



Early Education Funding (EEF)

Introduction

Within the Local Authorities Code of Conduct (item 2.2) it is a requirement for Hampton Pre-Prep and Prep School to have an Early Education Funding (EEF) Policy available to current and prospective families for the delivery of funded hours. The policy is written within statutory and local authority guidelines, and may be updated from time to time.

Further information on early years funding can be accessed via the local authority website.

Early Education Funding (EEF) Eligibility

This policy is relevant to both 3 and 4 year old provision, Hampton Pre-Prep and Prep does not offer 2 year old funded places.

3 and 4 year old funding - this is a universal funding which provides up to 570 hours of free childcare a year effective from the term following a child's 3rd birthday. This is normally delivered for 15 hours a week over 38 weeks a year (term time).

Funding is claimed by and paid directly to the School, as the provider, from the local authority in which it is based.

The School does not offer 30 hours funding.

Admissions

At 3+ pupils start in Kindergarten from the September following their third birthday. They attend the morning sessions and have the option of attending one to five afternoon sessions during each week. In order to attend afternoon sessions, a child must attend all five morning sessions.

Kindergarten pupils may be admitted to the afternoon session from the term in which they are 'rising three', but the main point of entry is from three.

Pupils may be registered for entry at any time after their birth. All potential pupils are invited to a play session before places are offered.

Refer to the Admissions Policy on the School's website for greater detail.

Delivery and charges

Funding is delivered over sessions Monday to Friday (a maximum of 15 hours per week) for 38 weeks.

Date updated	September 2018	Date ratified by Governors	October 2018
Date of next review	September 2019	Reason for review	Annual review

We deliver the funded hours as part of a longer session, therefore, parents should note they will be charged for the hours delivered in excess of the funded hours (i.e. hours that are greater than 15 hours per week).

Parents must be aware that if their child attends for fewer than 5 days, even if for a longer session, they will not receive their maximum funding.

Starters and leavers

Please note if a child joins Hampton Pre-Prep and Prep School after the designated headcount week, they will not be eligible for funding until the following term. In this case, parents will be charged for all the hours the child attends until the beginning of the next term. Headcount typically occurs within the first few weeks of any given term.

Additional charges, Deposit and Registration payments

Hampton Pre-Prep and Prep School operates additional fee paying hours, therefore, a registration fee will be charged in order to secure a place at the School and there will be a charge for additional services on a termly basis.

Parental Declaration

In order to access the funding, parent must complete a declaration. Declaration forms will be provided by the School Office each term, in a timely fashion in order to meet the local authority's deadline. Funding is dependent on the form being complete, and parents should note that they may be liable for the cost of the childcare if a form is not completed within the stipulated timeframe.

Queries and complaints

In the first instance, any queries or complaints regarding the delivery of funded hours should be addressed to the Head of Prep, Imogen Murphy.

If she or the Headmaster, Tim Smith are unable to resolve the issue, parents are advised to contact Achieving for Children early years team at early.years@achievingforchildren.org.uk .