



Early Education Funding Policy

Highbury Primary School & Nursery works with children, parents and the Local Authority to ensure we deliver early education to a high standard and provide learning activities in line with children's interests.

As an Early Education Provider we are required to follow the guidelines set out in our Provider Agreement procedures and the Statutory Framework for the Early Years Foundation Stage. We are required to ensure that children for whom we receive Early Education Funding attend regularly and have an obligation to inform the Early Years Team if children do not attend. (Please refer to our Attendance Policy).

What funding is available?

Early Learning for 2 Year Olds

Your 2-year-old can get 15 hours funded early learning if you live in England and get any of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- the guaranteed element of Pension Credit

Your benefits will not be affected if you take up the Early Learning for 2-year-olds offer.

2-year-olds can also get funded childcare if they:

- are looked after by a local authority
- have an education, health and care (EHC) plan
- get Disability Living Allowance
- have left care under an adoption order, special guardianship order or a child arrangements order

If your child is in receipt of Early Learning for 2-year-olds, you may also be eligible for Early Years Pupil Premium (EYPP). EYPP is paid to childcare providers and gives them additional funding to support learning and development for children. You can [see if you're eligible for EYPP on GOV.UK](#) and speak with your provider or [local council](#) to apply.

If eligible, the funding can be accessed the term after your child's 2nd birthday.

15 Hours Childcare for all Families in England of 3 and 4-year-olds

All 3 and 4-year-olds who live in England are entitled to this offer irrespective of income levels, benefit status, or family circumstances. This funding can be accessed the term AFTER your child's 3rd birthday.

30 Hours Childcare – Working Parents (Children aged 9 months to 4 years)

Eligible working families can apply for 30 hours of childcare for 38 weeks a year, to use from the term after their child turns 9 months until they reach school age, saving an average of £8,000 a year for every child.

You can usually get funded childcare for working parents if you (and your partner, if you have one) are:

- in work or starting a new job
- on sick leave or annual leave
- on shared parental, maternity, paternity or adoption leave
- getting statutory neonatal care pay
- on bereaved partner paternity leave

The amount of funded childcare you can get depends on:

- your child's age and circumstances
- your income (and your partner's income, if you have one)
- your immigration status

When can I use the entitlements from?

You are only able to claim the entitlements from the term after your child becomes the relevant age because this gives local authorities and childcare providers enough time to prepare. If you are not working when your child turns the relevant age for the working parent entitlement, you may have to wait until the term after you start working to be eligible.

When your child turns the relevant age	When they can get their hours from
1 January to 31 March	Term starting on or after 1 April
1 April to 31 August	Term starting on or after 1 September
1 September to 31 December	Term starting on or after 1 January

Proud to be part of the **UNIVERSITY OF CHICHESTER ACADEMY TRUST**

The University of Chichester (Multi) Academy Trust is a company limited by guarantee, registered in England and Wales. Company number: 8595545.
Registered office: University of Chichester, Bishop Otter Campus, College Lane, Chichester, West Sussex PO19 6PE

Parent Declaration Form for Early Education Funded Places

You must complete a Parent Declaration Form every term to enable us to claim all early education funding your child is entitled to. You must complete this information and return to Highbury Foundation Stage Office to secure your child's funded place for the following term.

Compliance

To comply with these requirements the nursery will:

- Require parents to complete an Early Education Funding Declaration Form
- Require a copy/screenshot of the Early Education Funding letter including the entitlement code
- Require a copy of the child's birth certificate and proof of address
- Require the parent's DOB and National Insurance number
- Need to be made aware if your child is claiming funding at another setting

For more information on the types of funding available and for details of how to apply, please go to

www.beststartinlife.gov.uk

Policy Reviewed:	May 2026	Nursery Manager:	Rebecca Frost
Policy Review Date:	June 2027	Admin Officer:	Angie Bayliss

Proud to be part of the **UNIVERSITY OF CHICHESTER ACADEMY TRUST**

The University of Chichester (Multi) Academy Trust is a company limited by guarantee, registered in England and Wales. Company number: 8595545.
Registered office: University of Chichester, Bishop Otter Campus, College Lane, Chichester, West Sussex PO19 6PE