



## Early Education Funding Policy

### Introduction / purpose of the policy

Windsor Kindergarten is registered with the London Borough of Richmond upon Thames to receive Early Education Funding. This is based on statutory and local authority guidelines, which may from time to time be updated. The funding is provided by the nursery in order to best support parental access to our services as well as ensuring the future sustainability of the Kindergarten.

### Admissions

Windsor Kindergarten is an inclusive setting. We aim to make our setting accessible to children and families from all sections of the local community. We do not discriminate against any child or their family, or prevent entry to our setting on the basis of colour, ethnicity, religion, social background or disability. However, although the Government advertises fully funded hours, the entitlement received by the Kindergarten is considerably less than the price it costs to run the session. Therefore we have to apply boundaries to the number of fully funded hours we can offer in order for the smooth operation of the nursery and the interests of our children.

### Delivery and charges

Funding is currently available for a maximum of 570 hours a year which is divided into three termly payments. Funding is provided for all three and four year olds and this is effective from the term following the child's 3<sup>rd</sup> birthday. This is normally delivered for 15 hours a week over 38 weeks a year. The maximum number of hours per week depends on the number of days the child attends. Funding is claimed by parents and paid directly to the Kindergarten by the council. Two year old funding is based on eligibility and is effective from the term following the child's second birthday. Applications for this funding are made to the London Borough of Richmond upon Thames and places are allocated once eligibility has been confirmed. No deposit or registration fee is required for a fully funded place. If a child has been allocated a fully funded 2 year old place, this does not always guarantee a fully funded 3 and 4 year old place. As the Borough does not follow through on their agreement with parents when transferring from the 2 year old funding to the 3 year old funding, the

setting has devised its own declaration form for parents to update the term before their 2 year old funded child turns 3. This is to confirm that there are no changes to their personal situation since the original claim was awarded previous to the child attending the setting.

### **Parent Declaration**

A child who attends more than one setting is permitted a maximum of 15 hours of funding. Parents are reminded to be careful when applying for funded hours across several settings that the total does not exceed 15 hours. However, this funding is not available if the child also attends a school setting.

Parents are required to complete the Early Education Funding form including the amount of hours they wish to claim for during the designated headcount week. Parents who fail to adhere to this timescale may have their funding declined. If a child joins the Kindergarten after the designated headcount week the child will not be eligible for the funding until the following funding period. In this case parents will be charged for all the hours the child attends until the beginning of the next funding period.

Further information regarding Early Education Funding can be found at [http://www.richmond.gov.uk/early\\_education\\_funding](http://www.richmond.gov.uk/early_education_funding)

### **Queries and concerns**

If parents or carers have any queries or concerns regarding the delivery of funded hours, please speak to either Tanya Webber (Manager) or Sangeeta Gardiner (Director). If you still have issues about the funding please contact the council's Achieving for Children early years team at [early.years@achievingforchildren.org.uk](mailto:early.years@achievingforchildren.org.uk)

This policy was adapted by -	<u>The Director, Managers and Team of Windsor Kindergarten</u>
Date -	<u>February 2017</u>
Date to be reviewed -	<u>February 2018</u>
Name of signatory -	<u>Tanya Webber</u>