



HUMPTY DUMPTY PRE-SCHOOL

All Saints Centre, New Road, Hackbridge, Surrey CR4 4JN

FEF FREE ENTITLEMENT FUNDING POLICY

Parents Pack

Here at Humpty Dumpty Pre-school we provide the Free Early Years Funding for all 2, 3 and 4 years old children.

To be able to deliver the Free Early Years Education we must have a contract with London Borough of Sutton. This forms a binding agreement between us and LBS and states that we must abide by the conditions and requirements of the contract and the Department for Education (DfE) Early Education and Childcare: Statutory Guidance for Local Authorities March 2017.

What is the Free Entitlement Funding?

- The FEF is at the heart of the Government's vision for all children to have access to high quality early years education.
- Evidence shows that regular good quality early education has long lasting benefits for all children.
- The FEF for two year olds is not universal and can only be accessed by families meeting certain criteria. From April 2024 new criteria is being brought in for working parents. From September 2025 this will be extended to 30 hrs for eligible parents
- The FEF for three and four year olds is a universal free provision for every child from the term following their third birthday up until they reach compulsory school age.
- From September 2017 eligible parents will be able to access the extended entitlement which is a further 15 hours on top of the universal entitlement giving them 30 hours of FEF over 38 weeks.
- Our funding hours are from 9.30 to 3.30pm

How will you allocate places?

We have a waiting list, which is based on first come first served basis for the 30 hours.

Do you offer any extra hours?

We have a breakfast club starting at 8.30 to 9.30am which is £5.00 per morning and includes breakfast.

We finish school at 3.30pm prompt every day.

Is my two year old eligible for a free nursery place?

Two year olds can access a free nursery place if they meet one or more of the criteria's below:

- Income Support
- Income-based Job Seekers 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
- Child Tax Credit (but not Working Tax Credit) and have an annual income not exceeding £16,190.00
- Working Tax Credit during the four week period immediately after their employment finishes or after they start to work less than 16 hours per week
- Universal Credit and your household income in-come is £15,400.00 a year or less after tax, not including benefit payments
- The child has a current education, health and care plan (EHC)
- They are receiving Disability Living Allowance
- They are looked after by the local authority
- They have left care through and adoption order, a special guardianship order or a child arrangements order which specifies with whom they live.
- April 2024 there is a new criteria for working parents 15 hours funding.

Applying for a free nursery place for a two year old

If you think you are entitled to the 2 year funding, you need to go onto the ParentPortal on the London Borough of Sutton site, they will then give you a code if you are entitled and you need to give this code to the Nursery and can your child can start as soon as the Nursery has a space or the term after your child is two. For working parents you need to go onto the government website and apply for the 2 year funding, this will start from April 2024

When can I access a free nursery place for my two year old

Eligible two year olds can access a FEF funded place in the term after their second birthday as below:

Child born between

1 April – 31 August
1 September – 31 December
1 January – 31 March

Eligible for funding

1 September following their 2nd Birthday
1 January following their 2nd Birthday
1 April following their 2nd Birthday

To claim a free place for your 3 year old

If your child is already with us, we will claim the FEF on your behalf and will ask you to sign a parent/carer declaration form to confirm this. If your child is not registered with us already, you can just come in and ask for availability and register with ourselves. The forms have to be signed by yourself before your child starts with us.

EYPP and why we ask you to fill in a form

Three and Four year old children who get the free entitlement could be eligible for the Early Years Pupil Premium (EYPP). The EYPP gives the nursery extra money which they can use to improve outcomes for children by supporting their learning and development. Some Two year olds are now eligible for the EYPP.

Children are eligible for the EYPP if they are two three or four years old, receiving the FEF and their parents meet the criteria used for free school meals. Children are also eligible if they:

- Have been looked after by the local authority for at least one day
- Have been adopted from care
- Have left care through special guardianship
- Are subject to a child arrangement order

So that we make best use of the extra money we will work in partnership with you to carefully consider the learning and development needs of your child, and will support them with the following areas:

- Personal, social and emotional development
- Communication and language
- Physical development
- Literacy

When can I access the free entitlement funding for my three & four year old

Your child can start with us the term after their 3rd Birthday

Child born between

1 April – 31 August
1 September – 31 December
1 January – 31 March

Eligible for funding

1 September following their 3rd Birthday
1 January following their 3rd Birthday
1 April following their 3rd Birthday

Will we be offering the 30 hours?

Yes we will be offering the 30 hours depending on how many spaces we have available. This can be taken from 9.30 to 3.30pm Monday to Friday for 38 weeks. The eligibility for the 30 hours is as follows:

Universal Free Entitlement - All 3 & 4 year old children are entitled to 15 hours the term after they are 3 years old.

Extended Free Entitlement - From September 2025, two, three and four year old children from working families will be eligible for an additional 570 hours (15 hours per week over 38 weeks) a year free childcare. Working families must meet the eligibility criteria below to claim the extended free entitlement:

- Both parents are working (or the sole parent is working in a lone parent family), and
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage or national living wage and earns less than £100,000 per.

We offer Flexibility. What does this mean?

We are a flexible nursery, we offer 15 hours per week over 38 weeks. This could be 9.30 to 12.30 five mornings a week, 12.30 to 3.30 five afternoons a week, 9.30 to 2.30 three days a week etc. We will also be offering the 30 hours, this can be taken 9.30 to 3.30pm.

If you want just your free entitlement there is nothing to pay

The FEF is a free, part time place for each eligible two, three and four year old child. If you only want to access your 15/30 funded hours you will not be expected to pay any additional top up charges.

If you are only entitled to 15 hours, the only charges we will invoice you for are extra hours that you request over your entitlement. For example if you use your 15 hours over 5 mornings 9.30 to 12.30 and would like to add on afternoons, we will charge you £22.00 per afternoon session.

Can you split your hours between two childcare establishments

You can split any of your funding whether it be 15 or 30 hours over two nurseries/childminders during one day. For example if you were entitled to 15 hours per week you can split this between two nurseries 8 hours at one and 7 at the other etc, or if you are entitled to the 30 hours, you could split this between two nurseries or one nursery and a childminder during one day.

Is there anything extra to pay if I just want my free entitlement

No, the entitlement is free part time places for eligible two, three and four year old children. If you only want to access your FEF funded hours you will not be expected to pay any additional charges e.g. snacks or extra-curricular activities unless you have agreed to these before taking up your place.

Humpty Dumpty Pre-school will not:

- Attach any conditions to the funded place which oblige you to purchase additional hours or pay lunchtime charges in order to secure free early education
- Charge for any goods or services where such payment is conditional to access the free place for example a registration fee or charges for a uniform.

The amount of days you can take your entitlement over

The FEF can be taken up in a number of ways, Humpty Dumpty Pre-school has a duty to ensure that, as a minimum you can access the FEF in the following patterns:

15 hours funding

Either three hours per day over five days of the week

Or five hours a day over three days a week

Or Two full days and a ½ day

Or three, three hour days and a full day

30 hours funding

9.30 to 3.30 over 5 days

The free early education place does not offer a guarantee of a place to you at any one provider or a particular pattern of provision. Some providers choose to deliver the FEF places in line with school term times, but there is no requirement for them to do this.

My Child has Special Needs am I entitled to any extra funding?

It would be down to ourselves to make a claim, such as an inclusion grant to meet any childcare requirements for your child. Supporting evidence for any such claim would need to be substantiated by a Childcare professional such as a Special Educational Needs advisor. The funding would then go to ourselves which we will use to off any additional service to your child. If you get DLA for your child, we can claim some extra funding for the year to help us.

Are schools allowed to say you have to come to our nursery if you want a place at their school?

NO. they are not allowed to say this, but equally we are aware this could be happening. If you have been told this, we would appreciate this being brought to our attention so we can take action. It is unfair for another school to poach our children on false claims.

This policy is revised and updated September 2025

It will be renewed annually