



10.10 Early Education Funding (EEF) for 2, 3 & 4 Year Olds

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

The following is the set of guidelines which we as 'providers' have to follow to be able to receive funding for your child's place

Policy statement

Children become eligible for the 2 year old EEF according to the criteria set out in the Achieving for Children (AfC) guidance, which can be obtained by Parents/Carers from the London Borough of Richmond upon Thames (LBRuT) website using the following link: http://www.richmond.gov.uk/two_year_old_funding or by calling 020 8831 6429.

Upon receipt of a Unique Reference Number from the AfC team at the LBRuT, parents can apply for a funded place from the Nursery.

This funding is currently set at £6.10 per hour. The deductible amount per term will be itemised on the Nursery's invoicing and will be deducted directly from the payable amount

All children become eligible for the 3 & 4 year old EEF the term after their 3rd birthday. The term dates are the same every year and are set by the Government:

Third Birthday between

1 April – 31 August

1 September – 31 December

1 January – 31 March

Eligible from

Autumn Term starting September

Spring Term starting in January

Summer Term starting in April

This funding is currently set at £3.62 per hour. Out of necessity, the Nursery's core session time of 09.10 am until 12.15pm is longer than the 3 hours per day that are funded by the EEF and therefore, the Nursery charges a top up fee above and beyond the EEF provided by AfC

to the Parents / Carers of 3 & 4 year olds. The EEF deductible amount per term will be clearly itemised on the Nursery's invoicing and will be deducted directly from the payable amount.

Parents / Carers can use their grant funded allocation during our core session times of 09.10 am until 12.15 pm only and not for our Early Bird club or our Munch Bunch club.

The Nursery is only able to claim the EEF for children for whom we have received a completed Parent Declaration Form each term. This form will be given to Parents / Carers at the start of each term. If it is not completed and returned before the stated deadline, the Nursery reserves the right to charge the full invoice amount for that term.

The nursery works with children and parents to ensure that we deliver early education to a high standard and provide planned learning activities in line with children's interests which helps children's development progress, for children aged 2, 3 and 4 years. Early Education Funding (EEF) is administered by Achieving for Children team on behalf of the London Borough of Richmond upon Thames. As an Early Education Provider we are required to follow the guidelines set out in the Provider Agreement procedures and the Statutory Framework for the Early Years Foundation Stage (2014). We are required to ensure that children for whom we receive EEF attend regularly and have an obligation to inform the Early Years and Childcare Sufficiency Team if children do not attend. To comply with these requirements the nursery will:

- Require parents to complete an Early Education Funding Parental/Carer Declaration prior to your child starting an EEF funded place.
- Need to receive a copy of the 2 year old offer funding confirmation letter including voucher slip (for 2 year olds).
- Require evidence of disability living allowance or proof of an adoption order, special guardianship and residence order (if applicable).
- Need to be made aware if your child is claiming Early Education Funding at more than one setting.

The Nursery is required to monitor a minimum target attendance of a satisfactory level per term. We are required to monitor children's attendance in the following ways:

- We will ask you to contact the nursery to inform us if your child is going to be absent or late and the reasons for this.
- We will make every attempt to contact you if the reason for the absence is unknown.
- We are required to record reasons given for the absence, late arrival or early departure on the daily register and in the attendance recording book.
- We are required to monitor reduced attendance and no later than two weeks after a period of reduced attendance discuss with parents/carers the reasons for reduced attendance.
- We are required to inform parents/carers that if attendance patterns are not improved their child's funded hours may be reduced or withdrawn.

- We will write to the parent/carer and give a notice period of no less than 2 weeks for the funded nursery place if the attendance does not improve.
- We expect that you inform the setting if your child is going on holiday and will not be attending.
- We are able to continue to receive funding for a child who goes on holiday for a period of up to 4 weeks in one term if we are notified of this in advance.

Late Drop Offs and Early Pick Ups:

Where a parent consistently drops a child off late or collects a child early from their funded early education session we are required to try to establish the reason for this. In certain circumstances, we may be required to reduce the number of hours for which your child receives funding. Where necessary we will be required to contact the Achieving for Children team to take advice. Please be aware Early Education Funding may be withdrawn where children’s attendance including late drop off and early collection does not meet the required level.

Other Information

- The local authority funds Early Education Funding and states how many hours will be funded in each funded period.
- Attendance of all children is monitored by the Local Authority through an internal audit.
- If there are exceptional circumstances which mean your child’s attendance does not meet the minimum requirements please talk to the Nursery Manager.
- The nursery will close for up to three training days each year. There will be no exchange of Early Education Funded sessions on planned nursery training closure days or on any day which nursery has to close for any reason.

This policy was adopted by The Village Nursery School on September 1st, 2015.

This policy was last reviewed on _____ by _____

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Name of Signatory: Julia Robinson

Role of Signatory:

Owner / Principal