



Ettington Church of England
Primary School

Ettington Pre-School (EPS) Funding Policy

<https://www.gov.uk/government/publications/early-years-funding-2025-to-2026>

Ettington Pre-School Funding Policy Aims:

At Ettington Pre-school (EPS) we follow the Government Early Years Funding Guidelines. We strive to make the fees and funding as transparent as possible, providing parents with detailed termly invoices.

Early Education Funding (EEF) Policy for 2, 3 & 4 Year Old's

EEF ensures that all three and four-year old's benefit from quality early years education. Some two-year olds are also able to claim up to 15 hours a week of EEF.

EEF Eligibility Funding for 2-year old's: -

This is an eligibility-based funding for **working parents**, up to 570 hours of free childcare a year. Applications for this funding are made via the local authority and places can only be allocated once eligibility has been confirmed. Eligibility for Ettington Pre-school is via Warwickshire County Council. Funding is claimed but paid directly to Ettington Pre-school.

At Ettington Pre-school - Eligible 2-year-olds are able to access 15 hours per week on a term time basis (38 weeks a year). EPS does not provide funded places for up to 30hrs per week. Parents wishing to purchase additional sessions/hours are welcome to do so. Additional sessions/hours are charged in line with standard Ettington Pre-school fees and are subject to availability (please refer to our *Fees Structure* which is a separate document).

To find out if you are eligible for funding for 2 year olds visit

<https://www.childcarechoices.gov.uk/>

<https://api.warwickshire.gov.uk/documents/WCCC-505288705-580>

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2Help Childcare Funding - You may be able to access up to 15 hours funded childcare over 38 weeks for your two-year-old from the term after their second birthday if you receive:

1. Income Support
2. Income-based Jobseekers Allowance
3. Income-related employment and support allowance
4. Child Tax Credit or Working Tax Credit if your annual household income is below £16,190
5. The guaranteed element of State Pension Credit
6. Support under Part VI of the Immigration and Asylum Act 1999
7. Universal Credit if your annual net earned income is less than £15,400

OR your child:

- Is looked after by the local authority
- Has left care through special guardianship or an adoption or residence order
- Has a current statement of special educational needs or an education, health and care plan
- Qualifies for Disability Living Allowance

Immigration status - If your immigration status says you have 'no recourse to public funds' (NRPF), you may be able to access a funded childcare place for your two-year-old if you :

Live in England and your annual household income is no more than:

- £26,500 for families outside of London with one child
- £30,600 for families outside of London with two or more children
- Have no more than £16,000 in savings or investments

Tax relief on child care - You can get up to £500 every 3 months (up to £2,000 a year) for each of your children to help with the costs of childcare. This goes up to £1,000 every 3 months if a child is disabled (up to £4,000 a year). If you get Tax-Free Childcare, you'll set up an online childcare account for your child. For every £8 you pay into this account, the government will pay in £2 to use to pay your provider.

You can get Tax-Free Childcare at the same time as 15- or 30-hours free childcare if you're eligible for both. Please see <https://www.gov.uk/tax-free-childcare>.

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EEF Universal 15 hours 3 – 4 year olds:-

All children are eligible for 15 hours a week of free nursery education starting from the term after their **3rd birthday**. This is part of the Government's early education funding scheme, also known as the Early Education Entitlement. At Ettington Pre-school, eligible 3- and 4-year-olds can access Universal 15 hours on a term time basis (38 weeks of the year).

Extended 15 hours up to 30hrs 3 – 4-year olds (Buttercups Only) - This is an eligibility-based funding which provides up to 1,140 hours of free childcare a year effective from the term following the child's 3rd birthday, At Ettington Pre-school eligible 3- and 4-year old's are able to access the Extended 15 hours on a term time basis (over 38 weeks). This is subject to a minimum attendance requirement and Ettington Pre-school limit the number of places available.

To check your eligibility for Extended 15 Hours funding please go to <https://www.childcarechoices.gov.uk/>

Ettington Pre-school up to 30hrs per week placement - We consider the following criteria when prioritising and deciding on availability for up to 30hrs of funded placement:

- Only available in our Buttercups Room for children **aged 3 to 4 years**
- Children must attend **4 days (8:30-3:30)** per week over 38 weeks per year
- Availability of places, taking into account the staff: child ratios
- Any extenuating circumstances affecting the child's welfare or the welfare of child's family.
- Have been in receipt of 2Help Funding
- Length of time attended at the Preschool
- Number of sessions attending in Daisies Room for children aged 2 to 3 years
- Date a place was requested (extra weight is given to those who have been on the waiting list the longest)
- Those who live in the village/local community
- The nursery's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

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38 weeks funding but 39 schooling weeks: -

It is important to note that if your child receives funding, this is for **38 weeks not 39 weeks** which is the Warwickshire school year.

Warwickshire School Calendar

Warwickshire Funded Weeks per Term	
Autumn Term	14 weeks
Spring Term	11 weeks
Summer Term	13 weeks

Once we know how many weeks are being funded for each term; we offer you a choice –

- Your child to simply **not attend one week** (usually the last week of the autumn term). You will be liable **to pay any additional sessions already book.**
- b) Your child **to attend one week**, but you would **have to pay in full for that week including the extra sessions already booked in.**

How is funding claimed and paid?

All EEF is claimed by and paid directly to Ettington Pre-School from the Local Authority. Ettington Pre-School works with children, parents and the Warwickshire's Early Years Funding Team 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 and prepares them for their present and future education.

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 (Jan 2024)*. This document is available online.

EEF has a child attendance criteria. We are required to ensure that children for whom we receive EEF attend regularly and have an obligation to inform the Early Years Funding Team if children do not attend.

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To comply with EEF requirements, Ettington Pre-School will:

- Require you to complete an EEF Parental/Carer Declaration prior to your child starting an EEF place and each term thereafter.
- Require a copy of the EEF funding confirmation letter for 2Help Childcare Funding
- Require the eligibility code for funding 2 year olds or Extended 15hrs funding
- Need to be aware if your child is claiming EEF at another setting.
- Need to see a copy of the child's birth certificate
- May require the Parent's NI number and Parent's date of birth
- Record ethnicity.

EEF requires stringent child attendance monitoring for every child. Therefore, Ettington Pre-School:

- 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.
 - o We will make every attempt to contact you if the reason for the absence is unknown
 - o We will record reasons given for the absence, late arrival or early departure on the daily attendance register and monitor its frequency
 - o We expect that you inform the setting if your child will not be attending due to any reason, such as trips and holidays, etc.

Late Drop Offs and Early Pick Ups:

Due to our EEF attendance monitoring requirements, where a parent *consistently* drops a child off late or collects a child early from their **funded early education session**, we will try to establish the reason for this. It may be that we are able to offer you a more suitable session time to avoid this happening.

Please be aware that **EEF may be withdrawn** where children's attendance (including late drop off and early collection) does not meet the required level.

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Other Important Information:

- 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 a member of the Ettington Pre-School Management Team
- There will be no exchange of EEF sessions due to the child's absence or Ettington Pre-School closure days.
- Children attending fully funded EEF only sessions **will not be** required to pay the £50 administration Fee or the £150 Holding Fee to register their child for a place at the Preschool.
- Where a child attends more than one setting, we will make every attempt to liaise and exchange information.

Parent Declaration Form – For Ettington Pre-School to claim the required EEF, parents will be asked to complete a *Parent Declaration Form* each school term. In addition to the funding requirements, parents will be asked to provide additional information such as: -

- Ethnicity
- If your child is in receipt of Disability Living Allowance
The disability access fund (DAF) was introduced to support disabled children's access to the early year's entitlement for 3 and 4 year olds. From April 2024, this had been extended to 2 year olds and from September 2024 extended to children from 9mths+. The funds can be used, for example, to support Preschools in making reasonable adjustments to our settings and/or helping with building capacity, either for the child in question or for the benefit of all children attending the setting.
- If your child is entitled to Early Years Pupil Premium (EYPP).

To check your eligibility please go to <https://www.childcarechoices.gov.uk/>

Ettington Pre-School Registration and Waiting Lists: -

Following initial contact from parents/carers an **Ettington Pre-School Enquiry Form** will be completed with relevant information such as child's name, date of birth, start date, number sessions etc. Usually, an appointment is arranged with the family to view the Preschool and following this, a Registration Form completed with an admin fee of £50 paid, if applicable. Please refer to the *Fee Structure*.

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Many parents are applying for a place at the Ettington Pre-School well in advance, as places are limited.

A 'Holding Fee' of £150 will be required to keep the place available and will be taken off your first invoice once your child starts. If the start date is postponed or the sessions are reduced, Ettington Pre-School have the right to keep the 'Holding Fee'.

'Holding Fee' will not be required if you are booking a fully funded place with no additions. Please refer to the *Fee Structure*.

Once the Holding Fee is paid, parents/carers are responsible for contacting the Preschool to reconfirm their child place every 3 months until they start. Children are expected to start on the date they are booked for. If this is not reconfirmed then the place will be allocated to another child.

Invoicing: -

Fees are charged either on a sessional or hourly basis taking into account the Early Education Funding (EFF). Where funding applies this is deducted prior to invoicing showing a '0' balance. All invoices can be downloaded from the Magic Booking system which parents will use to book the sessions they require. If you encounter any problems using the Magic Booking system please email for assistance to ETPbookings3024@welearn365.com. Sessions are paid for in advance via Magic Booking and the following payment methods can be used:

Internet banking
Employer childcare vouchers
Tax-free childcare

<https://ettingtonprimary.magicbooking.co.uk>

Please see Ettington Pre-School Fee Structure September 2026

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