Schools for Every Child

Shared Moral rooting- The driving force that gives ethical and moral validity to the organisation. A higher purpose that can be relied upon to drive the organisation. A rooting is long lasting and outlives the wishes of one individual or another.

- UNICEF rights of child

Shared Values- Actions and things we do day to day; we live our values to get to our vision:

- Altruistic- Doing good things whenever, however and to whoever you can
- Pioneering- striving to discover new things and exceed expectations
- Ethical- Making conscious decisions to be kind and fair

Shared Vision- an aspiration for the future. This holds the different parts of the organisation together. The shared vision is something each part works towards, in its own way. Specific enough that it stands you apart from others in the same field.

- Nurturing Brilliance, Guiding Exploration, Cultivating Respect- a committed journey to put every learner's individuality, curiosity, and dignity at the forefront of the world that awaits.

Nursery FEEE and Funded Childcare Policy

Rayleigh Primary School is a Rights Respecting School. Our policies are underpinned by the UNCRC.

UNICEF Article 28(right to an education)

- *Every child has a right to an education. Children's human dignity. Wealthy countries must help poorer countries achieve this. Article 29(goals of education)Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.*

Date Policy Created:	Autumn 26
Reviewed:	

1. Introduction

Rayleigh Primary School Nursery delivers high-quality early education in line with the EYFS Statutory Framework and the Essex County Council Funded Early Education Entitlement (FEEE). We offer funded places for eligible 2-year-olds, 3-year-olds and 4-year-olds, following Essex County Council's annual provider terms and conditions.

We use the term **funded** throughout this policy in line with Essex County Council guidance.

2. Government Funding Schemes Offered

We offer the following Government schemes administered by Essex County Council:

- **FEEE2** – 15 funded hours for eligible 2-year-olds (income-based criteria)
- **FEEE2W** – 30 funded hours for eligible working parents of 2-year-olds
- **Universal 3–4 Funding** – 15 funded hours for all 3- and 4-year-olds
- **Extended 3–4 Funding** – Additional 15 funded hours for eligible working families (total 30 hours)

We do not offer nine-month funding as our setting starts from age 2.

3. Eligibility Start Dates

Children become eligible from the term after their qualifying birthday:

- Born **1 Jan–31 Mar** → Start **Summer term**
- Born **1 Apr–31 Aug** → Start **Autumn term**
- Born **1 Sep–31 Dec** → Start **Spring term**

Working-parent entitlements must be reconfirmed every 3 months via HMRC.

4. Parent/Carer Responsibilities

Parents must:

- Complete a Parent/Carer Agreement Form (Appendix 1)
- Provide accurate details for funding claims
- Maintain valid HMRC codes for 30-hour funding
- Notify the nursery of any changes in attendance or eligibility

Incorrect or late information may result in Essex County Council withdrawing or reclaiming funding.

5. Delivery of Funded Hours

Session Structure (from September 2027)

- **Morning:** 8:30–11:30
- **Lunch session:** 11:30–12:30
- **Afternoon:** 12:30–3:30

Funded hours must be taken as **whole sessions**, not hourly pick-and-mix.

We aim for children to attend either five mornings or five afternoons weekly, or both, to provide continuity.

Attendance Patterns

We offer:

- **15 hours** over 5 mornings, 5 afternoons, or a combination
- **30 hours** over a full school week

We operate term-time only and do not offer stretched funding.

During 2026/2027, parents may choose any combination of morning or afternoon sessions. From September 2027, we will move to the above patterns for consistency.

Accessing 30 Hours Over a Full School Week

Our full-day structure totals **7 hours per day** (35 hours per week). Essex County Council requires that funded hours must cover the full session, including lunch, if a full day is offered.

Parents may access 30 funded hours in the following ways:

Option A – 5 Full Days (35 hours)

- Child attends 8:30–3:30
- 30 funded hours used
- Remaining **5 hours** charged privately
- Lunch hour included within funded hours

Option B – 4 Full Days + 1 Partial Day

- 4 full days = 28 funded hours
- Remaining 2 funded hours used on the 5th day
- Parents privately pay for the remaining **5 hours** on the 5th day if required
- Funded hours still taken as whole sessions

Option C – 5 Days with Pick-Up at 2:30pm (NEW)

- Child attends 8:30–2:30
- **6 hours per day × 5 days = 30 funded hours**
- No private charges
- Child attends morning, lunch, and part of the afternoon session
- Parents must commit to daily 2:30pm pick-up

Changes to FEEE Hours

- Funded hours cannot be changed mid-term
- Changes can only be made before the Essex headcount date
- Parents may add self-funded hours at any point, subject to availability

Extra Sessions (Self-Funded)

Due to funding rules, staffing ratios, and register requirements:

- No ad-hoc or one-off sessions
- Regular weekly sessions may be increased (subject to availability)
- Session days cannot be swapped mid-term
- Any increase becomes part of the regular weekly pattern and is charged accordingly

6. Private Fees

Payment Terms

Late payments incur a charge of **£10 per day**- parents must pay by Friday each week.

Hourly Rates

- **2+ and 3+ years:** £8.50 per hour

Fees are billed weekly via Arbor.

Notice Period

A calendar month's written notice is required to cancel a place or reduce self-funded hours.

7. Additional Charges (Voluntary Contributions)

Funded hours are funded at the point of delivery. We do not charge top-up fees.

We request voluntary contributions in the following categories:

1. Snacks
Includes: fruit, crackers, milk
Cost: 50p per session

Alternative: Parents may provide their own snacks.

2. Consumables
Includes: cooking ingredients, craft materials for celebration events, enhanced provision consumables
Cost: 75p per session

Alternative: Child still participates; school covers cost if parent opts out.

3. Additional Activities / Outings / Trips
Includes: local walks, workshops, visitors, special events
Cost: typically £2–£5 per session

Alternative: Child still participates; school covers cost if parent opts out.

Parents may opt out of one, two, or all three voluntary contributions.

Late Pick Up Fee: If a child is late being picked up, a £10 charge per 10 minutes is added to the account.

8. Breakfast Club (Optional Bolt-On)

- **Time:** 7:30–8:30am
- **Cost:** £8.50 per session
- Includes breakfast and supervised early-morning care
- Not covered by FEEE

9. Admissions & Availability

Funded places are offered:

- In line with our Admissions Policy
- Subject to staffing ratios and capacity

A funded place cannot be guaranteed if sessions are full.

10. Attendance & Non-Attendance

- Regular attendance is expected
- Persistent non-attendance may result in a space being withdrawn
- Changes to funded hours must be made before the headcount date

11. Other Funding Streams

Early Years Pupil Premium (EYPP)

Additional funding for those meeting eligibility criteria. Used to enhance learning experiences.

Disability Access Fund (DAF)

Annual payment for children receiving Disability Living Allowance. Supports access to provision.

Special Educational Needs Inclusion Fund (SENIF)

Supports children with emerging or identified SEND. Allocated based on evidence submitted to Essex County Council.

Income Deprivation Affecting Children Index (IDACI)

Used to identify children living in areas of deprivation. May influence additional funding allocations.

12. Annual Review

This policy is reviewed annually in April, following updated Government and Essex County Council guidance, and published in September for the new academic year.

13. How to Apply for Funded Early Education Entitlement (FEEE) and Tax-Free Childcare

Applying for Working Parent Entitlement (30 Hours) – Best Start in Life

Parents can apply for the **working parent entitlement** (Extended 3–4 Funding and FEEE2W) through the **Best Start in Life** website.

Steps:

- Visit **Best Start in Life – Best Start in Life**
- Follow the guidance for applying for the working parent entitlement
- You will be directed to HMRC's Childcare Choices portal
- Provide required personal and employment details
- If eligible, HMRC will issue an **11-digit eligibility code**
- Include this code on the **Parent Agreement Form (PAF)**
- Essex County Council will verify the code
- Reconfirm eligibility every 3 months

Applying for 15 Hours Funded Early Learning for Eligible 2-Year-Olds

Parents must apply directly through Essex County Council:

- Visit **15 hours funded early learning for 2-year-olds | Essex County Council**
- Complete the online eligibility check
- Provide confirmation of eligibility to the nursery
- The nursery will claim FEEE2 funding

Applying for FEEE via HMRC – Childcare Choices

Parents may also apply through HMRC's Childcare Choices system:

- Visit GOV.UK → Free Childcare for Working Parents
- Provide personal and employment details
- Receive an **11-digit eligibility code**
- Include this code on the PAF
- Essex will verify the code
- Reconfirm eligibility every 3 months

Applying for Tax-Free Childcare

Tax-Free Childcare provides a **20% government top-up** on childcare payments.

Steps:

- Visit GOV.UK → Tax-Free Childcare
- Sign in or create a Government Gateway account
- Provide required personal details
- Add Rayleigh Primary School and Nursery as your provider
- Set up your childcare account
- Reconfirm eligibility every 3 months

Important Notes

- Both parents must be included if living together
- Only one parent can claim per child

- Separated parents must agree who applies
- Tax-Free Childcare cannot be used alongside Universal Credit
- Further guidance is available on GOV.UK or via HMRC

Appendix 1

RAYLEIGH PRIMARY SCHOOL EARLY YEARS REGISTRATION FORM

Child's Name:		
Child's date of birth:		**Male: Female:**
Child's address:		
Parent/Guardian's name:		
Setting: Term after 2 **OR** **Academic year Child turns 4**	**YES / NO** **YES / NO**	
Days (Mon-Fri term time only)Sessions (AM/PM) **Lunch (Y/N)**		
Contact details:	**Home phone number:** **Mobile number:** **E-mail address:**	
Does the child already have a sibling in school	**YES / NO Details –**	
Signed: **Date:**		

Please return to the School office: Rayleigh Primary School, Love Lane, Rayleigh, Essex, SS6 7DD

Thank you.

For administration use only:

Date information entered onto system:	
Is the child in or out of catchment?	IN / OUT
Copy of our admissions Policy given to Parent/Carer	YES / NO
Copy of birth certificate given to Office:	YES - NO

We take privacy seriously and are committed to protecting and respecting your privacy. Our policy can be found on our website: www.rayleighprimary.org.uk/our-office/your-privacy

If you are claiming FRAS, please complete the following section. For the full criteria and application process please visit the following page: https://www.essex.gov.uk/children-young-people-and-families/early-years-and-childcare/help-childcare-costs/15-hours-0.