



## Early Years Education and Childcare Eligibility and Funding Policy

The Secret Garden Nurseries offer Funded Entitlement Only sessions, these sessions are subject to availability and will be delivered in the format determined by the individual setting. Parents or carers are not required to contribute to these minimum entitlement sessions **but charges will apply for children that exceed the funded hours.**

The way we deliver these hours are outlined in the model information box below:

Available Funded Sessions
Morning Session: 8.00am – 1.00pm
Afternoon Sessions 1.00pm - 6.00pm
Full Day Sessions 8.00am - 6.00pm

Funding can be spread over 38 weeks (Term Time Only TTO) OR 52 weeks (All Year-Round AYR). **However we have limited Term Time Only spaces available at both The Secret Garden sites.**

**TERM TIME ONLY: 15 or 30 hours over 38 weeks of the year**

**ALL YEAR ROUND: 10.96 or 21.92 hours over 50 weeks of the year.**

All children are entitled to access their full entitlement with out any additional top up fees or charges. As a standard sessions are 5 or 10 hours long leaving a remainder of 1.92 hours. This can be fully utilised if needed- Please speak to management regarding this and it can be offered where available. If parents are opting to use full funding plus additional chargeable hours then this 1.92 will be deducted from paid sessions.

The setting is closed on Bank Holidays, any children who are unable to use their entitlement hours on a closed bank holiday will have the hours offered back to them on a different day at the availability of the nursery or throughout the non-funded week.

Funded hours however are based over Tuesday, Wednesday, and Thursday unless you are only using Monday and Friday sessions.

### **NON-FUNDED WEEK**

Funding entitlement is for 38 weeks of the year or can be stretched over 52 weeks of the year. This leaves 5 days remaining that funding does not cover, so it is called a non-funded week. Parents have the option to either pay for their child to attend this week or to keep their child at home with them. Parents have the option to choose what sessions of their child's they wish them to attend and how they pay for this. They can opt to have this payment split over 12 months or invoiced in full. The setting is able to work alongside the parents and carers.



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Children who do not access their entitlement hours on bank holidays can also have their sessions refunded during this non funded week.

## **FUNDING, APPLYING AND ELIGIBILITY**

### **Early Education Funding 3 and 4 year olds**

All children in England are entitled to access 15 hours per week of fully funded early education from the term after their 3<sup>rd</sup> birthday. This however does not mean you are entitled to the extended 30 hour funding, there is a eligibility criteria for this.

### **15 or 30 hours childcare for eligible working families in England.**

Currently 9 months – 3 years can claim if eligible 15 hours per week of fully funded childcare, 3 and 4 year olds are currently able to claim 30 hours again if eligible *From September 2025, 15 hours for eligible working families will expand to 30 hours, meaning eligible working parents can now apply for 30 hours of childcare from the term after their child turns 9 months until they reach school age.*

**You can check eligibility for 15 or 30 hours for 9 months plus, 2, 3 and 4 year old funding by going the following website:**

<https://www.childcarechoices.gov.uk/15-and-30-hours-childcare-support/working-families>

The setting must be given your eligibility code we would ask that you email the nursery a copy of the original documentation and clarification of eligibility including you child's name and the code.

### **15 hours for early learning for families in England receiving additional support.**

Your **2-year-old** can get funded early learning if you live in England and get any of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments.
- the guaranteed element of Pension Credit

**To check your eligibility for this scheme please go to the following website:**

[www.childcarechoices.gov.uk/15-and-30-hours-childcare-support/additional-support/eligibility](http://www.childcarechoices.gov.uk/15-and-30-hours-childcare-support/additional-support/eligibility)



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The Nationally prescribed dates for determining eligibility for 3 and 4 Year old funding are as follows:

<b>A child born between:</b>	<b>Will become eligible for a funded place from:</b>
1 <sup>st</sup> January and 31 <sup>st</sup> March	The start of the term 5 and 6 (Summer Term) following their third birthday until statutory school age.
1 <sup>st</sup> April and 31 <sup>st</sup> August	The start of Terms 1 and 2 (Autumn Term) following their third birthday until statutory school age.
1 <sup>st</sup> September and 31 <sup>st</sup> December	The start of Terms 3 and 4 (Spring Term) following their third birthday until statutory school age.

**Applications must be made in advance for the term.**

**For Autumn Term (September – December) you must apply by 31<sup>st</sup> August**

**For the Spring Term (January – March) you must apply by the 31<sup>st</sup> December.**

**For the Summer Term (April – August) you must apply by 31<sup>st</sup> March**

### **ADDITIONAL CHARGES AND INVOICING**

All 15 and 30 hours must be able to be accessed free of charge to the parent or carer, *The government funding is not intended to cover the cost of meals, other consumables, additional hours or additional services.*

11.2 Gloucestershire Early Years Provider Agreement 25/26

...providers are aware that they can charge parents for the following extras in connection with the funded hours, but these charges must be voluntary for the parent, meaning that they can choose to provide their own meals and snacks etc.

**What providers are able to charge for:**

- \* Consumables such as nappies or suncream
- \* Meals and snacks
- \* Extra optional activities such as celebrations or other activities are not directly related or necessary to the Early Years Foundation Stage Statutory Framework.
- \* Additional, private paid hours according to their usual terms and conditions on the understanding that taking up private paid hours is not a condition to accessing of a free place.

11.3 Gloucestershire Early Years Provider Agreement 25/26

**Invoices from April 2025 should include:**



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- The provider full details
- The free entitlement hours
- Food charges
- Non-food consumable charges
- Activity charges.

Gloucestershire county council must take steps available to ensure that the free entitlements are available free of charge and that that providers do not charge parents or carers for the following in connection with the entitlement hours:

- Top Up Fees – any difference between the funded hourly rate and the providers hourly rate.
- The supply or use of any materials necessary for delivery of the Early Years Foundation Stage (EYFS)
- Business running costs.
- Registration Fees as a condition of taking up the child's entitlement space.
- No refundable deposits as a condition of taking up the child's entitlement space.

### Current Fee Structure

0-2's		2-3's		3-5's	
Full day	£70.50	Full day	£67.00	Full day	£64.00
Short day	£66.00	Short day	£63.00	Short day	£60.00
Morning	£43.00	Morning	£40.00	Morning	£39.00
Afternoon	£41.00	Afternoon	£39.00	Afternoon	£38.00

Meals	Morning	Afternoon	Short day	Full day
	£6.00	£5.00	£6.50	£8.00

Additional Charges:

- £100.00 refundable deposit for families who are non-funded or exceeding their funding entitlement and will be paying for additional hours.
- Hourly Rate £9.50
- Funding Hourly Rate £8.50

**Late collection fee £10.00 for the first 5 minutes then £1.00 per minute after.**

