

## Early Years Funded Entitlement policy

### What is Early Years Funded Entitlement?

- All 3 and 4 year olds are eligible to access up to 15 hours Universal Early Years Funded Entitlement (EYFE) a week (up to a maximum of 570 hours per year)
- Eligible working parents can apply for EYFE for Working Families, providing access to:
  - Extended EYFE for 3 and 4 year olds, granting an additional 15 hours per week on top of the Universal EYFE (totalling up to 30 hours weekly or a maximum of 1140 hours annually).
  - up to 30 hours per week (or up to 1140 hours annually) EYFE for Working Families. Children can begin accessing from the term after they turn 9 months old if approved.
- Some 2 year olds can access a maximum of 15 hours of EYFE per week (or up to 570 hours per year) if their families meet specific criteria under the Local Authority (LA) Issued Free Childcare for 2 year olds.

See the tables below for information on when children become age eligible for the various entitlements:

A child born on or between:	Will be of eligible age for the 9 month old EYFE* from the start of term beginning in:
1 April and 30 June	<b>April</b> after turning 9 months old
1 July and 30 November	<b>September</b> after turning 9 months old
1 December and 31 March	<b>January</b> after turning 9 months old

A child born on or between:	Will become eligible for 2 year old EYFE for Working Families* or 2 year old LA Issued EYFE** from the start of term beginning in:	Will become eligible for Universal EYFE for 3 and 4 year olds and Extended EYFE for 3 and 4 year olds* from the start of term beginning in:
1 January and 31 March	<b>April</b> following their second birthday*	<b>April</b> following their third birthday
1 April and 31 August	<b>September</b> following their second birthday*	<b>September</b> following their third birthday
1 September and 31 December	<b>January</b> following their second birthday*	<b>January</b> following their third birthday

\*Subject to approval of application at [childcarechoices.gov.uk](http://childcarechoices.gov.uk)

\*\*Subject to approval by their Local Authority.

You can find out more about the above entitlements, including eligibility criteria and how to apply (if required) by visiting [www.westsussex.gov.uk/fundedchildcare](http://www.westsussex.gov.uk/fundedchildcare).

Date of starting or returning to work	When Parents can apply from	When the entitlement can be accessed from
1 <sup>st</sup> October – 31 <sup>st</sup> January	1 <sup>st</sup> September - 31 <sup>st</sup> December	1 <sup>st</sup> January
1 <sup>st</sup> February – 30 <sup>th</sup> April	1 <sup>st</sup> January – 31 <sup>st</sup> March	1 <sup>st</sup> April
1 <sup>st</sup> May – 30 <sup>th</sup> September	1 <sup>st</sup> April – 31 <sup>st</sup> August	1 <sup>st</sup> September

For those families who return to work and start attending funded sessions between the headcount day and the end of January, April or September, we can submit a Post Headcount Exceptional Payment form, and West Sussex will look to approve funding (subject to their standard checks). Families will need to ensure they have a valid code that they applied for before the cutoff date for the term they wish to start.

Children should have started their sessions no later than 31 January for Spring term, 30 April for Summer term, or 30 September for Autumn term. For any children starting after these dates, we would need to an exceptional reason to accept a Post Headcount form.

### Grace Periods

The grace period enables parents to retain their EYFE place until the end of term if they become ineligible for the EYFE for Working Families. The table below shows the specific grace period end dates:

Validity End Date	Grace Period End Date
1 <sup>st</sup> January – 10 <sup>th</sup> February	31 <sup>st</sup> March
11 <sup>th</sup> February – 31 <sup>st</sup> March	31 <sup>st</sup> August
1 <sup>st</sup> April – 26 <sup>th</sup> May	31 <sup>st</sup> August
27 <sup>th</sup> May – 31 <sup>st</sup> August	31 <sup>st</sup> December
1 <sup>st</sup> September – 21 <sup>st</sup> October	31 <sup>st</sup> December
22 <sup>nd</sup> October – 31 <sup>st</sup> December	31 <sup>st</sup> March

Parents must reconfirm their eligibility around every three months. The ‘validity start date’ is the date on which parents applied and been issued a code. The ‘validity end date’ is parents ‘deadline’ for reconfirming. The ‘grace period’ date is the last date on which parents should receive the EYFE for Working Families. A child should not start accessing their EYFE for Working Families at their current or new provider whilst in their grace period.

### Term periods

Term	Start of term	End of term	Headcount date	Number of weeks
Autumn 2025	01/09/25	02/01/26	18/09/25	18
Spring 2026	05/01/26	10/04/26	22/01/26	14
Summer 2026	13/04/26	28/08/26		20

### Headcount

Sessions must have started by the Headcount date. If a child has not started by this date, we are not able to claim funding until the following term. After Headcount date we are unable to reduce or increase the number of funded hours until the following term.

In exceptional circumstances claims for EYFE after Headcount may be accepted. To make a Post Headcount claim we will require you to complete the relevant forms, the Local Authority will then decide whether to approve the funding. We will not be able to provide your child with funded hours until we have received approval from the Local Authority.

## Early Years Funded Entitlement at Daisy Chain

Daisy Chain is registered with West Sussex County Council (WSCC) to provide Early Years Funded Entitlement (EYFE) hours under the following schemes:

- Universal EYFE for 3 and 4 year olds
- Extended EYFE for 3 and 4 year olds under the Working Families Entitlement
- LA Issued EYFE for 2 year olds
- EYFE for 2 year olds under the Working Families Entitlement
- EYFE for 9 months and older under the Working Families Entitlement

We are also in receipt of Early Years Pupil Premium and Disability Access Fund for eligible children.

Parents/carers are advised to retain a copy of this policy for future reference and to review it in conjunction with our Fees Policy.

### Pattern of delivery

At Daisy Chain, children can access their Early Years Funded Entitlement (EYFE) during any of our Morning (8am-1pm), Afternoon (1pm-6pm) and Full day sessions (8am-6pm).

Day	Opening Hours	Times EYFE can be accessed	Maximum number of EYFE hours that can be claimed per day for children eligible for up to 15 hours	Maximum number of EYFE hours that can be claimed per day for children eligible for up to 30 hours
Monday	7:30am-6pm	8am-6pm	10	10
Tuesday	7:30am-6pm	8am-6pm	10	10
Wednesday	7:30am-6pm	8am-6pm	10	10
Thursday	7:30am-6pm	8am-6pm	10	10
Friday	7:30am-6pm	8am-6pm	10	10

### Stretch-funding

At Daisy Chain, we offer Early Years Funded Entitlement (EYFE) over 52 per year. Children accessing over 52 weeks will be able to stretch their funding across the additional weeks of attendance at a lower number of hours claimed per week. Daisy Chain does not offer EYFE over 38 weeks, commonly referred to as “term time only”.

Children eligible for up to 15 hours per week can access up to 570 hours per year, and children eligible for up to 30 hours per week can access up to 1140 hours per year. See the table below for details on the number of hours you can claim per week at Daisy Chain:

Number of weeks EYFE claimed over	Number of hours per week if eligible for up to 15 hours	Number of hours per week if eligible for up to 30 hours
52	10	20
<b>Total Funded hours over the year</b>	520	1040

### Accessing Early Years Funded Entitlement at Daisy Chain

The provision of Early Years Funded Entitlement (EYFE) includes the delivery of early years education and childcare, and we deliver this in line with the requirements of the Early Years Foundation Stage (EYFS).

Parents/carers will be required to complete a Parent Declaration form via Funding loop before they begin accessing their EYFE sessions at Daisy Chain. A new copy will need to be completed if your personal details or your child's EYFE hours change. Children are required to attend their EYFE sessions prior to and at headcount for Daisy Chain to claim EYFE funding from WSCC for them.

Should you choose to withdraw your child, Daisy Chain requires 4 weeks written notice for EYFE sessions, inclusive of holidays and periods of closure. If you move to another provider within West Sussex after the notice period, your new provider can contact us to request transfer of any remaining funding we have claimed on your child's behalf.

If your child misses EYFE sessions due to illness, holidays or any planned or unplanned absence, these hours will not be available at a later date. If Daisy Chain is unexpectedly closed during your child's regularly scheduled EYFE sessions, due to illness or other unforeseen reason, Daisy Chain will offer these hours at an alternative time subject to availability and where reasonable.

#### Registration/Administration fees

Upon registering your child with Daisy Chain, we ask for a Registration/Administration fee of £50. Note that children accessing only EYFE are exempt from this charge.

#### Deposits

We charge a deposit of £150 upon registration. This deposit will be returned shortly after headcount if only accessing EYFE. Note that those children approved for LA Issued EYFE for 2 year olds and accessing EYFE only will be exempt from paying a deposit. Please see our Terms and Conditions for further stipulations regarding the return of the deposit.

#### Additional Services

The funding we receive is not intended to cover the costs of meals, other consumables (such as nappies or sun cream), additional hours or additional activities (such as trips) which we provide, therefore we charge a fee for these additions.

We value that parents will choose their child to attend Daisy Chain for the environment and services we provide and therefore our expectation is that Parents will pay for these. Please email the Nursery Manager when you register your child or at least 8 weeks prior to the start of term if you are unable or unwilling to pay these fees (you will be required to provide food and consumables instead and opt out of the additional activities in line with our policies).

	<b>Morning (8am-1pm)</b>		<b>Afternoon (1pm-6pm)</b>		<b>Full Day (8am-6pm)</b>	
	<b>Under 3 yrs</b>	<b>Over 3 yrs</b>	<b>Under 3 yrs</b>	<b>Over 3 yrs</b>	<b>Under 3 yrs</b>	<b>Over 3 yrs</b>
<b>Food</b>	£5 (Snack and Lunch)	£8 (Snack and Lunch)	£5 (Snack and Tea)	£8 (Snack and Lunch)	£10 (2x Snack, Lunch, Tea)	£10 (2x Snack, Lunch, Tea)
<b>Consumables</b>	£2	£3	£2	£3	£3	£5
<b>Outings and Workshops</b>	£3	£4	£3	£4	£5	£5
<b>Funded hours</b>	£0	£0	£0	£0	£0	£0
<b>Total</b>	£10	£15	£10	£15	£18	£20

## Support for children with Special Educational Needs and Disabilities (SEND)

Daisy Chain is welcoming of all children and will work with parents and carers to ensure the needs of their children are met. To best support your child, Daisy Chain will assess their needs during their settling in period and their regular attendance and consult with you about any needs you or Daisy Chain identify.

### Targeted Setting Support

Should any additional needs be identified, support is available from West Sussex County Council via Targeted Setting Support. Daisy Chain will consult with parents and carers before seeking this support.

### Inclusion Funding

Inclusion Funding can be applied for by providers signed up to offer Early Years Funded Entitlement (EYFE) to support them in allowing children with additional needs to access their EYFE. Daisy Chain will consult parents and carers before applying and seek their input into the action plan for the child. Daisy Chain will share this action plan with West Sussex County Council, who will then determine if Inclusion Funding can be provided and how much. Note that if your child has already been approved for Inclusion Funding at another West Sussex provider, some or all of this funding may be made available for use at Daisy Chain. In this case, we will consult with you further regarding best use of this funding.

### Local Offer

You can find information about our Local Offer on our website.

### Early Years Pupil Premium (EYPP)

EYPP is additional funding for early years settings to improve the education they provide for eligible children claiming Early Years Funded Entitlement (EYFE). EYPP is paid to settings alongside EYFE (Extended hours for 3 and 4 year olds are exempt). Children do not need to take up their full entitlement to receive it. EYPP will be paid in proportion to the child's actual EYFE hours.

For Daisy Chain to be able to claim for your child, you will need to provide the following information:

- Parent/carer's full legal name.
- Parent/carer's date of birth.
- Parent/carer's National Insurance (NI) number or National Asylum Support Service (NASS) number.
- Evidence that the child has been in local authority care for one day or more in England or Wales (if applicable).
- Evidence proving the child has been adopted from local authority care, left care through a special guardianship order or is subject to a child arrangements order (if applicable).

Daisy Chain will determine best use of the funding by assessing the needs of eligible children, and in consultation with parents. We may also seek advice from West Sussex County Council for best use.

### Disability Access Fund (DAF)

DAF is a measure which aids access to early years places by, for example, supporting providers in making reasonable adjustments to their settings and/or helping with building capacity, be that for the child in question or for the benefit of children attending the setting. DAF is a fund that can be paid once per year.

Children will be eligible for the DAF if they meet the following criteria:

- the child is in receipt of child Disability Living Allowance (DLA); and

- the child receives Early Years Funded Entitlement (EYFE).

For Daisy Chain to be able to claim DAF for your child, you will need to provide the following:

- A newly completed Parent Declaration, completed to confirm you would like Daisy Chain to apply for DAF on behalf of your child; and
- A copy of a letter confirming your child's current eligibility for Disability Living Allowance (DLA)

To determine best use of the funding, Daisy Chain will assess the needs of the child, consult with parents, and seek support from West Sussex County Council where required.