

Jack & Jill Family of Schools: Early Education Funding (EEF) Policy Academic Year 2022 – 2023

Applies to:

- Jack & Jill School (Early Years Foundation Stage)

Relevant Legislation and Guidance:

- Education (Independent School Standards) Regulations 2014
- Equality Act 2010
- Early Education and Childcare – Statutory Guidance for Local Authorities – DfE (June 2018)

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 (Springboard Swimmers) 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 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, Pre-Preparatory Lead Teachers and Digital Learning Lead.

Reviewer: Finance April 2022

Effective: September 2022

Next review: January 2023

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

Aim

The purpose of this policy is to:

- Explain the Early Education Funding (EEF) offered by the School
- Explain the delivery of EEF
- Demonstrate examples of EEF in the context of Universal Funding and Extended Funding models

Context

This policy is written, and EEF is delivered, in accordance with statutory and local authority guidelines which may be updated from time to time. EEF 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*”.

EEF Delivery

The EEF offered by the School is as follows:

Universal Funding –

The government provides up to 570 hours of free childcare a year for the most disadvantaged 2 year olds and the parents of all 3 and 4 year olds effective from the term following the child’s 3rd birthday.

- At the School, Universal Funding is delivered for 15 hours per week during the published School term dates (165 days/33 weeks). This is known as the **term time** attendance model and delivers 495 hours of funding per annum.
- Parents who access Universal Funding can access their 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) beyond the published term dates, set to broadly coincide with the term dates of local state schools. This attendance model is known as **term time plus**.
- Alternatively, Parents can access their full entitlement to Universal Funding if the child attends the School on the **term time** attendance model and the remainder of the entitlement is delivered by another EEF provider in a different setting. In these circumstances the Parents will be required to confirm in the parent declaration form that their EEF entitlement will be delivered by multiple providers.
- Parents who access Universal Funding will be notified by us of the requirement to select whether their child will attend the School on either a **term time or term time plus** attendance model.
- Funding to cover the cost of Universal Funding hours is claimed by and paid directly to the School from AfC according to the attendance model chosen by the Parents.

Extended Funding –

The government provides up to an additional 570 hours of free childcare per 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. <https://www.gov.uk/30-hours-free-childcare>

- Extended Funding is delivered for 30 hours per 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 to Extended Funding if their child attends the School on the **term time** attendance model and the remainder of their entitlement can be delivered by another EEF provider in a different setting. In these circumstances the Parents will be required to confirm in the parent declaration form that their EEF entitlement will be delivered by multiple providers.
- If the Parents claiming the Extended Funding 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 Funding 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 Funding 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 Funding hours is claimed by and paid directly to the School from AfC according to the attendance model chosen by the Parents.

Term Dates

- Designated weeks/days comprising the **term time plus** model are shown on a schedule of dates issued annually and published on term dates page on the School website.
- Parents are asked to indicate their preferred attendance model i.e. either **term time** or **term time plus** and this will continue unless and until the Parents notify the School that they wish to change their child's attendance model.
- A change to the child's attendance model can only be made in respect of the next term by notifying the School in writing before the end of the previous term e.g. for a change to **term time plus** in the Summer Term the Parents must notify the school by the last day of the Spring Term as published on the term dates page on the School website.
- 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 Funding can be accessed via HM Government website www.childcarechoices.gov.uk

The School reserves the right to withdraw from the EEF scheme and cease delivery of Universal Funding and Extended Funding at any time. The School will endeavour to give Parents as much notice as reasonable in the circumstances.

Funded Models

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

- **Universal Funding Model – Term time Option (15 funded hours each week for 33 weeks per year):**

Funding applies for 15 hours each week during the published school term dates (165 days/33 weeks per year),

- **Universal Funding Model – Term time plus Option (15 funded hours each week for 38 weeks per year):**

Funding applies for 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)

- **Extended Funding Model – Term time Option (30 funded hours each week for 33 weeks per year)**

Funding applies for 30 hours each week during the published school term dates (165 days/33 weeks per year)

- **Extended Funding Model – Term time plus Option (30 funded hours each week for 38 weeks per year)**

Funding applies for 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)

Term dates are available on the School website and include both **term time and term time plus** attendance models.

Attendance Options and Charges

Any sessions/hours that are funded by EEF models are delivered by the School free of charge, however where funded hours are part of longer or multiple sessions, the School offers snack time and/or lunch time which is subject to charge.

At snack time, children eat their own snack from home and at lunch time, a hot lunch is offered at an additional charge as per the Schedule of Fees, or children can bring a packed lunch. If the parents do not wish for their child to be present for the chargeable snack time or lunch time, they may collect their child from the School for these time periods.

The charges for each attendance option for funded sessions are set out in the table below:

Attendance option	Term Time – published school weeks only (33 weeks)				
		Applicable to those in receipt of Universal Funding		Applicable to those in receipt of Extended Funding	
	Annual cost as per schedule of fees (without EEF)	Annual cost (33 weeks) of optional snack/lunch time sessions	Per session cost for snack/lunch time	Annual Cost (33 weeks) of optional snack/lunch time sessions	Per session cost for snack/lunch time
5 mornings*	£8,365	£5,652	£34.26	N/A	N/A
3 full days	£8,316	£5,603	£56.60	N/A	N/A
4 full days	£11,088	£8,375	£63.45	N/A	N/A
5 full days**	£13,860	£11,147	£67.56	£8,434	£51.12

Attendance option	Term Time Plus – term time + additional designated 5 weeks (38 weeks)				
		Applicable to those in receipt of Universal Funding		Applicable to those in receipt of Extended Funding	
	Annual cost as per schedule of fees (without EEF)	Annual Cost (38 weeks) of optional snack/lunch time sessions	Per session cost for snack/lunch time for the additional designated weeks	Annual cost (38 weeks) of optional snack/lunch time sessions	Per session cost of snack/lunch time for the additional designated weeks
5 mornings*	£9,148	£6,025	£14.92	N/A	N/A
3 full days	£9,256	£6,132	£35.29	N/A	N/A
4 full days	£12,342	£9,218	£42.14	N/A	N/A
5 full days**	£15,427	£12,303	£46.25	£9,180	£29.81

* minimum sessions per week from the term after the child turns three years of age.

** required attendance if the child is in the Reception year.

Please note that annual costs for attendance options other than 5 mornings or 5 full days may vary slightly depending on the weekly schedule selected. Mid-week start and end of term and bank holidays, if applicable affect fee calculations; but no charge for additional hours/sessions is made for days affected in this way.

In addition to the above any further sessions which are not funded by EEF models and/or any additional items ordered by the Parents will be charged separately and at the full rates applicable. See below for details on additional sessions and additional items.

Full information on our fee structure is set out in the Schedule of Fees which is published on our website.

Attendance Options - Working Examples

5 mornings each week

9am-10.45am funded hours	10.45-11am optional snack time (charged for if taken)	11am-12.15 funded hours
--------------------------	--	-------------------------

- 5 mornings each week = Total of 16 hours and 15 minutes per week
- 15 Universal Funded 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 each week

9am-12.15 funded hours	12.15-1.30pm optional lunch time (charged for if taken)	1.30-3.15pm funded hours
------------------------	--	--------------------------

- 3 full days 9am-3.15pm = 18 hours and 45 minutes per week
- 15 Universal Funded 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

9am-12.00 funded hours	12.00-2.30pm optional lunch time (charged for if taken)	2.30-3.15pm funded hours
------------------------	--	--------------------------

- 4 full days 9am-3.15pm = 25 hours per week
- 15 Universal Funded 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

9am-12.00 Universal Funded hours	12.00-3.15pm optional lunch time and afternoon session (charged for if taken)	N/A
Or	Or	
9am-12.15 Extended Funded hours	12.15-12.30 optional lunch time (charged for if taken)	12.30-3.15pm Extended Funded hours

- 5 full days 9am-3.15pm = 31.25 hours per week
 - Either 15 Universal Funded hours (free of charge) or 30 Extended Funded hours (free of charge)
 - 16 hours 15 minutes chargeable per week with Universal Funding **term time and term time plus models** (33 and 38 weeks)
- Or
- 1hours 15 minutes chargeable per week with Extended Funding **term time and term time plus models** (33 and 38 weeks)

Additional Sessions

Parents can request regular additional sessions during **term time** and **term time plus** periods e.g., Breakfast Club, After School sessions and Holiday Club sessions, however these are subject to availability and will be charged at the full session rate set out in the Schedule of Fees.

Parents can also opt to book ad hoc additional sessions which can be made via our Management Information System. 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.

Admission Charges

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

- A registration fee is not payable for children eligible for EEF 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 EEF.

Starters and leavers in the EEF Funded Period

If a child joins the School after the headcount day set by AfC the child will not be eligible for funding until the following term. In this case the Parents will be charged for all hours their child attends at the full session rate until the beginning of the next term. For example, if a child joined the school in February after the term's headcount date in January, then full charges for sessions booked will be due until the start of the next term in April.

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

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

Parental Declaration

A parent of a child eligible for Universal Funding must complete and return a parental declaration form, provided by the School, before the published headcount deadlines. Funding is dependent on this form being completed and if the completed parental declaration form is not received by the School by the date required, the parent may be liable to pay the full cost of the sessions booked.

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