

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
- Early Education and Childcare [Early education and childcare - GOV.UK](https://www.gov.uk/guidance/early-education-and-childcare)

Related Policies and Documents:

- Admissions Policy
- Attendance Policy
- Registration Form
- Acceptance Form
- Schedule of Fees
- Parent Contract Terms & 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 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.
- The “Strategic Leadership Team” refers to the team managing the schools, including; Headteacher Jack and Jill Family of Schools, Nightingale House Lead Teacher, Jack and Jill Nursery School Lead Teachers.
- ‘Term time’ is the term time weeks the schools are open 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:	May 2026
Next review:	May 2027
Proprietor’s Signature:	



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 how the Early Education Entitlement (EEE) are delivered by the Family of Schools.

2. Context

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.

3. 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. At the Family of Schools families can access the 15 Universal Entitlement hours for children attending the pre-school nursery classes at both Jack and Jill Nursery School and Nightingale House Pre-Preparatory, as well as during the Reception year at Nightingale House until the term after their daughter's fifth birthday.

Universal Entitlement hours are delivered during 'term time'.

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 nursery 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 the 15 hours of Universal Funding as above to which 15 hours of Working Entitlement may be added for nursery pupils according to eligibility.

- The working entitlement funded hours are delivered free of charge and can be stretched across the full year at Jack and Jill Nursery School, Twickenham (48 weeks).



- Additional charges apply for optional extra hours or chargeable items as detailed in the Schedule of Fees (see school website).

Term dates for both Jack & Jill Nursery School Twickenham and Nightingale House Pre-Preparatory School Hampton (term time model) and closure days at Jack & Jill Nursery School Twickenham (full year model) are available on the school website 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. The option selected remains in place until the start of the next academic when parents can change to the other model. Parents of children joining after the start of an academic year may find the entitlement hours do not fully cover all weeks before the start of the next term. Please ask for further details when selecting the attendance model.

Parents of girls joining the Pre-School Nursery class at Nightingale House, Hampton can only access the full working entitlement hours over 3 nominated days during the 33 week term time that this school is open.

The full term time entitlement can be accessed by joining the pre-school nursery class at Jack & Jill Nursery School Twickenham for the remaining 5 weeks.

This can be booked when making the weekly attendance selection prior to joining this nursery class.

Girls joining or moving into the Reception class at Nightingale House can only access the entitlement hours during the Nightingale House term time (33 weeks)

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.

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.

- Parents/carers in receipt of certain benefits
- Child in receipt of Disability Allowance
- 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 access the entitlement for families receiving additional support and 15 hours of working parent entitlement.

Changes to Attendance

Parents of Jack and Jill Nursery School, Twickenham 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 giving either half a term (term time model) or 2 months (full year model) and completing an Amendment to Booking:

<https://forms.office.com/r/GBMsntGkHj>

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

<https://beststartinlife.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 Charges

Parents can request regular extra sessions e.g., afternoon, late afternoon sessions but these will be charged as published in the Schedule of Fees.

Parents can also book ad hoc sessions via Family, 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 as indicated on the Schedule of Fees, or alternatively provide food prepared at home.

Whilst still required and until the following half term, a daily charge for nappies, creams and wipes is added as indicated on the Schedule of Fees.



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/period 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 1st Sept, April, or 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, 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 funded hours are restricted to four full weeks following receipt of written notice. After this time full fees in lieu of, notice is required.

Parental Declaration

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

This authorises the school to check eligibility for free working entitlement hours and only when this is confirmed can we offer a funded place.

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

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

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, 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 funded hours are restricted to four full weeks following receipt of written notice. After this time full fees in lieu of, notice is required.