



Early Education Funding (EEF) Policy

Reviewer: Karen Papirnik (Principal)

Review date: 1st June 2017

Operational from: 1st June 2017 to August 2018

Next review date: September 2018

Principal's Signature:

'School' refers to Jack & Jill School, including the Pre-prep and Clarence House Preparatory School (CHPS); 'parents' refers to parents, guardians and carers.

This policy is available on the School MIS (School Kompanion); hard copies will be provided on request).



Jack and Jill School Early Education Funding (EEF) Policy

Applies to:

This policy applies to all two, three and four year old children on roll at Jack and Jill School who meet the funding eligibility criteria.

Related Documents:

- Equality Act 2010
- Special Educational Needs and Disability Act (SENDA) 2001
- Disability Discrimination Act 2005

- Equality and Diversity Policy
- Admissions Policy
- Attendance Policy
- Inclusion Policy
- Communications Policy
- Parent-School Contract – Standard Terms & Conditions

Available from:

- School Office and School MIS (KSM)

Monitoring and Review:

- To be continuously monitored and reviewed by no later than two years from the date shown below.

Jack and Jill School Early Education Funding (EEF) Policy

Introduction - purpose of the policy

This policy is written, and 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) Code of Conduct for inclusion on the Directory of Providers. These are advised by the Department of Education (DfE) "Early Education and Childcare – Statutory Guidance for Local Authorities – March 2017".

EEF Eligibility

The Early Education funding available at Jack and Jill 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 usually delivered for 15 hours a week over 38 weeks a year, covering the published 33 weeks of Jack and Jill term dates and 5 weeks of the "More of ... Jack and Jill" Holiday Club. Funding is claimed by and paid directly to the School from Achieving for Children.
- Extended Funding – From September 2017 the government will provide 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 33 weeks of Jack and Jill term dates and 14 weeks of the "More of ... Jack and Jill " 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
- Jack and Jill 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.

Admissions

Jack & Jill is an inclusive school that welcomes children from all backgrounds & abilities. The only restriction placed on entry to the Nursery and Reception classes, by 3 and 4 year old Universal EEF eligible children, is that of number. Places available for 3 and 4 year old Extended EEF eligible children is currently limited to 10.

If the number of children applying for entry to the School exceeds the number of places available, the procedure set out in our Admissions Policy (available on request) is followed. A place will be offered based on availability and in accordance with the Code of Practice for Schools, Disability Discrimination Act 1995 Part 4. The 10 Extended Funding places available will be allocated on a first come first served basis.

Parents who wish their child to attend Jack & Jill School can download a registration form from the website. The appropriately signed form should be sent with the appropriate, non-refundable, registration fee and copy of the child's birth certificate to the Registrar. The registration fee is not payable if your child is eligible for the Universal Funding in their first term at Jack and Jill School. Upon receipt of the form, birth certificate and fee (if applicable), an acknowledgement will be sent together with either an offer of a guaranteed place, if available, or of a place on the waiting list if all places have been allocated.

An offer of a place will be accompanied by a request for a non-refundable deposit. This deposit varies according to the length of time the child will remain at the school and is refunded after the final term's fees in either the Nursery, Pre Prep or Clarence House Preparatory School. Children eligible for the 3 and 4 year old EEF funding will be charged the relevant deposit for hours in excess of funded delivery.

For all applications, the appropriate deposit should be sent together with a signed copy of the Acceptance Form. Should the School be unable to make an offer of a place immediately, the child's name will remain on the waiting list and his/her parents contacted as soon as one becomes available. No deposit will be requested nor will there be any obligation on the part of either the School to provide educational services or the parents to enter into a contract with the school until a definite offer of a place is made.

Delivery and charges

Funded sessions at Jack and Jill School are available on a fully flexible basis within the published session times and can additionally be used during both breakfast club, after school sessions and for the holiday clubs. 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, 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.

The Universal Funding and Extended Funding delivery models available at Jack and Jill School are as follows:

Universal Funding Models (15 funded hours each week):

Funding is available for 15 hours each week and for 38 weeks per annum, being 570 hours over the year, 33 of these weeks will be claimed in Jack and Jill term time. During the scheduled holidays, for all eligible children, the 15 hours weekly funding is available (for up to an additional 5 funded weeks over the year) and this can be arranged in the same termly attendance pattern or flexibly to suit individual requirements.

5 mornings each week

9am-10.45am funded Nursery 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 @ £123 per week or £1476 per term

3 full days

9am-12.15 funded Nursery 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 @ £134 per week or £1608 per term

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 and Jill term time. During the scheduled holidays, for all eligible children, the 24 hours weekly funding is available (for up to an additional 14 funded weeks over the year) and this can be arranged in the same termly attendance pattern or flexibly to suit individual requirements.

4 full days

9am-12.15 funded Nursery 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 @ £154.95 per week or £1859.40 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 @ £145.70 per week or £1748.40 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 and Jill School at the end of the grace period (a full terms notice will still apply for hour outside of the funded hours). Alternatively parents can revert to a 15 hour funding model after the grace period and pay full fees for hours in excess of the agreed model.

Starters and leavers

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

- If a child joins Jack and Jill 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 Jack and Jill 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 Jack and Jill 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.

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.

Queries and complaints

Should a parent have a query or complaint regarding the delivery of funded hours, in the first instance they should speak to Miss Cara Ventham, Deputy Principal and if any issues are not resolved contact Achieving for Children early years team at early.years@achievingforchildren.org.uk