



Government Funded Early Education Entitlement at Springwood

This document explains how Springwood Nursery delivers the Government Funded Early Education Entitlement and how funded childcare works alongside our year-round nursery provision.

It aims to provide clear, transparent information about:

- eligibility for funded childcare
- how funding is allocated
- how funding is delivered at Springwood Nursery
- additional optional services
- parental responsibilities
- how charges are applied.

This policy should be read in conjunction with our Admissions and Waiting List Policy for guidance on place allocation, our Schedule of Fees, Provision of Food Policy and our Provision of Consumables and Activities Policy.

Government Funded Childcare

The Government provides funded childcare for eligible children.

The current entitlements are:

Child's Age	Funding Available	Eligibility
From 9 months to 4 years	30 hours per week	Eligible working families
2 years	15 hours per week	Families receiving Government support
3 and 4 year olds	15 hours (Universal)	All families

Government funding is available for **38 weeks each year**, based on the school academic year.

Further information is available through the Government's Best Start In Life website: <https://beststartinlife.gov.uk/>

When Funding Starts

Children become eligible from the school term following their qualifying birthday.

Child born between	Funding starts
1 April – 31 August	September
1 September – 31 December	January
1 January – 31 March	April

For working family funding, parents must also have a valid eligibility code before funding can be claimed.



Applying for Funding

Parents must:

- apply for their eligibility code through HMRC
- provide their code before funding begins
- complete the Funding Loop Parental Declaration Form
- reconfirm their eligibility every three months.
- advise us if funding is being shared with another provider.

Failure to reconfirm a code may result in funding ending following any applicable Government grace period.

Grace Period

Where eligibility ends, Government guidance provides a grace period before funding stops. Children aged three and four will continue to receive their Universal 15 hours after the grace period ends. Children under three will no longer receive funded hours once the grace period expires.

Our Approach to Funding

Springwood Nursery operates for 50 weeks a year and Government funding is provided for 38 weeks. This equates to:

- 570 hours per year (for 15 hours funding)
- 1,140 hours per year (for 30 hours funding)

We stretch this funding across the full year, meaning the weekly funded hours are lower than the stated 15 or 30 hours. We commonly refer to these as the "15 or 30 offer", as shown in the tables within our Schedule of Fees, the actual weekly hours are reduced when stretched and the number of funding hours per day varies by attendance pattern. These adjusted hours are all outlined within the Schedule of Fees.

The exact number of funded hours depends on:

- when funding starts
- your child's agreed attendance pattern
- the number of weeks remaining in the funding year.

Transparency of Charges

All nurseries must clearly show how funded hours are delivered and what additional charges apply. To comply with this, we have:

- Broken down our pricing into additional hours, food, consumables, and activity charges
- Booking patterns that allow you to attend at no cost, that we plan out for efficiency
- Created flexible fully inclusive offers where parents choose one of our All-In packages at a favourable rate

If you're not eligible for funding, please speak to us about private fees that are available at competitive rates.



Additional Charges Explained

Government funding covers your child's funded education and care. It does not cover Food, Consumables or Additional Activities that are beyond the requirements of the EYFS Statutory Guidance.

These services include, but are not limited to:

Food

Our high quality food provision is prepared onsite by our kitchen team and includes:

- freshly prepared breakfast
- morning snack
- two-course lunch
- afternoon snack
- two-course tea
- fresh fruit throughout the day
- alternative milks
- specialist dietary provision where required.
- food for festivals, food tasting and celebrations

Consumables

Examples include:

- Nappies and Wipes (including specialist brands where required), Nappy Sacks and Nappy Cream
- Emergency spare clothing
- Outdoor clothing and Wellies/baby boots to facilitate all-weather outdoor play
- Nursery bags for spare clothes, bottles etc.
- Face cloths
- Tissues
- 5 * Rated Sensitive Sun Cream
- We supply administer non-prescribed medication (Calpol) with appropriate permissions and processes
- Other care-related consumable items used during the nursery day

Activities

Children may also enjoy:

Extra Curriculum Activities and Trips

- Rhythm Time
- Curious Minds
- Tots Pretend
- Forest School (sessions at our Nursery and at Roundhay Park)



- Theatre trips
- Walks in the local area and trips to the Library, Post office, local shops, Roundhay Park Jack Rabbits and places of worship to our calendar of celebrations
- Wild Science
- Lion learners
- Bee Inspired Eco Education
- Mini First Aid

Celebrations and Events

For example:

- Celebrations from our calendar of festivals and events.
- Leavers Parties
- Xmas Party

Are these charges mandatory?

You may opt out of some or all additional charges.

However:

- Your child will be excluded from certain activities and resources if you choose not to pay for them.
- The core Early Years Foundation Stage (EYFS) provision will always be provided at no cost, ensuring no compromise to your child's basic education.

Current charges for these optional services are shown in our Schedule of Fees.

Flexible Funding Models

We offer

- **All-In Packages:** this bundles all extended hours, food, consumables, and activities into a best value monthly rate. Ideal for convenience.
- **Build Your Own Packages:** Using the tables in the Schedule of Fees, choose from our booking patterns and add daily extras: food, activities, consumables, hours as required. Gives parents full control over costs. Hours and days are subject to availability.
- **Just Funded hours:** these are available with or without the daily extras.

Full details, together with the current charges and funding allocations, are shown in our current Schedule of Fees.

Attendance remains subject to our Admissions and Waiting List Policy and availability.

If families require sessional or term-time only childcare, we will be pleased to provide details of alternative local providers.



Split Funding Between Providers

Parents may choose to split their funded entitlement between more than one registered childcare provider, subject to Government funding rules.

If your child attends another childcare setting or specialist provision, please let us know so that funding can be allocated correctly. If we do not have all of your funding then the price you will pay will be higher than those shown in our Schedule of Fees.

Attendance Monitoring and Responsible Use of Funds

Government funding is intended to support regular attendance.

Where you attend for funded only hours:

- You must ensure that you do not arrive late or collect early with any frequency
- Your attendance should not drop below an acceptable level

Occasional illness or holidays will not affect funding. Extended absences may need to be reported to the Local Authority in accordance with funding guidance.

Where funding is withdrawn because attendance requirements are not met, additional nursery charges will become payable.

Data Protection

Springwood Nursery is required by Leeds City Council to retain evidence supporting funded childcare claims. This may include copies of birth certificates, passports and completed parental declaration forms. All personal information is stored securely in accordance with our Privacy Notice, UK GDPR and Data Protection legislation.

Exceptional Circumstances

We understand that family circumstances can sometimes change unexpectedly. Where appropriate, we will consider individual circumstances and work with families wherever reasonably possible within Government funding regulations and nursery policies.