



Surbiton Children's Centre Nursery
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Early Education Funding (EEF) Policy

All 3 and 4 year-olds in England are eligible to receive 570 hours of free early education per year. This is usually taken as 15 hours each week for 38 weeks of the year. Some 2-year-olds are also eligible.

Stepping Stones is registered to offer families Early Education Funding (EEF). Families can claim a maximum of 15 hours per week over the three academic terms (autumn, spring and summer). The total number of weeks over the three terms is 38 weeks. Therefore, EEF can only be claimed for up to 38 weeks per year. Three hours of EEF can be claimed per session attended. To claim the full entitlement of 15 hours per week, the child must attend for 5 sessions each week.

Families can use all of the 15 hours funding with Stepping Stones, or they can split the funding with other childcare providers (for example, if your child attends another Pre-school or has a EEF registered child-minder). However, the total claim must not exceed 15 hours per week.

Eligibility

Children are eligible for EEF from the first term after their third birthday to the last term before they attend school.

- Children born between 1st January and 31st March become eligible in the summer term (On or after 1st April - 31st August)
- Children born between 1st April - 31st August become eligible in the autumn term (On or after 1st September - 31st December)
- Children born between 1st September - 31st December become eligible in the spring term (On or after 1st January - 31st March)

How to claim the EEF.

At the beginning of each term Stepping Stones will send out a parental declaration form that has been issued by the Royal Borough of Kingston (RBK). Parents and guardians will be asked to complete and sign the declaration, and return it, by the deadline date given. The form will ask for your child details (full name, date of birth and address) and the number of hours of EEF being claimed for. It will also ask if your child attends another setting, if this is the case, you should include the number of hours your child attends there.

In order to receive the funding, a child must be in attendance at Stepping Stones on or before the "Headcount" date advised by RBK each term. If a child starts after the Headcount date, then your child will not be eligible for the funding until the following term. In this case, you will be charged for all the hours your child attends until the beginning of the next term. Also, if the parental declaration form is not returned by the deadline date, then this also may result in a loss of funding.

If a child leaves Stepping Stones (after Headcount day) the funding received for that child will remain with Stepping Stones and cannot be transferred to another setting.

Invoices and payments.

Families in receipt of EEF will receive a zero value invoice and therefore the EEF hours are shown as free. Stepping Stones will receive the EEF payment directly from RBK.

Early Education Funding for 2-Year-olds

Some 2-year-olds in England can receive EEF for early year's education and childcare. To qualify for the 2 year EEF, families must be receiving one of the following:

- Income support
- Income-based Jobseeker's allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support through part 6 of the Immigration and Asylum Act
- Child Tax Credit and/or Working Tax Credit and have an annual income under £16,190.00
- The guaranteed element of State Pension Credit
- The Working Tax Credit 4-week run on (the payment you receive when you stop qualifying for Working Tax Credit).
- Universal Credit.

Children are also entitled to the EEF if:

- They are a looked after by a local council
- They have a current Statement of Special Educational Needs (SEN) or an education Health and Care Plan.
- They receive Disability Living Allowance
- They have left care under a special guardianship order, child arrangements order or adoption order.

Eligibility

Families are eligible for the 2-year-old EEF, the term after they turn 2. The date will depend when their birthday is.

- Children born between 1st January and 31st March become eligible in the summer term (On or after 1st April - 31st August)
- Children born between 1st April - 31st August become eligible in the autumn term (On or after 1st September - 31st December)
- Children born between 1st September - 31st December become eligible in the spring term (On or after 1st January - 31st March)

Further information on 2-Year-old Education Funding, please contact the Family Information Service (FIS): www.kingston.gov.uk/FIS and the FIS contact number is 02085475004.

At SteppingStonesPre-School we recognise our responsibilities under the Race Relations Act, The Sex Discriminations Act and the Disability Discrimination Act to eliminate discrimination and to promote good relations between children, staff, parents and the local community. The promotion of equal opportunities is the responsibility of the whole Pre-School and must be reflected throughout the organisation of the Pre-School. It is addressed in the curriculum and in areas beyond the curriculum.

Policy reviewed: October 2015

Next review date: October 2016