoting the welfare of children and young people and expects all Staff to share this commitment. It is our aim that all pupils achieve their potential.

The School promotes equality of opportunity and anti-discriminatory practice. We ensure that every child is included and not disadvantaged because of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender, or ability. We promote the principles of fairness and justice for all through the education that we provide in our School.

## Policy and Procedures

### 1. Aim

The purpose of this policy is to:

- Explain the free Early Education Entitlement (EEE) offered by the Family of Schools.
- Demonstrate delivery of the entitlement hours with worked examples of the different models.

### 2. Context

Jack and Jill School is registered with Achieving for Children (AfC) to offer the free early education entitlement to eligible families and claim funding from them to deliver the entitlement hours.

This policy is written, and EEE is delivered in accordance with statutory and local authority guidelines, which may be updated sometimes.

EEE is delivered by the School in a way that best supports parental access while ensuring the future sustainability of the business and to comply with the conditions set out in the Achieving for Children (AfC) Conditions for inclusion onto the Directory of Providers.

These are advised by the Department of Education (DfE) *“Early Education and Childcare – Statutory Guidance for Local Authorities.”*

### 3. EEE Delivery

Jack and Jill School offers the following entitlement streams:

#### **Two-Year-Old Working Entitlement (from April 2024)**

Working entitlements allow a child to access 15 hours free childcare per week over up to

38 weeks by opting for **term time** or **term time plus** attendance models from the start of the term after their second birthday.

- Two-Year-Old entitlement is delivered up to 15 hours each week as either:
  - three hours per morning using the mornings only attendance plan

or

- five hours per day using the full day model.
- Please note that attendance for three mornings each week is the required minimum for two-year-old children.
- Please check the Schedule of Fees for additional costs.

Requirements to access the free hours are:

- proof of the child’s date of birth
- the child’s eligibility code from HMRC (valid for the period of claiming the free hours)
- completion of a Parent Authorisation Form confirming agreement for Jack and Jill School to access the funding for the child’s place.

To check eligibility and apply for the eligibility code visit <https://www.childcarechoices.gov.uk/>.

Application for the code is recommended within the timescales below. This must then be renewed every 3 months or as directed by HMRC to remain eligible. Otherwise, the child will no longer be able to access the working entitlement hours.

Child’s birthday	Recommended time to apply for eligibility	Deadline to give eligibility code to childcare provider	Working entitlement access begins (start of funding term)
1 January – 31 March	15 January – 28 February	1 March	1 April (Summer Term)
1 April – 31 August	15 June – 31 July	1 August	1 September (Autumn Term)
1 September – 31 December	15 October – 30 November	1 December	1 January (Spring Term)

### **Families Receiving Additional Forms of Government Support (FRAS)**

Children who fall within at least one of the categories below may be eligible to access 15 hours of free childcare per week up to 38 weeks per annum by opting for term time or term time plus attendance model from the start of the term after he/she turns 2 until the end of the term in which he/she turns 3.

1. Parents/carers in receipt of certain benefits
2. Child in receipt of Disability Allowance
3. Child is a Looked After Child

Requirements to access these free hours are:

- an Eligibility Reference Number from AfC
- completion of a Parent Authorisation Form confirming agreement for Jack and Jill School to access funding for the child's place.

To check eligibility and apply visit the [Achieving for Children – two year olds free childcare and early education](#)

If eligible for free hours under both the FRAs and working entitlement streams parents are only able to access 15 hours per week in total and it is advisable to apply under the FRAs scheme as eligibility is confirmed until the child turns 3.

### **Three-Year-Old Universal Entitlement**

Universal entitlement allows a child to access 15 hours free childcare per week up to 38 weeks per annum by opting for term time or term time plus attendance models from the start of the term after he/she turns 3.

Requirements to access the free hours are:

- proof of the child's date of birth
- completion of a Parent Authorisation Form confirming agreement for Jack and Jill School to access funding for the child's place.

At Jack and Jill School, Universal Three-Year-Old Entitlement hours are delivered for 15 hours per week during the published School term dates (165 days/33 weeks shaded red on the Family of Schools calendar: [Term-Dates-TW-NH-CH.pdf \(jackandjillschool.org.uk\)](#)). This is known as the **term time** attendance model and delivers 495 hours of entitlement per annum.

Parents can access the full 570 hours entitlement if their child attends the School

during the published term dates (165 days/33 weeks) together with an additional designated 5 weeks (25 days shaded pink on the Family of Schools calendar set to broadly coincide with the term dates of local state schools). This attendance model is known as **term time plus**.

Parents are asked to confirm whether their child will attend the school on either a **term time** or **term time plus** attendance model.

Funding to cover the Universal Entitlement hours is claimed by and paid directly to the School from AfC according to the attendance model chosen by the Parents.

### **Three- to Four-Year-Old Extended Entitlement**

Jack and Jill School also offers the extended entitlement hours allowing parents of three to four-year olds to access up to a maximum of 30 hours per week for up to 38 weeks a year.

The government provides additional three-year-old entitlements which can be accessed at Jack and Jill School as follows:

- Working parents of 3–4-year-olds, who meet the eligibility criteria can access up to an additional 570 hours of free childcare per year effective from the term following the child's 3rd birthday: <https://www.gov.uk/30-hours-free-childcare>.
- Entitlement is delivered for an additional 15 hours each week by either the **term time** (165 days/33 weeks) or **term time plus** (190 days/38 weeks) attendance models set out above.
- Alternatively, parents can access their full entitlement if their child accesses the universal 15 hours entitlement at Jack & Jill and the additional entitlement with another EEE provider in a different setting. In these circumstances the Parents are required to confirm in the Parent Declaration Form that their EEE entitlement will be delivered by multiple providers.

Requirements to access these free hours are:

- proof of their child's date of birth
- the child's eligibility code from HMRC (valid for the period of claiming free hours)
- completion of a Parent Authorisation Form to confirm agreement for Jack and Jill School to access the funding for the entitlement hours.



If Parents claiming the Extended Entitlement are no longer eligible, the Parents must notify the School immediately. A grace period for funding may be granted by HMRC.

If the Parents' eligibility for Extended Entitlement is not reconfirmed and they wish to withdraw their child from the School, the Parents must give a term's written notice of withdrawal in accordance with the Terms and Conditions. Alternatively, the Parents can revert to the Universal Entitlement model and any sessions their child attends the School in excess of this will be payable in full at the applicable session rate.

Funding to cover the cost of Extended Entitlement is also claimed by and paid directly to the School from AfC according to the attendance model chosen by the Parents.

#### 4. Term Dates

- Designated weeks/days comprising the term time and term time plus model are shown on the term dates on the Family of Schools website: [Term-Dates-TW-NH-CH.pdf \(jackandjillschool.org.uk\)](https://www.jackandjillschool.org.uk/term-dates-tw-nh-ch.pdf)
- Parents confirm their preferred attendance model i.e., either term time or term time plus and this will continue unless and until the Parents complete an Amendment to Booking Form that they wish to change their child's attendance model: <https://forms.office.com/r/GBMsntGkHj>
- Any change to the child's attendance can be made by completing an Amendment to Booking Form by the half termly deadline dates issued by the School.
- Once confirmed by the School, the Parents agree to send their child for the weeks covered by the attendance model so that public funding is fully utilised.
- Failure to attend sessions for the pattern selected, either term time or term time plus models, will be followed up and, if levels of attendance are not sufficient, funding may either be withdrawn by AfC or no longer claimed from AfC by the School. For further details see the Attendance Policy.
- Further information on Early Years Entitlement can be accessed via HM Government website [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

The School reserves the right to withdraw from the EEE scheme and cease delivery of Universal

and Working Entitlement hours at any time. In these unlikely circumstances the School will give Parents as much notice as reasonable in the circumstances.

#### 5. Funded Models

Universal and Extended Entitlement models offered at the School are delivered as follows:

- **3-Year-Old Universal Entitlement – Term Time Model (15 funded hours each week for 33 weeks per year):**  
Entitlement applies to 15 hours each week during the published school term dates (165 days/33 weeks per year).
- **3-Year-Old Universal Entitlement – Term Time Plus Model (15 funded hours each week for 38 weeks per year):**  
Entitlement applies to 15 hours each week during the published school term dates and additional designated 5 weeks (25 days), indicated on the published term dates (190 days/38 weeks).
- **3-Year-Old Working Entitlement – Term Time Model (additional 15 funded hours each week for 33 weeks per year):**  
Entitlement applies to 30 hours each week during the published school term dates (165 days/33 weeks per year).
- **3-Year-Old Working Entitlement – Term Time Plus Model (additional 15 funded hours each week for 38 weeks per year):**  
Entitlement applies to 30 hours each week during the published school term dates and additional designated 5 weeks (25 days), indicated on the published term dates (190 days/38 weeks).
- **2-Year-Old Working Entitlement – Term Time Model (up to 15 hours each week for 33 weeks per year):**  
Entitlement applies up to 15 hours each week (either three hours per morning or five hours per day) during the published school term dates (165 days/33 weeks per year).
- **2-Year-Old Working Entitlement – Term time Plus Model (up to 15 hours each week for 38 weeks per year):**  
Entitlement applies up to 15 hours each week (either three hours per morning or five hours per day) during the published school term dates and additional designated 5 weeks (25 days), indicated on the published term dates (190 days/38 weeks).



### 6. Attendance Pattern Options and Charges

Any sessions/hours that are funded by EEE entitlement are delivered by the School free of charge, however where funded hours are part of longer or multiple sessions, the additional hours are subject to charge.

The School can offer up to five fully funded places, allocated on a first come first served basis. Parents allocated one of these spaces are expected to ensure their child attends regularly and collect their child promptly at the end of the free funded period. For further details please see our Admission Policy.

The charges for each attendance option for non-funded sessions are in the Schedule of Fees published on the Family of Schools website.

### 7. Early Education Entitlement Attendance Pattern Options – Working Examples

#### Up to 5 mornings a week – Two-Year-Olds

08:45 - 10.30am	10.30am - 10.45am	10:45am – 12:00
Entitlement hours	Chargeable period	Entitlement hours

- Each morning = total of 3 hours and 15 minutes
- 3 entitlement hours (free of charge)
- Additional charge as per schedule of fees per morning term time weeks (33 weeks)
- Additional charge as per schedule of fees per morning term time plus weeks (5 additional weeks)

#### Up to 3 full days a week – Two-Year-Olds

08:45 - 12:00	12.00 - 13.15	13:15 - 15:00
Entitlement hours	Chargeable period	Entitlement hours

- Each full day = 6 hours and 15 minutes per week
- 5 entitlement hours (free of charge)
- Additional charge as per schedule of fees per full day term time weeks (33 weeks)
- Additional charge as per schedule of fees per full day term time plus weeks (38 weeks)

#### 5 mornings a week – Three-Year-Olds

08:45 - 10.30am	10.30am - 10.45am	10:45am - 12:00
Entitlement hours	Chargeable period	Entitlement hours

- 5 mornings each week = total of 16 hours and 15 minutes per week
- 15 entitlement hours (free of charge)
- 1 hour and 15 minutes chargeable per week term time weeks (33 weeks)
- 1 hour and 15 minutes chargeable per week term time plus weeks (5 additional weeks)

#### 3 full days a week – Three-Year-Olds

08:45 - 12:00	12.00 - 13.15	13:15 - 15:00
Entitlement hours	Chargeable period	Entitlement hours

- 3 full days = 18 hours and 45 minutes per week
- 15 entitlement hours (free of charge)
- 3 hours and 45 minutes chargeable per week term time weeks (33 weeks)
- 3 hours and 45 minutes chargeable per week term time plus weeks (5 additional weeks)

#### 4 full days each week – Three-Year-Olds

08:45 - 11:45	11.45 - 14.15	14:15 - 15:00
Entitlement hours	Chargeable period	Entitlement hours

- 4 full days = 25 hours per week
- 15 entitlement hours (free of charge)
- 10 hours chargeable per week term time weeks (33 weeks)
- 10 hours chargeable per week term time plus weeks (5 additional weeks)

#### 5 full days each week – Three-Year-Olds

08:45 - 11:45 (15 Entitlement hours)	12:00-15.15 Lunch time and afternoon session (Non-entitlement) – Universal Funding	12:15 - 15:00 N/A (15 Additional entitlement hours)
Or	Or	
08:45 - 12:00 (15 Entitlement hours)	12:00 - 12:15 Lunch time (Non-entitlement) – Extended Funding	

- 5 full days = 31.25 hours per week
- Either 15 entitlement hours (free of charge) or 30 entitlement hours (free of charge)
- 16 hours 15 minutes chargeable per week with Universal Entitlement term time and term time plus models (33 and 38 weeks)



Or:

- 1 hour 15 minutes chargeable per week with Extended Entitlement term time and term time plus models (33 and 38 weeks)

### 8. Additional Sessions

Parents can request regular extra sessions e.g., Breakfast Club, After School sessions and Holiday Club sessions, but these are subject to availability and will be charged at the full session rate in the Schedule of Fees.

Parents can also opt to book ad hoc additional sessions which can be made via our live Management Information System, Family. Ad hoc additional sessions are subject to availability and will be charged at the full ad hoc session rate as listed on the Schedule of Fees.

### 9. Admission Charges

The School's Admissions Policy applies for children eligible for EEE, but:

- a registration fee is not payable for children eligible for EEE in their term of entry; and
- the acceptance deposit is refunded by a credit applied to the fees invoice for the term in which a child first becomes eligible for EEE.

### 10. Starters and leavers in the EEE Period

If a child joins the school after the start of term, entitlement applies from the first week of attendance or the first week following the end of the 4-week notice period given to a previous provider.

Until this time, the Parents will be charged for all hours their child attends at the full session rate. For example, if a child joins the school in week 3 of a term after attending another setting, then full charges for sessions booked will be due until the end of the 4-week notice period. However, entitlement upon joining a new provider is only accessible up to 4 weeks before the end of a term.

If a child leaves the school during a term, the full term's notice to be received by the start of the previous term, as specified in the Terms and Conditions accepted upon booking a place, is still required. EEE to the free hours is only permitted for four full weeks following receipt of written notice.

After this time full fees in lieu of, notice is required.

### 11. Parental Declaration

Parents of children eligible for EEE must complete and return the Parent Authorisation Form, provided by the School via DocuSign by the date specified. If the completed Parent Authorisation Form is not received by the school, the parent may be liable to pay the full cost of the sessions booked.

Parents of children eligible for Working or Extended Entitlements must establish eligibility with HMRC and add the eligibility code issued to the Parent Authorisation Form with consent for this to be checked by AfC. It remains the Parents' responsibility to reconfirm eligibility with HMRC at the required intervals.