



KING'S HOUSE SCHOOL

RICHMOND

Early Education Entitlement & Funding Policy

All children under the age of 5 are entitled to apply for Early Education Entitlement (EEE) from the local authority, the purpose of which is to provide financial assistance to the parents of children who are attending pre-school education.

This letter provides you with details of our Early Education Entitlement & Funding Policy, explains which children are eligible and what you have to do to ensure you receive this funding.

Introduction

The Early Education Entitlement & Funding for King's House Nursery & Reception children is administered by Richmond Local Authority. We are responsible for applying for this funding on behalf of the parents of children who are enrolled with us. This funding is subject to statutory and local authority guidelines which may be updated to time to time.

The value of the funding

The funding we receive from the local authority is set at a standard hourly rate. The maximum number of hours of Early Years' provision that can be claimed for each week is 15 hours.

At King's House, we offer education and care beyond the EEE requirement including small class sizes, specialist subject teaching and extra-curricular activities. The charges applied to any additional hours of childcare/tuition provision are to ensure we can continue to provide care of this quality whilst fulfilling the statutory requirements for Early Education funding.

Subject to availability, we are able to offer a free place covered by the EEE. Please contact the Nursery Manager for the session options for this place.

Entitlement/Funding for 3 and 4 year old children

This is a universal entitlement/funding which provides up to 570 hours of free childcare a year, effective from the term following the child's 3rd birthday. At King's House, we provide the maximum of 15 hours of free childcare per week each term. We do not offer the additional 15 hours over and above the current 15 hours entitlement for all 3 and 4 year olds.

Entitlement/Funding for 2 year old children

This is eligibility-based entitlement/funding for up to 15 hours of free childcare per week each term following the child's 2nd birthday. Applications are made via the local authority and, to be eligible, you must be receiving one of the following:

- Income support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Universal Credit - if you and your partner are on a low income from work (this usually means a combined income of less than £15,400 a year after tax)
- Child Tax credits or Working Tax credits and you have a gross annual income (before tax) of no more than £16,190.
- Working Tax Credit run-on, which is paid 4 weeks after you stop qualifying for Working Tax Credit.

Your 2 year old child will also be eligible if they have a current statement of Special Educational Needs (SEN) or an Education, Health and Care Plan (EHC) or receive Disability Living Allowance.

Additionally, children looked after by a local council and children who have left care through special guardianship or an adoption or residence order will also be eligible.

If you are eligible and would like to apply for entitlement for your 2 year old child, please speak to Mrs Jane O'Brien, Head of Nursery.

What you need to do to ensure you receive Early Education Entitlement (EEE)

At the start of each term, we are required to advise the Early Years and Childcare Team at Richmond Local Authority with the names, addresses and birth dates of all the children who qualify for Early Education Entitlement hours for that particular term.

In order for you to claim this entitlement for your child, we will give you a 'Parent Authorisation Form' for the academic year, or part of, for which your child is eligible which you will need to complete, sign and return to us by the end of the term preceding eligibility. We cannot guarantee funding for parents who do not return their form by the advised deadline. The funding for your child will be paid directly to us by the local authority.

If your child continues to be eligible for EEE for more than one academic year, you will be asked to complete and sign a Parent Authorisation form for each academic year, or part of, you are claiming this entitlement.

How parents receive this Early Education Entitlement

Our standard procedure is to invoice parents, in advance, for the fees for the following term.

If your child is eligible to access EEE entitlement hours for that term, our fee invoice will include your 15 hours a week free entitlement which will be calculated at the hourly rate currently being paid by the local authority. The childcare/tuition fee that appears on the invoice, applies to the additional hours/tuition provided by King's House.

Should you subsequently decide you do not wish to claim that term's EEE hours for your child, or your child is not on the Roll and is therefore not eligible for EEE for that term, we will issue an additional invoice during the term making the appropriate adjustment.

Should the EEE entitlement increase or decrease between the date of invoice and the payment of the entitlement, we will make the appropriate adjustment on the following term's invoice.

Late starters

If your child joins King's House Nursery or Reception class after the start of term, your child may be eligible for EEF hours for that term but this cannot be guaranteed.

Queries and complaints

Our EEF procedures are audited on a regular basis by the local authority and unless we can show that we are compliant in every respect, we may not be able to continue to receive these funds.

If you have any queries or complaints regarding the delivery of funded hours please contact the Finance manager, Sylvia Tse, Tse.S@kingshouseschool.org.

If any issues are not resolved, you may contact the Achieving for Children Early Years Team at:

early.years@achievingforchildren.org.uk