

BRABYNS PREPARATORY SCHOOL & NURSERY



Early Years Funded Entitlement Policy

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Checked on behalf of Bellevue Education by:
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Early Years Funded Entitlement Policy

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). Funded entitlement is provided by the Government for all 3 & 4 year olds. This allows children to have access to good quality education and childcare within a suitable childcare provision.
- Universal Funded Entitlement funding is non-means tested and provides up to 15 hours of free childcare per week for the 36 weeks that the school (including the nursery) is in operation.
- For pupils enrolled in a year-round places, the total of 570 funded hours translates to approximately 12 funded hours per week
- The funding is available to all children from the start of the first term after their 3rd birthday until the term they turn 5.

There are three terms in a school year:

- Autumn
- Spring
- Summer

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 |

| Child born on 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 Jan - 31 March | April following their second birthday* | April following their third birthday |
| 1 April - 31 August | September following their second birthday* | September following their third birthday |
| 1 Sep - 31 Dec | 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 [HERE](#)

Early Education Funding at Brabyns Preparatory School

Changes regarding the structure and provision of Early Education Funding (EEF) nursery fees are in place as of 1st September 2025.

Universal Hours and Working Parent Entitlements

Moving forward, for those families entitled to 15 hour EEF funding, the yearly 570 hours will be stretched over 50 weeks of the year (if opting for the all year round package) which equates to 11.4 hours per week.

Extended Entitlement

Some families may be entitled to an additional 570 hours of funding if they meet the eligibility criteria. Parents must apply via www.childcarechoices.gov.uk to gain an **Eligibility Code**. The nursery cannot do this for you.

Funded places and waitlist

Once a child is registered they are added to the waiting list for that year; positions on the list are allocated on a first come first served basis, subject to the following criteria being given precedence;

- A child with an existing sibling within the main school wishes to join
- A member of staff wishes that their child join the nursery / school
- A child wishing to take a full time, all year round Nursery place
- A child wishing to take a full time, term time only Nursery place
- A child wishing to take a 4 days pw, all year round Nursery place
- A child wishing to take a 4 days pw, term time only Nursery place
- A child with an existing sibling within the nursery wishes to join
- Children of alumni

No child is guaranteed a place until an official offer has been made by the school, and Terms & Conditions completed and signed by all parties. Furthermore, an Early Years Funded Entitlement (EYFE) place is not guaranteed until completion and return of the Parental Contract for the Early Years Free Entitlement Form and subsequent approval by the LEA.

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 Brabyns Nursery

Brabyns Nursery is registered with Stockport Metropolitan Borough Council to provide Early Years Funded Entitlement (EYFE) hours under the following schemes:

- Universal EYFE for 3 and 4 year olds
- LA 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
- Additional funding like Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) for eligible children.

The setting will claim only for the hours your child has attended, not for the full entitlement you are eligible to claim. To access funded hours, parents must complete and return a *Parental Agreement for Funded Early Education* each term, including a valid 11-digit Eligibility Code (where applicable). Codes are verified with the local authority.

If your eligibility expires during a term, funding will continue until the end of the statutory grace period, after which standard fees will apply unless a new valid code is provided. It is the parent's responsibility to ensure a valid code is provided each term (or as required by HMRC) to continue receiving funded hours.

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

Brabyns' provision model is that children must attend a minimum of three full days a week up until they join Pre-Prep where we encourage greater attendance to four days or full time, although this is not compulsory. This way, children get the most out of the learning and activities we offer.

These sessions can be accessed as follows:

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------|-------------|-------------|-------------|-------------|-------------|
| 7.30-12.00 | Core £30 | Core £30 | Core £30 | Core £30 | Core £30 |
| 12.00-6pm | EEF | EEF | EEF | EEF | EEF |

If your child misses EEF or paid for 'core' sessions due to illness, holidays or any planned or unplanned absence, these hours will not be available at a later date, in line with the school terms and conditions.

Brabyns Nursery offers EYFE for 50 weeks per year and is open 50 weeks per year.

Stretch-funding

At Brabyns Nursery we offer Early Years Funded Entitlement (EYFE) over 50 weeks per year. Children accessing over 50 weeks will be able to stretch their funding across the additional weeks of attendance at a lower number of hours claimed per week. Brabyns Nursery does not offer EYFE over 38 weeks, commonly referred to as "term time only".

Children eligible for up to 15 hours per week can access up to 570 hours per year. At Brabyns Nursery we stretch this to 11.4 hours of funding a week over 50 weeks a year (this will be 22.8 hours of funding a week over 50 weeks for children that are eligible for 30 hours of EYFE).

Accessing Early Years Funded Entitlement at Brabyns 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 Parental Contract for the Early Years Free Entitlement Form before they begin accessing their EYFE sessions at Brabyns 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 Brabyns Nursery to claim EYFE funding from Stockport Metropolitan Borough

Council for them.

Brabyns Nursery's recommended provision model is that children attend a minimum of 3 days per week. This way, they get the most out of the learning and activities we offer, and we can be more flexible in planning the days to meet their needs.

Should you choose to withdraw your child, Brabyns Nursery requires one month's formal written notice for paid hours. 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 Brabyns Nursery is unexpectedly closed during your child's regularly scheduled EYFE sessions, due to illness or other unforeseen reason, Brabyns Nursery will offer these hours at an alternative time subject to availability and where reasonable.

Administration fees

Upon registering your child with Brabyns Nursery, we ask for an admissions fee of £200.00. The fee is refunded on payment of your child's final invoice after leaving Brabyns.

Additional Services

Brabyns Nursery provides extra-services for the most effective provision and support of all children. Government funding does not pay for all the things that make Brabyns Nursery a special place. From our outside environments, on-site chefs who prepare freshly cooked meals, as well as our Education specialists including Phonics, Numeracy, Spanish, PE and Performing Arts.

Additional service charges include charges for:

- Daily Non-Food Consumables. Personal Care, Including Wipes & Nappies
- Daily Meal Consumables. Food services, such as breakfast, tea, snacks and supper.
- Optional events / activities / trips
- Uniform

Consumables

As of January 2026, invoices and receipts are itemised, and break down charges separately into the free entitlement hours, additional private paid hours, food charges, non-food consumables charges and activities/events/trips charges. We aim to provide this from September 2025 onwards for a greater clarity from the start of the academic school year in line with our new school fee changes.

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 you wish to provide your own, please be aware that: food must adhere to [Brabyns 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 Brabyns Nursery 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 have the option* to pay for the additional services*. You will be asked when you begin to use funding at Brabyns Nursery which option you would like to have in place. If at any point you would like to change your mind please provide us 4 weeks notice of the change. This will then take effect from the beginning of the next clear calendar month.

Please see below the charges per day for additional services for children who are accessing the EYFE funding hours.

| Additional Services * | Cost |
|---------------------------------------------|----------------------------------------------------------------------------------------------|
| Food consumables* | Breakfast £0.25 Morning snack £0.25 Lunch £4.50 Afternoon Snacks £0.25 Tea £0.75 |
| Non - Food Consumables* | £1.00 Aprons, gloves, wipes |
| Total cost per day for additional services* | £7.00 |

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

Brabyns Nursery 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, Brabyns Nursery will assess their needs during their Taster Sessions and will consult with you about any needs you or Brabyns Nursery identify.

Targeted Setting Support

Should any additional needs be identified, support may be available from Stockport Local Authority via Targeted Setting Support. Brabyns Nursery will consult with parents and carers before seeking this support.

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