



### Funded Places Policy

#### Including FEE (Free Early year Education)

All children aged 3 and 4 have a statutory entitlement of up to 15 hours x 38 weeks of free nursery care which totals 570 hours per year.

This can be claimed from the term after their 3<sup>rd</sup> birthday until the time they leave nursery care and move into the reception class at school.

Parents need to sign a declaration form 3 times per year, in order for the nursery to claim the funding.

Some 2 year olds may also qualify for 15 hours per week x 38 weeks funding.

Some 3 and 4 year olds may qualify for an additional 15 hours x 38 weeks funding up to 1140 hours per year in total.

The nursery will reduce any fees payable by the parent by offering up to 570 (or up to 1140 if applicable) hours per year for free with the parent being billed only for the extra hours their child might attend the nursery.

The parent will not be charged anything for the difference between the funding received and the hourly rate in the nursery (known as 'top up funding') but will be charged for additional hours over and above the funded hours (known as wrap around care).

Sessions run 8-6 (10 hours) 8-1 (5 hours) 1-6 (5 hours) 8-4 (8 hours)

Sessions are booked in advance and 1 months' notice is required to change them.

Parents are billed monthly in advance and fees are due no later than the 15<sup>th</sup> of the month. Unpaid fees may put the child's place at risk.

It is expected that the majority of children will attend the nursery all year round (50-51 weeks per year).

There are a limited number of places available for children aged 2 – 5 years to attend term time only.

No child attending term time only may be given more than 6 hours funded care per day.

Children attending term time only on funded places with no wrap around care (FEE) will be allocated places in the afternoons from 1 – 6 in the first instance. They will be given morning sessions only if spaces are available.

They will be given up to 3 afternoon sessions if they are entitled to 15 hours funded care.

They will be given up to 5 afternoon sessions (maximum 25 hours) if they are entitled to additional funded care.

There are 4 funded places available per term for those that qualify for 30 hours x 38 weeks free nursery care. These places will be offered on a first come first served basis. Those that are not



allocated the funded hours will be placed on the waiting list for the following term. These places are assigned at the discretion of the Nursery Manager.