



— Little —
ELMHURST

Early Years Funded Entitlement Policy

What is Early Years Funded Entitlement?

At Little Elmhurst eligible working parents can apply for EYFE, providing access to:

- Some 2 year olds may be eligible for 'Receiving Additional Support (RAS)' to a maximum of 15 hours of EYFE per week (or up to 570 hours per year) if their families meet specific criteria under the Department of Education (DfE) issued free childcare for 2 year olds.
- 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)
- All eligible working parents of children 9 months - 4 years are eligible to access up to 30 hours per week (up to a maximum of 1140 per year)

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	April after turning 9 months old
1 July and 30 November	September after turning 9 months old
1 December and 31 March	January 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	April following their second birthday*	April following their third birthday
1 April and 31 August	September following their second birthday*	September following their third birthday
1 September and 31 December	January following their second birthday*	January following their third birthday

*Subject to approval of application by best start in life

**Subject to approval by their Local Authority.

You can find out more about the above entitlements, including eligibility criteria, deadlines and how to apply (if required) by visiting the [best start in life government website](#).

Funded places and waitlist

A waitlist will be kept of any children who would like a funded place, with priority of places offered in the following order:

1. Siblings of existing Elmhurst pupils
2. Non-siblings, who are registered to attend Elmhurst
3. Children of Alumni
4. Full Time children
5. Term time only children

Within each category if there are more children applying than spaces available, then we will use the dates of when the parents/carers sent the completed registration form (including signed and initial terms and conditions), along with the registration fee and deposit.

'Early Years Funded Entitlement (FE) only' sessions are available each day. Funded only places are available for term time only to children up to a maximum of 5% of the setting.

No child is guaranteed a place until the written contract has been completed and signed by all parties. Further, an Early Years Funded Entitlement (EYFE) place is not guaranteed until completion of the Parental Contract for the Early Years Free Entitlement Form.

We ask for parents/carers to let us know as soon as possible if a place is no longer required prior to the child's scheduled start date. If a pupil for whom a vacancy has been reserved, is withdrawn before the agreed starting date, the deposit will be forfeited.

All admissions to the setting will ensure fair access to educational opportunity for all and will comply with all equalities legislation.

Early Years Funded Entitlement at Little Elmhurst Nursery

Little Elmhurst is registered with Croydon Council to provide Early Years Funded Entitlement (EYFE) hours under the following schemes:

- Universal EYFE for 3 and 4 year olds
- DfE 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

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 Little Elmhurst, children can access their Early Years Funded Entitlement (EYFE) in the following pattern:

Session	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 (stretched)	Maximum number of EYFE hours that can be claimed per day for children eligible for up to 30 hours (stretched)
Session 1	8.00-18.00	8.00-18.00	10	10
Session 2	8.00-18.00	8.00-18.00	1.1	10
All remaining sessions	8.00-18.00	8.00-18.00		2.21
Saturday and Sunday	Closed			

Little Elmhurst Nursery offers EYFE for 51 weeks per year and is open 51 weeks per year.

Stretch-funding

At Little Elmhurst we offer Early Years Funded Entitlement (EYFE) over 51 weeks per year. Children eligible for up to 15 hours per week can access up to 570 hours per year. At Little Elmhurst we stretch this to 11.1 hours of funding a week over 51 weeks a year (this will be 22.21 hours of funding a week over 51 weeks for those eligible for 30 hours of EYFE).

Little Elmhurst offers EYFE over 38 weeks, commonly referred to as “term time only” for up to 5% of the nursery. In this instance, the 15 or 30 hours are delivered as above with parents accessing 1.5 days or 3 days of care.

Accessing Early Years Funded Entitlement at Little Elmhurst

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 Parental Contract for the Early Years Free Entitlement Form before they begin accessing their EYFE sessions at Little Elmhurst. 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 Little Elmhurst to claim EYFE funding from Croydon Council for them.

Little Elmhurst's recommended provision model is that children attend three days a week minimum. This way, they get the most out of the learning and activities we offer, and we can be more flexible in planning the day to meet their needs.

Should you choose to withdraw your child, Little Elmhurst requires eight weeks notice for paid hours. Funded hours are available to transfer after four weeks notice. Notice periods are inclusive of holidays and periods of closure.

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 Little Elmhurst is unexpectedly closed during your child's regularly scheduled EYFE sessions, due to illness or other unforeseen reason, Little Elmhurst will offer these hours at an alternative time subject to availability and where reasonable.

Registration/Administration fees

Upon registering your child with Little Elmhurst, we ask for a Registration/Administration fee of £100.00 for families paying for private hours.

Deposits

We charge a deposit of £700.00 upon registration. This amount is £350 for fully funded places and will be refunded against your first Little Elmhurst invoice for fully funded places.

Additional Services

Little Elmhurst provides extra-services for the most effective provision and support of all children. Government funding does not pay for all the things that make Little Elmhurst a special place. From our outside environments, freshly cooked meals, as well as our Education specialists including Spanish, PE, Drama, Phonics, Numeracy, Literacy and Music.

Additional service charges include charges for

- Food services, such as tea and snacks.
- Disposable consumables, such as gloves, aprons, wipes
- Extracurricular activities including Spanish and Forest School .

Parents are free to provide their own food and consumables instead, and none of the above services must be provided as a condition of your child accessing their EYFE place. If at any point you wish to provide your own, please be aware that: food must adhere to Little Elmhurst healthy eating and allergy policy. If children attend their EYFE session without sufficient food or consumables (i.e food that does not adhere to our policy), then these will be provided by Little Elmhurst at a cost to the parent.

For more information on charges for additional hours and services, please see our fee policy.

For children that are attending for the full day and in receipt of the 2, 3 & 4 yrs EYFE funding, parents are free to provide the additional services. If at any point you would like to change your mind please provide us 4 weeks notice of the change.

Please see below the charges per day for additional services for children who are accessing the 9 month to 4 year old EYFE funding hours.

Additional services *	Universal EYFE for 9 month - 2 year olds per day	Universal EYFE for 2 year olds per day	Universal EYFE for 3 and 4 year olds per day
Food consumables	2.50	2.50	2.50
Disposable consumables	4.50	4.50	3.50
Specialist teaching	1.00	1.00	2.00
Total cost per day for additional services	7.00	7.00	7.00

*Charges for additional services between September 2025 & April 2026

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

As detailed in our Admissions Policy, Little Elmhurst is welcoming of all children and will work with parents and carers to ensure the needs of their children are met, this is established during a pre entry meeting. To best support your child, Little Elmhurst will assess their needs during their Taster Sessions and will consult with you about any needs you or Little Elmhurst identify.

Targeted Setting Support

Should any additional needs be identified, support may be available from Croydon Local Authority. Little Elmhurst will consult with parents and carers before seeking this support.