



# Early Education Entitlement Policy

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Date for next review	September 2025	Reason for review	Annual review

## **Introduction**

Under the Local Authorities Code of Conduct (item 2.2) it is a requirement for Hampton Pre-Prep & Prep School (the School) to have an Early Education Entitlement (EEE) Policy for the delivery of funded hours to current and prospective families.

The policy is written according to 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 Entitlement (EEE) Eligibility**

This policy is relevant to both 3- and 4-year-old provision. The School does not offer 2-year-old funded places.

Entitlement for 3- and 4-year-olds is a universal funding and as such provides up to 570 hours over 38 weeks (term time in the maintained sector) of free childcare a year effective from the term following a child's 3rd birthday.

The School's annual term time is typically less than 38 weeks and so less than 570 hours of free childcare will be received. The EEE is normally delivered by the School for 15 hours a week over 33 weeks a year.

Entitlement is claimed by the School as the provider. It is paid directly to the School, by the local authority in which it is based.

## **The School does not offer 30 hours a week 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 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 more detail.

### **Delivery and charges**

EEE is delivered over sessions Monday to Friday (a maximum of 15 hours per week) for 33 weeks.

We deliver the hours as part of a longer session; therefore, parents should note they will be charged for the hours delivered in excess of the EEE (the half hour between 8:30am and 9:00 am and afternoon sessions if attended). The additional charges reflect that our Pre-Prep setting is part of the School and they also reflect the highly qualified staff at the setting, smaller class sizes, specialist teaching (for example, music for Kindergarten and music and games for Reception), co-curricular activities for Reception (apart from yoga and ukulele) and additional snacks provided during the school day (apart from lunch).

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 entitlement.

### **Starters and Leavers**

Please note if a child joins the School after the designated headcount week it is imperative the local authority is informed via the Parent Funding Authorisation Form (see Appendix 1) as soon as possible.

### **Additional charges, Deposit and Registration payments**

The 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.

### **Parent Funding Authorisation Form**

In order to access the Early Education Entitlement, parents must complete a declaration (the Parent Funding Authorisation Form - see Appendix 1). Forms will be provided by the School Office at the beginning of the school year for the whole academic year ahead and must be submitted online in a timely fashion in order to meet the local authority's deadline.

Funding is dependent on the declaration form being complete, and parents should note that they will be liable for the full cost of the childcare if a form is not completed within the stipulated timeframe.

If any changes occur to any of the details on the Parent Funding Authorisation Form, then a new form must be completed within 10 ten days and sent to the local authority as soon as possible.

It is also important to note that if you are accessing EEE and planning to leave the School at the end of the term, the local authority requires at least a four-week notice period.

### **Queries and complaints**

In the first instance, any queries or complaints regarding the delivery of EEE hours should be addressed to the Deputy Bursar, Hampton School.

If the Deputy Bursar 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](mailto:early.years@achievingforchildren.org.uk).

## Appendix 1 : Parent Funding Authorisation Form



### Parent Funding Authorisation Form

PVIs and childminders  
2, 3 and 4 year old funding entitlements

This form is used to collect information to assess the free childcare entitlement you are eligible for and your eligibility for Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF). It is important to complete a parent authorisation form for each setting your child attends for their early education entitlement. It must be completed and returned to your provider in order for them to be able to claim the funding entitlements on your behalf.

#### 1. Child Details

Provider Name:			
Child's Forename(s):		Child's Surname:	
Date of Birth: (dd/mm/yyyy)		Gender: (please circle)	Female      Male
Address:			Postcode:

Child's Ethnicity (tick which one applies)					
Any other Asian background	Any other Mixed Background	Black African	Gypsy/Roma	Traveller of Irish Heritage	White & Asian
Any other Black background	Any other White Background	Black Caribbean	Indian	White British	White & Black African
Any other Ethnic Background	Bangladeshi	Chinese	Pakistani	White Irish	White & Black Caribbean
Prefer not to say (refused )					

Special Educational Needs (tick which one applies)			
No Special Educational Needs	SEN Support	Education Health and Care Plan	

#### Disability Access Fund (DAF)

Is your child in receipt of Disability Living Allowance (DLA)? If so the provider delivering your universal hours (3 & 4 year old funding) can claim an additional £615 Disability Access Fund (DAF). This can only be claimed once in a 12 month period and cannot be split between multiple providers within the 12 month period.

I have read and understood the above statement and nominate the above provider to claim the Disability Access Fund for my child for the next 12 months. I attach supporting evidence of eligibility.	
Parent / Carer Signature:	

## 2. Parent Details

Details of Parent / Carer at child's main residence (this information is required for confirming eligibility for 30 hours and EYPP).	
Forename:	Surname:
Date of birth (dd/mm/yyyy):	National Insurance / NASS Number:

I consent for this data to be used to confirm eligibility for: EYPP (see section4)  30 hours

## 3. Setting and Attendance Details

Some 2 year olds are entitled to 570 funded hours per year. All 3 and 4 year olds are entitled to 570 hours (universal entitlement) and some working families of 3 and 4 year olds may be entitled to a further 570 hours (extended entitlement) each year (1,140 hours in total). Extended funding can only be claimed if you are eligible for 30 hours and have a valid code that covers the start of the funding term in which you are applying.

How many funded hours are you accessing per week with the provider named at the top of this form?

	Hours per week	Enter 2 year old eligibility reference number / 30 hour eligibility code here
2 year old entitlement (max 15)		EEY /
3&4 year old UNIVERSAL entitlement (max 15)		
3&4 year old EXTENDED entitlement (max 15)		

Please confirm how your child will be taking up their funded entitlements. If your child receives a stretched offer please indicate the total number of hours and weeks that your child stretches their hours over e.g. 11.4 hours over 50 weeks. Please indicate any additional hours that you are paying for.

	Mon	Tues	Wed	Thur	Fri	Total per week	Weeks per year
2 year old entitlement / 3&4 year old UNIVERSAL hours							
EXTENDED Hours							
Non Funded Hours (paid for by parent)							

If your child is taking up entitlements at any other provider please complete below. This includes a place at a school nursery. Entitlements can be taken up in a maximum of two sites per day. Failure to declare entitlements at other settings may result in your funding being withdrawn.

	Provider name and postcode	Hours per week
2 year old entitlement		
3 & 4 year old UNIVERSAL entitlement		
3 & 4 year old EXTENDED entitlement		

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#### 4. Early Years Pupil Premium (EYPP)

Additional funding may be available through the Early Years Pupil Premium (EYPP), paid to early years' providers for the provision of extra support for your child. EYPP is used to improve teaching and learning facilities and resources so as to impact positively on your child's progress and development. If any of the below apply your child may be eligible.

In receipt of benefits / child tax credits / universal credits (please ensure section 2 is fully completed)	
The child has left care under the subject of an adoption / special guardianship / child arrangement order (please supply documentary evidence)	
The child has been in local authority care for one day or more (please supply documentary evidence)	

#### 5. Parent/Carer/Guardian with Legal Responsibility Declaration please tick to confirm you understand and agree to the below terms and conditions.

Terms and Conditions	
I confirm my child is only accessing funded entitlements at the providers declared in section 3 which includes providers from other boroughs and I am not under contracted notice with any other provider.	
I understand that the provider will deliver the above agreed funded hours free of charge and will charge me for any additional hours and services as agreed within the provider's terms and conditions.	
I understand that if I should remove my child from a funded place prior to the headcount date in the funding period (when the provider submits their claims) the provider will not receive funding and can charge me for the full cost of my child's place up until the end of the agreed notice period.	
I understand that it is my responsibility to apply for a 30 hour eligibility code from HMRC and supply the code to my provider within the required time frame for the funding period and renew my eligibility every 3 months or before the end date of the code.	

Parent Declaration			
<ul style="list-style-type: none"> <li>I give my permission for the data I have provided to be shared between the providers named in section 3, Achieving for Children and the Department for Education for the purposes of checking my eligibility for funded entitlements. Achieving for Children is exercising the function of a government department. Achieving for Children is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.</li> <li>I give permission for Achieving for Children and the provider to store the information on this form.</li> <li>I confirm that the details I have provided are accurate and true</li> </ul>			
<b>Funding Term:</b>	Autumn / Spring / Summer	<b>Year :</b>	
<b>Print Name:</b>			
<b>Signature:</b>		<b>Date:</b>	

## 6. Provider Declaration

Provider Declaration	
<ul style="list-style-type: none"> <li>I agree to claim funding entitlement on behalf of the child as per this document. The claim is subject to the child being on roll and in attendance at the setting on headcount date for the term and not under contractual notice to any other provider.</li> <li>I have seen documentary proof of birth to confirm the child is eligible for the funding applied for.</li> </ul>	
Print Name:	
Signature:	Date:

**7. Declaration to continue.** This form must be re-signed at the start of each subsequent funding term. If any details on this form have changed then a new form must be completed and signed.

### Term 2

I confirm there have been no changes to the details in this document and agree to the same terms and conditions for Autumn / Spring / Summer term (please circle) Year \_\_\_\_\_

Parent / Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Term 3

I confirm there have been no changes to the details in this document and agree to the same terms and conditions for Autumn / Spring / Summer term (please circle) Year \_\_\_\_\_

Parent / Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Data privacy

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or Achieving for Children. Please note that information about whether a child is in receipt of Disability Living Allowance's, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/guide-to-data-protection/principles/adequacy>