



*Loving like Mary,
 Serving like Mary,
 Learning like Mary,
 Believing like Mary*

Early Years Funded Entitlement and Fee Policy			
Date	Review Date	Coordinator	Nominated Governor
July 2026	July 2027	S. Nutman	Early Years Portfolio Holder

What is Early Years Funded Entitlement?



- 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)
- Eligible working parents can apply for EYFE for Working Families, providing access to:
 - From September 2025, children aged 9 months and above can access up to 30 hours per week (or a maximum of 1140 hours annually).
- Some 2-year-olds can access a maximum of 15 hours of EYFE per week (or up to 570 hours per year) if their families meet specific criteria under the Local Authority (LA) Issued Free Childcare for 2-year-olds.

See the tables below for information on when children become age eligible for the various entitlements:

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 at childcarechoices.gov.uk

**Subject to approval by their Local Authority.

- You can find out more about the above entitlements, including eligibility criteria and how to apply (if required) by visiting [Apply for childcare if you're working - GOV.UK \(www.gov.uk\)](https://www.gov.uk/apply-for-childcare-if-youre-working).

We deliver early education funding in line with the requirements set out in the [Early Education and Childcare Statutory Guidance](#) document (which applies from 1 April 2024).



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:

- Children will be ordered according to age and places offered to the oldest children in the admission criteria noted below.
- School terms are defined as 1st September to 31st December, 1st January to mid-April and mid-April to 31st August. Therefore, for example, if our nursery was oversubscribed, a child born in the Sept- Dec period would have priority over a younger child born in the Jan-Mar period. Two children born in the same school term would be prioritised according to our oversubscription criteria.
- Full-time offers will be issued giving priority to the oldest children in the admissions criteria: a child born in the Sept-Dec period will be given priority over a younger child born in Jan-Mar.
- For admission purposes only, terms are deemed to start on the 1st January, mid-April and 1st September each year.
- There will be a mix of two-, three- and four-year-olds in the Nursery class for the available 52 part-time places (26 full-time equivalents).
- The morning and afternoon sessions will be approximately the same length and no less than 3 hours in duration. (8.45am – 11.45am and 12.15pm – 3.15pm) Full-time places will run between 8.45am – 3.15pm, with a lunch break between 11.45am – 12.15pm (which is not part of the government-funded hours).

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 Parent Declaration form.

We ask for parents/carers to let us know as soon as possible if a place is no longer required prior to child's scheduled start date.

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

Early Years Funded Entitlement at Our Lady of Lourdes Primary School and Nursery

Our Lady of Lourdes Primary School and Nursery is registered with Southend-on-Sea Borough Council to provide Early Years Funded Entitlement (EYFE) hours under the following schemes:

- Universal EYFE for 3- and 4-year-olds
- Extended EYFE for 3- and 4-year-olds under the Working Families Entitlement
- LA Issued EYFE for 2-year-olds
- EYFE for 2-year-olds under the Working Families Entitlement

We are also in receipt of Early Years Pupil Premium and Disability Access Fund for eligible children.

Parents/carers are advised to retain a copy of this policy for future reference.

Pattern of delivery

At **Our Lady of Lourdes Primary School and Nursery**, children can access their Early Years Funded Entitlement (EYFE) in the following pattern:



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Day	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	Maximum number of EYFE hours that can be claimed per day for children eligible for up to 30 hours
Monday - Friday	8.45-11.45 12.15-3.15	8.45-11.45 12.15-3.15 Children staying for a 30-hour period in one day pay lunch cover from 11.45-12.15	6 hours	6 hours

Our Lady of Lourdes Primary School and Nursery offers EYFE for **38** weeks per year and is open 38 weeks per year.

Children eligible for up to 15 hours per week can access up to 570 hours per year, and children eligible for up to 30 hours per week can access up to 1140 hours per year. See the table below for details on the number of hours you can claim per week at **Our Lady of Lourdes Primary School and Nursery**

Number of weeks EYFE claimed over	Number of hours per week if eligible for up to 15 hours	Number of hours per week if eligible for up to 15 hours
38 (Term time only)	15	30

Accessing Early Years Funded Entitlement at Our Lady of Lourdes Primary School and Nursery

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 Parent Declaration form before they begin accessing their EYFE sessions at **Our Lady of Lourdes Primary School and Nursery**. 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 **Our Lady of Lourdes Primary School and Nursery** to claim EYFE funding from Southend Borough Council for them.

Note there are no conditions to accessing EYFE places at **Our Lady of Lourdes Primary School and Nursery** including:

- No requirement to access additional paid-for hours.
- No requirement to take up additional paid services, such as lunch, consumables, extra classes, and trips etc.
- No requirement for children to use all their EYFE solely at **Our Lady of Lourdes Primary School and Nursery**. Children may access EYFE sessions at a maximum of two different sites per day.

Whilst there is no requirement to access a minimum number of hours or sessions, we recommend that children attend **5 sessions**. 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.



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Should you choose to withdraw your child, **Our Lady of Lourdes Primary School and Nursery** requires **four weeks** written notice for EYFE sessions, inclusive of holidays and periods of closure. If you move to another provider within Southend Borough Council after the notice period, your new provider can contact us to request transfer of any remaining funding we have claimed on your child's behalf.

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 **Our Lady of Lourdes Primary School and Nursery** is unexpectedly closed during your child's regularly scheduled EYFE sessions, due to illness or other unforeseen reason, **Our Lady of Lourdes Primary School and Nursery** will not be able to offer these hours at an alternative time.

Additional Services

If parents only want to use EYFE, they won't be liable for extra charges. But if they want, they can choose to pay for extra services, including:

- Food services, such as breakfast, lunch, and snacks.
- Consumables, such as nappies, wipes, and sunscreen.
- Trips, outings, and extra classes.

Parents are free to provide their own lunch and consumables instead, and none of the above services must be provided as a condition of your child accessing their EYFE place. If you wish to provide your own, please be aware that:

- food must adhere to **Our Lady of Lourdes Primary School and Nursery**'s 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 **Our Lady of Lourdes Primary School and Nursery** at a cost to the parent.

Parents can also pay for additional hours, which are subject to availability. Accessing additional paid-for hours is not a condition of accessing EYFE hours.

Charges for additional hours and services

Item	Charge
Additional hours: breakfast from 7.15am	£8.00 or £12.00 (3–4-year-olds or 2-year-olds)
Lunch	£2.80 School lunch
Snack	£2.00 per week
Additional hours extending 30-hour session to the end of the school day	£5.00
Consumables (nappies, wipes, and sunscreen etc)	£0.25 per nappy £0.25 per nappy change
Additional hours: afterschool club 3.15-5.30	Until 4.15 £7.00 Until 5.30 £16.00 with a light tea

Grace Period

Where parents cease to meet the eligibility criteria for working parents' entitlements, upon reconfirmation, local authorities should continue to fund a place for the child for a limited grace period. Details of the grace period are given in [Early Education and childcare](#).



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

Our Lady of Lourdes Primary School and Nursery welcomes all children and will work with parents and carers to ensure the needs of their children are met. To best support your child, **Our Lady of Lourdes Primary School and Nursery** will assess their needs during their settling in period and their regular attendance and consult with you about any needs you or **Our Lady of Lourdes Primary School and Nursery** identify.

Inclusion Funding

Inclusion Funding can be applied for by providers signed up to offer Early Years Funded Entitlement (EYFE) to support them in allowing children with additional needs to access their EYFE. **Our Lady of Lourdes Primary School and Nursery** will consult parents and carers before applying and seek their input into the action plan for the child. **Our Lady of Lourdes Primary School and Nursery** will share this action plan with Southend on sea Borough Council, who will then determine if Inclusion Funding can be provided and how much.

Local Offer

You can find information about our Local Offer <https://www.livewellsouthend.com/send-local-offer>

Early Years Pupil Premium (EYPP)

EYPP is additional funding for early years settings to improve the education they provide for eligible children claiming Early Years Funded Entitlement (EYFE). EYPP is paid to settings alongside EYFE. Children do not need to take up their full entitlement to receive it. EYPP will be paid in proportion to the child's actual EYFE hours.

For **Our Lady of Lourdes Primary School and Nursery** to be able to claim for your child, you will need to provide the following information:

- Parent/carer's full legal name.
- Parent/carer's date of birth.
- Parent/carer's National Insurance (NI) number or National Asylum Support Service (NASS) number.
- Evidence that the child has been in local authority care for one day or more in England or Wales (if applicable).
- Evidence proving the child has been adopted from local authority care, left care through a special guardianship order or is subject to a child arrangements order (if applicable).

Our Lady of Lourdes Primary School and Nursery will determine best use of the funding by assessing the needs of eligible children, and in consultation with parents. We may also seek advice from Southend on sea Borough Council for best use.

Disability Access Fund (DAF)

DAF is a measure which aids access to early years places by, for example, supporting providers in making reasonable adjustments to their settings and/or helping with building capacity, be that for the child in question or for the benefit of children attending the setting. DAF is a fund that can be paid once per year.

Children will be eligible for the DAF if they meet the following criteria:

- the child is in receipt of child Disability Living Allowance (DLA); and
- the child receives Early Years Funded Entitlement (EYFE).

For **Our Lady of Lourdes Primary School and Nursery** to be able to claim DAF for your child, you will need to provide the following:



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- A newly completed Parent Declaration, completed to confirm you would like **Our Lady of Lourdes Primary School and Nursery** to apply for DAF on behalf of your child; and
- A copy of a letter confirming your child's current eligibility for Disability Living Allowance (DLA)

To determine best use of the funding, **Our Lady of Lourdes Primary School and Nursery** will assess the needs of the child, consult with parents, and seek support from Southend Borough Council where required.

You can find out more information by reading West Sussex County Council's DAF guidance for more information, including funding amounts at westsussex.gov.uk/daf.

Fees

Where parents are not eligible EYFE and they wish their child to attend nursery they are charged for care provided outside of the following provision:

The charges are as follows:

- £18 per session for 3–4-year-olds and £25.50 per session for 2-year-olds: 8.45-11.45am or 12.15-3.15pm. If a child is staying for two sessions in an additional lunch time cover of £5.00 is charged.

Item	Charge
Additional hours: breakfast from 7.15am	£8.00 or £12.00 (3–4-year-olds or 2-year-olds)
Lunch	£2.80 School lunch
Snack	£2.00 per week
Additional hours covering the lunch period from 11.45-12.15	£5.00
Consumables (nappies, wipes, and sunscreen etc)	£0.25 per nappy £0.25 per nappy change
Additional hours: afterschool club 3.15-5.30	Until 4.15 £7.00 Until 5.30 £16.00 with a light tea

Parents will book the required sessions for each week a term in advance.

Parents will not be required to pay any fee as a condition of taking up a '30 hours' place.

Parents will be required to give a refundable deposit worth **one week's childcare** to ensure that the reserved place is taken up.

Deposits will be repaid in full after **four weeks** to parents who take up a reserved place.

Deposits will be not be repaid to parents who fail to take up a reserved place.

Parents experiencing problems funding a deposit can speak to the headteacher to discuss the possibility of waiving the deposit.



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Payment information

Payments will be made in advance half-termly for all non-statutory sessions and lunches that parents have booked for their child that half term.

Payments can be made via the School Money portal. Childcare vouchers can be used please speak to the school office for details.

Online payment direct into the school's bank account will also be permissible. To obtain the details and discuss the procedure, contact the school office.

Payment will be required when a child is on holiday or absent due to illness, as the nursery must hold the child's place during this period and staff rotas are set on a half termly basis.

If a child is absent for a long period due to illness, the nursery will decide on a case-by-case basis as to whether fees will need to be paid for the period. The nursery's decision is final.

Late payments will incur a £10 fine for each week payments are overdue. Parents can avoid this by ensuring the timely payment of fees each half term.

Four weeks' notice and payment will be required to withdraw your child from the nursery.

These costs may be waived in exceptional circumstances at the discretion of the headteacher.

Difficulty with payments

The school will work with parents to ensure all avenues for assistance with payments are explored.

The school understands that parents may face financial difficulties and, understandably, would like to ensure as little disruption to their child's care and education as possible. Parents and carers experiencing such difficulties will contact the headteacher early as possible, to reach a suitable arrangement for both parties.

Debt collection

The governing board will have a duty to ensure the school receives all the funds to which it is entitled, including nursery fees.

The governing board will not write off any debt that exceeds £500.

A full record will be kept of debts owed to the school for seven years. This will include all letters requesting money, reminders and invoices.

The school will not initiate legal action to recover debts; however, it will refer uncollected debts to the Trust to consider such action.

All debts will be handled in accordance with the Debt Recovery Policy.

Roles and responsibilities regarding debt collection

The headteacher and SBM will ensure that:

- Letters requesting money are accurately recorded and well-maintained.
- Evidence of the steps taken by the school in pursuance of debt is recorded including dates and times of both letters and phone calls.
- A final reminder is sent by recorded delivery to the debtor.
- The privacy of the family involved will be respected and only made known to those who need to know.
- The level of outstanding debt can be determined at any time.



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The governing board will:

- Prescribe and regularly review the arrangements for debt recovery.
- At its discretion, refer uncollected debts to the LA for consideration for legal action.
- Record all approved action in the minutes of the relevant meeting.
- Adhere to privacy arrangements.
- At its discretion, delegate its responsibilities under this policy to a suitable individual.

The process for pursuing debts

The following procedure will be followed with regard to pursuing debts:

Informal reminder – Within two days of late payment, the debtor will be informally reminded in person or by telephone that they owe money to the school.

First reminder letter – If the debt is yet to be paid one week after an informal reminder, a formal letter will be sent to the debtor.

Second reminder letter – If the debt is yet to be paid one week after a first formal reminder, a second formal letter will be sent to the debtor. These letters allow the debtor every opportunity to settle their debt and ensure the school can prove all reasonable steps have been taken to recover the debt should the issue proceed further.

Final reminder letter – If no response is received following the second reminder, the school will send a letter to the debtor advising them that they will be referring the matter to the [LA](#) to consider legal action. This letter will be sent by recorded delivery to ensure the debtor has had every chance to respond.

Possible legal action – If no payment is made, and the governing board decides to escalate the matter to the Trust, the Trust will decide whether to take legal action against the debtor.

The waiving of debts

The waiving of debts will be at the discretion of the headteacher and the governing board.

A debt may be waived when it is believed the debtor is experiencing serious financial hardship or if all reasonable avenues to recover the debt have been exhausted and it is believed it would not be cost effective to pursue the debt through legal action.

The headteacher will be authorised to waive debts off up to £100.

Debts between £100 and £500 will only be waived with the approval of the governing board. Debts of £500 or more will never be waived.

Monitoring and review

This policy will be reviewed on an annual basis by the headteacher in conjunction with the governing board.

The next scheduled review date will be July 2027