

# Jack & Jill Family of Schools: Early Education Entitlement (EEE) Policy

## Applies to:

- Jack & Jill Family of Schools (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
- Early Education and Childcare [Early education and childcare - GOV.UK](https://www.gov.uk/government/consultations/early-education-and-childcare)

## 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

## 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 the Jack & Jill Family of Schools which includes the Nursery classes 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.
- The "Strategic Leadership Team" refers to the team managing the schools, including the Head Teacher Jack and Jill Family of Schools, Nightingale House Lead Teacher, Jack and Jill Nursery School Lead Teachers and baby & Toddler room manager.
- 'Term time' is the term time weeks the schools are open (38 weeks) indicated on the Term Dates published on the Family of School's website
- 'Full year' is the full year days Jack and Jill Nursery School is open, indicated on the Term Dates published on the Family of School's website.

- Bank Holidays, INSET days and Christmas closure days are Jack and Jill Nursery School closure days indicated on the term dates published on the Family of School's website. These days incur no charge.

**Reviewer: Finance**

**Effective: September 2025**

**Next review: January 2026**

**Proprietor's Signature:**



## Policy and Procedures

### Aim

The purpose of this policy is to explain how the free Early Education Entitlement (EEE) are offered by the Family of Schools.

### Context

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.

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

Our Early Years provision is registered under two separate registrations as follows.

- For children over two years of age as an independent school - DfE 318/6055 and Ofsted 102939
- For children from six months to two years on the Early Years Register as The Nursery at Jack and Jill School - Ofsted 2807912

EEE at the Family of Schools is delivered in accordance with statutory and local authority guidelines; see

- Department of Education (DfE) "*Early Education and Childcare* – effective from 1 April 2025
- Achieving for Children (AfC) Conditions for inclusion on to the Directory of Providers.

and in a way that supports parental access while ensuring its future sustainability.

### EEE Delivery

The Jack and Jill Family of Schools offer the following entitlement options:

**Universal Entitlement** – all 3 and 4 year olds are entitled to 15 free entitlement hours each week over 38 weeks per annum from the term after their third birthday.

Universal Entitlement hours are delivered during ‘term time’ (38 weeks).

Optional additional charges are made for extra hours or chargeable items as detailed in the Schedule of Fees.

Requirements to access universal entitlement hours are:

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

**Working Entitlement** enables eligible families, from the term after their child is 9 months old to access up to 30 hours free childcare per week over 38 weeks.

All children aged 3-4 years receive 15 hours of Universal Funding as above to which 15 hours of Working Entitlement may be added according to eligibility.

- The working entitlement funded hours are delivered free of charge and can also be stretched across the full year (48 weeks)
- Additional charges apply for optional extra hours or chargeable items as detailed in the Schedule of Fees.

Term dates (term time model) and closure days (full year model) are available on the school website [www.jackandjillschool.org.uk](http://www.jackandjillschool.org.uk)

Parents are asked to choose on which model their child will attend when booking their sessions, either when joining the school or becoming eligible for working entitlement whilst currently attending.

Requirements to access the free working entitlement hours are:

- proof of the child’s date of birth
- Supply of the child’s eligibility code from HMRC. Please note this **MUST** be valid from the start of the period of eligibility/funding term.
- ensuring the HMRC requirement to reconfirm eligibility every three months is completed
- completion of a PAF confirming agreement for Jack and Jill School to claim funding for the child’s place.

Application for the eligibility code is recommended within the timescales below. This must be renewed every 3 months or as directed by HMRC. Failing this the child will no longer be able to access the free 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)   |

If parents claiming Working Entitlement are no longer eligible, the parents must notify the School immediately. A grace period is normally granted by HMRC.

If the parents' eligibility for Working Entitlement is not reconfirmed and they wish to withdraw the child from the School, the parents must give written notice of withdrawal in accordance with the Terms and Conditions. Entitlement can revert to the Universal Entitlement model if the child is aged over 3 years and any additional sessions will be payable in full at the applicable session rate.

### **Funded Early Learning 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 for 38 weeks per annum 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 PAF 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 entitlement under the Funded Early Learning Support and working entitlement, parents should take up the entitlement for families receiving additional support **and** 15 hours of working parent entitlement.

### **Changes to attendance**

Parents of children eligible for Working Entitlement confirm their preferred attendance model i.e., either **term time** (38 weeks) or **full year** and this will continue for the remainder of the academic year. Other changes can be made by completing an Amendment to Booking: <https://forms.office.com/r/GBMsntGkHj> by half term or end of term if attending on a term time plan or with 2 months notice if attending full year.

Parents agree to send their child for the weeks covered by the attendance model chosen so that public funding is fully utilised.

Failure to attend sessions for the pattern selected, either **term time** or **full year** models, will be investigated 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 Entitlement hours at any time. In these unlikely circumstances, the School will give parents as much notice as reasonable in the circumstances.

### **Additional sessions and other optional items**

Parents can request regular extra sessions, e.g., early morning, late afternoon sessions, but these incur a charge as published in the Schedule of Fees.

Parents can also book ad hoc sessions via Famly, our live Management Information System. These are subject to availability and are charged as listed on the Schedule of Fees.

Parents can also request the school to provide meals for the charge indicated on the Schedule of Fees, or alternatively provide food prepared at home.

Consumables including nappies, creams, and wipes can also be provided at an additional charge as listed on the Schedule of Fees, and this will continue whilst still required and until the following half term. Alternatively, parents can provide their own supplies from home.

### **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 and
- the acceptance deposit is refunded by a credit applied to the fees invoice for the month in which a child first becomes eligible for EEE.

### **Starters and Leavers**

If a child joins the school after the start of term, entitlement applies from the first week of attendance assuming the eligibility code has a start date before the start of the funding period ie 1<sup>st</sup> Sept, 1<sup>st</sup> April, or 1<sup>st</sup> January; or from the first week following the end of the 4-week notice period given to a previous provider.

Until this time, fees are charged for all hours at the full session rate. For example, if a child joins the school in week 3 of a term after attending another setting since the beginning, then full charges for sessions booked will be due for the first week, ie until the end of the 4-week notice period.

If a child leaves the school during a term, full notice as specified in the Terms and Conditions accepted upon booking a place, is still required. Free entitlement hours are restricted to four full weeks following receipt of written notice. After this time, full fees in lieu of notice are required.

### **Parental Declaration**

Parents of children eligible for EEE must complete the Parent Authorisation Form (PAF) provided by the School via DocuSign

This authorises the school to check eligibility for free working entitlement and only when this is confirmed can the working entitlement be allocated

Failure to complete the form so the school can confirm eligibility will result in the parent being liable for the full cost of the sessions booked.

Parents of children eligible for Working Entitlement must establish eligibility with HMRC and add the eligibility code issued to the PAF and confirm consent for this to be checked with AfC. It remains the parents' responsibility to reconfirm eligibility with HMRC at the required intervals.