

Jack & Jill Family of Schools

Early Education Funding (EEF) Policy

Applies to:

- Jack & Jill (Early Years Foundation Stage)

Related Documents and Policies:

- Education (Independent School Standards) Regulations 2014
- Equality Act 2010
- Registration Form
- Acceptance Form
- Terms & Conditions

Who is this policy for?

- Staff and volunteers;
- Parents;
- External agencies.

Available from:

- School Office;
- School Website;
- SharePoint.

Monitoring and Review:

- This policy is reviewed no later than every two years.
- It is the responsibility of the Principal to ensure the admissions procedures listed are applied accurately and fairly.

References:

- “Parents” refers to parents, guardians and carers;
- “Staff” refers to employees, peripatetic staff, external providers (including Kinder Club and Swimquest) or specialist staff provided by an external provider;
- The “School” refers to the Jack & Jill Family of Schools (Jack and Jill School Twickenham, Nightingale House Pre-Preparatory School and Clarence House Preparatory School (CHPS));
- EYFS refers to The Early Years Foundation Stage which is the curriculum for children from birth to aged 5, including the Reception year group;
- “Strategic Leadership Team” refers to the team managing the School, currently including the Deputy Principal, Headteacher of Clarence House and Pre-Preparatory Lead Teachers.

Reviewer: Strategic Leadership Team

Review date: January 2020

Operational from: January 2020 to August 2020

Next review date: April 2020

Principal’s Signature:

Heaven Papinuk

The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils achieve their potential.

The Jack & Jill Family of Schools 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.

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Section One: Policy

1. Aims

This policy aims to:

- Set out the Early Education Funding models offered by the School
- Explain the delivery of these models
- Demonstrate examples of universal and extended Early Education models offered

2. Introduction

This policy is written, and Early Education Funding (EEF) delivered, within statutory and local authority guidelines which may be updated from time to time. Funding 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 – August 2018".

3. EEF Eligibility

The Early Education funding offered by the School is as follows:

- Universal Funding – The government provides up to 570 hours of funded childcare a year for all 3 and 4 year olds effective from the term following the child's 3rd birthday. This is delivered for 15 hours a week over 38 weeks a year, covering the published Jack & Jill terms, 33 weeks, and 5 weeks of Holiday Club. Funding is claimed by and paid directly to the School from Achieving for Children.
- Extended Funding – The government provides up to an additional 570 hours of funded childcare a year for working parents of 3 and 4 year olds who meet the eligibility criteria, effective from the term following the child's 3rd birthday. This will be delivered in combination with the 570 hours of Universal Funding for 24 hours a week over 47 weeks a year, covering the published Jack and Jill term dates, 33 weeks, and 14 weeks of Holiday Club. Funding is claimed by and paid directly to the School from Achieving for Children.
- Further information on Early Years Funding can be accessed via HM Government website www.childcarechoices.gov.uk
- The School reserves the right to cease delivering the Extended Funding or the Universal and Extended Early Education Funding at any time, should it no longer be sustainable, by giving a term's notice to both parents and Achieving for Children.

4. Admissions

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

- A registration fee is not payable for children eligible for EEF in their term of entry,
- The Nursery deposit is refunded by a credit applied to the fees invoice for the term in which a child first becomes eligible for EEF.

5. Delivery and Charges

Funded sessions at the School are available within the published nursery session times and can additionally be used during Breakfast Club, After School sessions and for Holiday Club. Booked sessions are not transferable due to sickness or for any other reason.

For all Funding Models chargeable hours are not compulsory, however when funded hours are part of longer sessions, these additional chargeable hours include specialist teaching, enhanced staff ratios and a high percentage of staff with qualifications in excess of statutory requirements. Full information on our fee structure is available on our website.

Section Two: Universal Extended Funding Models

The Universal Funding and Extended Funding delivery models offered at the School are as follows:

6. Universal Funding Models (15 funded hours each week):

Funding is available for 15 hours each week and for 38 weeks per annum, 33 of these weeks will be claimed in Jack & Jill term time and an additional 5 weeks during Holiday Club.

5 mornings each week

9am-10.45am funded hours	10.45-11am Chargeable snack time	11am-12.15 funded hours
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Example based on Autumn Term (12 weeks):

- 5 mornings each week = Total of 16 hours and 15 minutes per week
- 15 EEF funded hours
- 1 hour and 15 minutes per week chargeable @ £1588.40 per term

3 full school days

9am-12.15 funded hours	12.15-1.30pm chargeable lunch time	1.30-3.15pm funded hours
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Example based on Autumn Term (12 weeks):

- 3 full days 9am-3.15pm = 18 hours and 45 minutes per week
- 15 EEF funded hours
- 3 hours and 45 minutes per week chargeable @ £1739.40 per term

7. Extended Funding Models (24 funded hours each week)

Funding is available for 24 hours each week and for 47 weeks per annum, being 1128 hours over the year, 33 of these weeks will be claimed in Jack & Jill term time and 14 weeks in holiday club.

4 full school days

9am-12.15 funded hours.	12.15-12.30 Chargeable lunch time.	12.30-3.15 funded hours
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Example based on Autumn Term (12 weeks):

- 4 full days 9am-3.15pm = 25 hours per week
- 24 EEF funded hours
- 1 hour per week chargeable @ £2007.04 per term

3 full days including Breakfast Club and After School

8am-12.15 funded Nursery hours and Breakfast Club.	12.15-1.30pm chargeable lunch time.	1.30-6pm funded hours (3 hours and 45 minutes funded and 45 minutes chargeable hours)
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Example based on Autumn Term (12 weeks):

- 3 full days 8am-6pm = 30 hours per week
- 24 EEF funded hours
- 6 hours per week chargeable @ £1883.04 per term

If parents claiming the Extended Funding entitlement fall out of eligibility, the School must be notified immediately. A grace period for funding will be granted by HMRC, assuming parents' eligibility is not reconfirmed, parents can opt to give notice to withdraw their child from Jack & Jill School (a full terms notice will still apply for hours outside of the funded hours). Alternatively, parents can revert to a 15-hour funding model and pay full fees for hours in excess of the agreed model.

8. Starters and leavers

The details below explain the procedure regarding children who start or leave the School after headcount day or join the School in the term in which they will start formal school.

If a child joins the School after the designated headcount week the child will not be eligible for funding until the following term. In this case parents will be charged for all the hours their child attends until the beginning of the next term.

If a child leaves the School after the published headcount day the funding will remain with the School and then may be used to accommodate a child for whom funding is unavailable.

If a child attends the School in the term in which they will start School at a state funded primary school the funding will be allocated to the school via the school census. In this instance any sessions accessed will be chargeable and not funded.

9. Parental Declaration

A parent of a child eligible for Universal EEF must complete and return a parental declaration form, provided by the School, each term within deadlines. Funding is dependent on this form being completed and if this is not received, the parent may be liable for the cost of the childcare.

A parent of a child eligible for Extended EEF must establish eligibility with HMRC and provide the School with proof of eligibility in the form of an eligibility code. It remains the parents' responsibility to reconfirm eligibility with the HMRC at their required intervals. By providing the School with an Extended Funding eligibility code, a parent consents to the School confirming validity of this with the Local Education Authority.