Early Years Funded Entitlement (EYFE) Policy

1. Introduction

The Early Years Funded Entitlement (EYFE) for children over 9 months old to statutory school age is at the heart of the Government's vision for all children to have access to high quality early years education, giving every child the best start in life.

The Department for Education (DfE) provides the Local Authority)LA) with statutory guidance namely 'Statutory guidance Early Education and Childcare (applies from 1 April 2026)' which outlines how to meet the duties set out in the Childcare Act 2006 and subsequent legislation. It also includes information about eligibility and conditions of funding.

While providers may wish to note this guidance, your obligations in connection with delivering the funded early years entitlements are set out in the following West Sussex County Council (WSCC) Provider Declaration. This document does not provide guidance on how providers operate their private businesses outside of the funded entitlement.

All 3 & 4 year olds currently living in England are entitled to make a claim of 15 hours (universal) Early Years Funded Education. Since September 2025 all children aged 9 months plus of parents living and working in England 3 & 4 year olds may be entitled to 30 hours of Early Years Funded Education. Eligible children are able to access the 15 or 30 hours from the start of the term following their child turning 9 months.

Eligible 2-year olds for LA Issued EYFE or Free Childcare income-based benefits may also be able to make a claim for 15 hours. Home from Home accepts 9 month, 2-year, 3- year and 4-year funding and tax-free childcare.

This policy should be read in conjunction with:

- Admissions Policy
- Contract Policy
- Early Years Pupil Premium Policy
- Finance Policy
- Food Provision Policy
- Privacy Policy
- Schedule of Fees
- Term Time Only Contract Policy
- WSCC Early years funded entitlement parent declaration form (April 2026)

2. Contents

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3. Aim of the Policy

The aim of Home from Home's Early Years Funded Entitlement Policy is to ensure delivery of a sustainable business model without compromising Home from Home's ethos, above average government ratio's, highly qualified staff and a free flowing stimulating environment. Most importantly that the funding 'model of delivery' also works for the needs of parents of children that attend Home from Home, and complies with statutory requirements with regard claiming funded entitlement.

4. Funding model of delivery

4.1 EYFE Scheme

EYFE Scheme	Maximum Hours Per Week (Over 38 weeks)	Maximum Hours Per Year
9 months old Working Families EYFE	30	1140
2 year old Working Families EYFE	30	1140
Early Learning for 2 year old (LA Issued EYFE)	15	570
3 and 4 year olds Universal EYFE	15	570
3 and 4 year olds Working Families EYFE	30	1140

The government offers 15 or 30 hours funding over 38 weeks. Settings that open for more than 38 weeks of the year are able to stretch funding.

- At Home from Home funding is stretched over 51 weeks equalling 11 (15) or 22 (30) hours per week.
- Funding is offered for 4/3.5 or 5 hours per 5 hour session, depending on the contract attended under and a child's funding entitlement. Therefore, a child entitled to 30 hours over 38 weeks (22 hours stretched over 51 weeks at Home from Home) is able to claim all their entitlement over 2 or 3 days of attendance depending on the contract attended under

4.2 Home from Home provides the following pattern of delivery for Early Years Funding Entitlement.

Monday	Tuesday	Wednesday	Thursday	Friday
9am/9.30am to 1.00pm & 1.00pm to 4.30pm/5.00pm 8.00am to 1pm & 1pm to 6pm*	9am/9.30am to 1.00pm & 1.00pm to 4.30pm /5.00pm	9am/9.30am to 1.00pm & 1.00pm to 4.30pm /5.00pm	9am/9.30am to 1.00pm & 1.00pm to 4.30pm /5.00pm	9am/9.30am to 1.00pm & 1.00pm to 4.30pm /5.00pm 8.00am to 1pm & 1pm to 6pm*

* 15/ 30 hours 'funded only' contract (refer to Contract Policy)

4.3 Children become of eligible age for EYFE on the dates set out below:

Eligible 9 month olds

A child born on or between:	**Will turn 9 months old on or between:**	**Will become eligible age at the start of the term beginning in:**
1 April and 30 June	1 January and 31 March	April after turning 9 months old
1 July and 30 November	1 April and 31 August	September after turning 9 months old
1 December and 31 March	1 September and 31 December	January after turning 9 months old

Eligible 2 year olds

A child born on or between:	**Will become eligible age at the start of the term beginning in:**
1 April to 31 August	September after their 2nd birthday
1 September to 31 December	January after their 2nd birthday
1 January to 31 March	April after their 2nd birthday

Eligible 3 and 4 year olds

A child born on or between:	**Will become eligible for a funded place at the start of the term beginning on or following:**
1 April to 31 August	September after their 3rd birthday
1 September to 31 December	January after their 3rd birthday
1 January to 31 March	April after their 3rd birthday

5. Guide to funding entitlement

There are several elements to funding, which will determine how much of a child's funding entitlement will be claimed:

- A child's funding entitlement – determines the amount of funded hours a child is eligible to claim
- The setting's 'funding model of delivery' as agreed with WSCC annually – determines how a child can apply their funding entitlement at the setting
- The child's agreed contract of attendance – determines how much of a child s funding entitlement can be claimed in line with Home from Homes funding model of delivery, and a child's contract of attendance.

Early years funding is a grant that is provided by Central Government and administered by the local County Council. Eligible 9 month olds (from September 2024), two year olds and all three and four year olds are entitled to the equivalent of 15 or 30 hours of free childcare a week over 38 weeks (i.e., term time only). As Home from Home is open 51 weeks of the year the funding is stretched out over this period, resulting in children that attend Home from Home being entitled to claim 11 or 22 hours per week over a period of 51 weeks.

Home from Home will provide parents with the current schedule of fees prior to any uptake of any EYFE.

5.1 3 and 4 Year Olds Universal EYFE

All 3 & 4 year olds are eligible for 15 hours of funded childcare per week. Children become eligible from the term that commences after their 3rd birthday. Home from Home will make the claim on the child's behalf. Parents are not required to provide an eligibility code.

5.2 3 & 4 year olds working families EYFE

Extended entitlement for 3 & 4 yr. olds for an additional 15 hours to make 30 hours is also available from the term after the child's 3rd birthday for those children who have working parents meeting the eligibility criteria. Parents must provide the nursery with their child's 'eligibility code' to enable the nursery to claim funding on their child behalf, this is obtained via your childcare service account. **Parents must apply and have the code issued by the 31st March, 31st August and**

31st December for the code to be eligible for the nursery to claim for the coming term. Any codes issued after these dates will only be eligible for funding to be claimed from the following term. Parents must also reapply for this code before the start of each term. All advice with regard 30 hours can be found at https://www.childcarechoices.gov.uk/

Regulation requires Home from Home to validate a child's 30 hours code with the local authority using a child's date of birth, 30 hours code, the parent's National insurance number and parent's date of birth.

By providing this information you are giving Home from Home consent to validate your 30 hour code.

5.3 2 year old working families EYFE

All children of working parents will become eligible for up to 30 hours the term after their 2nd birthday. Birthdays must be before the 1st January, 1st April and 1st September to claim in the following term. Parents will be required to provide personal information to verify their child is eligible to claim as follows:

- birth certificate or passport of the child
- Both parents' national insurance numbers and dates of birth
- Proof of address dated within last 3 months of the claim

Details are provided via the 'parent declaration form'.

5.4 Early Learning for 2 Year old (LA issued EYFE)

2 year olds can get 15 hours of free childcare a week if you live in England and you or your child get some extra support. You'll be eligible if you get any of the following extra support:

- You get Universal Credit, and your household income is £15,400 a year or less after tax (not including benefit payments)
- You get Income Support, income-based Jobseeker's Allowance (JSA) or income-related Employment and Support Allowance (ESA)
- You get the guaranteed element of Pension Credit
- Your child has an education, health and care (EHC) plan, also known as an EHCP
- Your child gets Disability Living Allowance (DLA)
- Your child has left care under an adoption order, special guardianship order or a child arrangements order
- A child is also eligible if they're in care.

To apply, you need to contact the early years team or Family Information Service at your local council: https://www.westsussex.gov.uk/education-children-and-families/childcare-and-early-education/childcare-options-and-funding/2-year-old-local-authority-issued-early-years-funded-entitlement/

This funding can be claimed at any time during the term i.e., outside of headcount process.

5.5 2 Year olds working families EYFE

You can get 30 hours of free childcare through 2 separate schemes if both of the following apply:

- You're eligible for Free Childcare for Working Parents
- You or your child get extra support

You'll get:

- 15 hours per week if you or your child get extra support (you'll continue to get these hours even if you are no longer eligible for Free Childcare for Working Parents)
- 15 hours per week through Free Childcare for Working Parents

Working Families Funding

The amount of free childcare you can get through Free Childcare for Working Parents depends on:

- Your child's age and circumstances
- Whether you're working (employed, self-employed, or a director)
- Your income (and your partner's income, if you have one)
- Your immigration status

You will not be eligible if either:

- Your child does not usually live with you
- You or your partner have an expected adjusted net income over £100,000 in the current tax year

To apply for the working families funding element, you will need to apply via the follow link: https://www.gov.uk/free-childcare-if-working/what-youll-get

5.6 Early Learning for 2 Year olds (LA issued EYFE)

Your 2 year old can get 15 hours of free childcare a week if you live in England and you or your child get some extra support. You'll be eligible if you get any of the following extra support:

- You get Universal Credit, and your household income is £15,400 a year or less after tax (not including benefit payments)
- You get Income Support, income-based Jobseeker's Allowance (JSA) or income-related Employment and Support Allowance (ESA)
- You get the guaranteed element of Pension Credit
- Your child has an education, health and care (EHC) plan, also known as an EHCP
- Your child gets Disability Living Allowance (DLA)
- Your child has left care under an adoption order, special guardianship order or a child arrangements order
- A child is also eligible if they're in care.

To apply, you need to contact the early years team or Family Information Service at your local council: https://www.westsussex.gov.uk/education-children-and-families/childcare-and-early-education/childcare-options-and-funding/2-year-old-local-authority-issued-early-years-funded-entitlement/

5.7 9 month old working families EYFE

Children of working parents will become eligible for universal funding for 30 hours the term after they become 9 months.

Parents of children returning to work part way through a funding term, must still have applied for their working families eligibility code by the term start date 1st January, 1st April and 1st September, irrespective as to when they are returning to work/child commencing funding claim from.

A child of a parent returning to work from maternity leave after headcount day will have their funding claim processed by Home from Home via the "Post Headcount Claim" process with WSCC. WSCC will only approve a claim with an eligibility code that is dated prior to the 1st January, 1st April or 1st September term dates.

Birthdays must be before the 1st January, 1st April and 1st September to claim in the following term. Parents will be required to provide personal information to verify their child is eligible to claim as follows:

- Birth certificate or passport of the child
- Both parents' national insurance numbers and dates of birth
- Proof of address dated within last 3 months of the claim

Details are provided via the 'parent declaration form'.

5.8 Headcount Day

Home from Home is only able to claim Early Years Funding Entitlement on a term-by-term basis in line with statutory LA guidance. All Children must have registered and started at the nursery and be eligible for funding by the terms "Head Count Day" as stipulated by West Sussex County Council. This is usually towards the start of each term, and is confirmed by WSCC termly. The nursery team can confirm this date.
This excludes children of parents returning from maternity leave up to a year old, see 5.5. and children claiming 2 year old Early Learning LA issued EYFE.

The table below shows the upcoming headcount days:

Term	WSCC Headcount Day
Summer 2026	Thursday 30th April 2026
Autumn 2026	Thursday 17th September 2026

Spring 2027	Thursday 21st[h] January 2027
Summer 2027	TBC

5.9 Changing entitlement during a term:

A child already in a setting cannot increase or decrease their funding entitlement claim part way through a term unless it is due to a parental change in working circumstances. A child can change attendance in line with Home from Homes notice Policy (see attachment) but there would not be a subsequent change in funding claimed for that term if the change takes place after the funding submission deadline for that term. If a child commences part way through a term i.e. after headcount date any claim would be submitted by a 'post headcount claim form'. If funding entitlement was subsequently not approved a parent would be eligible for fees for any sessions already taken and if not paid immediately, the child's place will be withdrawn.

5.10 Changing childcare providers within WSCC:

If a child moves settings or reduces/increases attendance at Home from Home in lieu of another setting part way through a term within then Home from Home will transfer/claim any unclaimed funding to the new setting. This is only relevant for children moving to another setting within the WSCC area. Please contact Patsy Alleyne-Wake nursery@worthingnurseryschool.co.uk to discuss further.

5.11 Changing childcare providers outside of WSCC:

If a child moves to WSCC from outside of the county and outside of the termly claim process then funding does not move with the child and Home from Home would make a claim via the post headcount claim form process. Please contact Patsy Alleyne-Wake nursery@worthingnurseryschool.co.uk to discuss further.

5.12 Children in multiple childcare settings: Statutory guidance allows a child to attend a maximum of 2 sites in any one day and the funding can be shared across both settings. Where children are sharing funding across more than one setting Home from Home will liaise with other setting to ensure the funding entitlement is maximized and correct between both settings. Incorrect funding claims submitted by both settings will be rejected by WSCC and may result in funding entitlement being denied. Parent declaration forms must include accurate details of the funding entitlement being claimed by other settings so it is best that these are first agreed between all settings. By signing the parental declaration, you are confirming where your child uses their funded hours and it is a parent's responsibility to only use the hours a child is entitled to. Contact details of other setting's must be indicated on the parent declaration form or for advice prior please

contact Patsy Alleyne- Wake, Admissions & Systems Administrator on nursery@worthingnurseryschool.co.uk to discuss further

6. Disability Access Fund (DAF) Declaration

3 & 4 year old children who receive a Disability Living allowance and Early Years Funding Entitlement may be eligible for the Disability Access Fund (DAF). Please see https://www.gov.uk/disability-living-allowance-children

The local authority pays DAF directly to the nursery as a fixed rate per eligible child. The parent will have to provide proof of eligibility for DLA to the setting who will forward the information to the local authority.

7. Early Years Pupil Premium (EYPP) Declaration

Early Years Pupil Premium is additional funding generally for children receiving funded hours (age 9 months to 4 years) whose parents receive benefits like Universal Credit (with annual income under £7,400), Income Support, or via income-based Jobseeker's Allowance. If you believe your child may be eligible then please advise Home from Home by completing the relevant section of the parent declaration form. The EYPP provides around £388 extra per year for a child's early years provider, which is used for resources, specialized support, and staff training to improve education outcomes.

Please refer to the **EYPP Policy**, which lays out how Home from Home uses any EYPP provided.

8. Fee Structure and Payments Including Early Years Funding Entitlement

Parents and Carers are reminded that Home from Home provides a maximum of 11 or 22 hours. Early Years Free Entitlement per week for 3.5/4/5 hours per half day session. Any hours booked or used outside Home from Home pattern of delivery for Early Years Free Entitlement will be charged as per the Home from Home Schedule of Fees/Contract Policy.

A child attending on a 'fee contract' can use any combination of days stated in Home from Home's pattern of delivery for EYFE dependent on availability up to and including 11 or 22 hours. Please refer to the Home from Home Contract Policy**.**

Parents are fully responsible for **ALL** fees in the event that funding is withheld for any reason including loss of funding eligibility. Home from Home reserves the right to make these changes with immediate effect.

Should the parents of a child receiving the 30 hours working parents funding cease employment, they should notify nursery@worthingnurseryschool.co.uk immediately and a cessation date will be agreed (4 week's notice). If a parent resumes employment within the government's grace period (stipulated on the government website), then funding should not usually be withdrawn.

9. Example Funding & Fee Patterns

9.1 3 and 4 years Universal EYFE only i.e.15 hours over 38 weeks = 11 hours per week stretched over 51 weeks a year based on contracted attendance of 5 full days:

Day	**Hours of funding**	**Remaining cost of day session including meals and sundries**
Day One AM	4.0	1 hr care £9.50 Meal £4.95 Sundry £2.90
Day One PM	3.5	1 hr care £9.50 30 mins care £4.75 Meal £4.95 Sundry £2.90
Day Two AM	3.5	1 hr care £9.50 Meal £4.95 Sundry £2.90
Day Two PM	0	£42.50
Day Three	0	£79.00(£42.50 for a half-day session subject to availability)
Day Four	0	£79.00(£42.50 for a half-day session subject to availability)
Day Five	0	£79.00(£42.50 for a half-day session subject to availability)

9.2 3 & 4 year old Working Families EYFE only i.e., 30 hours over 38 weeks = 22 hours per week stretched over 51 weeks a year based on contracted attendance of 5 full days:

Day	**Hours of funding**	**Remaining Cost of session including meal cost and sundries**
Day One AM	4	1 hr care £9.50 Meal £4.95 Sundry £2.90
Day One PM	3.5	1 hr care £9.50 30 mins care £4.75 Meal £4.95 Sundry £2.90
Day Two AM	3.5	1 hr care £9.50 30 mins care £4.75 Meal £4.95 Sundry £2.90
Day Two PM	4	1 hr £9.50 Meal £4.95 Sundry £2.90

Day Three AM	3.5	1 hr care £9.50 30 mins care £4.75 Meal £4.95 Sundry £2.90
Day Three PM	3.5	1 hr care £9.50 30 mins care £4.75 Meal £4.95 Sundry £2.90
Day Four	0	£79.00(£42.50 for a half-day session subject to availability)
Day Five	0	£79.00(£42.50 for a half-day session subject to availability)

9.3 Early Learning of 2 year olds (LA Issued EYFE) only i.e.15 hours over 38 weeks = 11 hours per week stretched over 51 weeks a year based on contracted attendance of 5 full days:

Day	**Hours of funding**	**Remaining cost of day session including meals and sundries**
Day One AM	4.0	1 hr care £9.60 Meal £4.95 Sundry £2.90
Day One PM	3.5	1 hr care £9.60 30 mins care £4.80 Meal £4.80 Sundry £2.90
Day Two AM	3.5	1 hr care £9.60 30 mins care £4.80 Meal £4.95 Sundry £2.90
Day Two PM	0	£43.50
Day Three	0	£81.00(£43.50 for a half-day session subject to availability)
Day Four	0	£81.00(£43.50 for a half-day session subject to availability)
Day Five	0	£81.00(£43.50 for a half-day session subject to availability)

9.4 2 year old Working Families EYFE i.e., 30 hours over 38 weeks = 22hrs per week stretched over 51 weeks a year based on contracted attendance of 5 full days

Day	**Hours of funding**	**Remaining cost of day session including meals and sundries**
Day One AM	4	1 hr care £9.60 Meal £4.95

		Sundry £2.90
Day One PM	3.5	1 hr care £9.60 30 mins care £4.80 Meal £4.80 Sundry £2.90
Day Two AM	3.5	1 hr care £9.60 30 mins care £4.80 Meal £4.95 Sundry £2.90
Day Two PM	4	1 hr £9.60 Meal £4.80 Sundry £2.90
Day Three AM	3.5	1 hr care £9.60 30 mins care £4.80 Meal £4.80 Sundry £2.90
Day Three PM	3.5	1 hr care £9.60 30 mins care £4.80 Meal £4.80 Sundry £2.90
Day Four	0	£81.00(£43.50 for a half-day session subject to availability)
Day Five	0	£81.00(£43.50 for a half-day session subject to availability)

9.5 9 month old Working Families EYFE only i.e. 30 hours over 38 weeks = 22 hours per week stretched over 51 weeks a year based on contracted attendance of 5 full days:

Day	**Hours of funding**	**Remaining cost of day session including meals and sundries**
Day One AM	4.0	1 hr £9.75 Meal £4.95 Sundry £2.90
Day One PM	3.5	1 hr £9.75 30 mins care £4.87 Meal £4.80 Sundry £2.90
Day Two AM	3.5	1 hr £9.75 30 mins care £4.87 Meal £4.95 Sundry £2.90
Day Two PM	4.0	1 hr £9.75

		Meal £4.80 Sundry £2.90
Day Three AM	3.5	1 hr care £9.75 30 mins care £4.87 Meal £4.95 Sundry £2.90
Day Three PM	3.5	1 hr care £9.75 30 mins care £4.87 Meal £4.80 Sundry £2.90
Day Four	0	£83.00(£44.50 for a half-day session subject to availability)
Day Five	0	£83.00(£44.50 for a half-day session subject to availability)

9.6 2, 3 & 4 year Universal Funding Entitlement (Funded Only Contract): 15 hours over 38 weeks = 11 per week stretched over 51 weeks a year. Based on contracted attendance of one day per week. This can also be taken as two half-day sessions subject to availability

Day	**Hours of funding**	**Remaining Cost of session including meal cost* and sundries**
Day One AM Day One PM	5 5	Meal AM £4.95 Sundries AM £2.90 Meals PM £3.80 Sundries PM £2.90
Day Two	0	
Day Three	0	
Day Four	0	
Day Five AM Day Five PM	5 5	Pre School - £79.00(£42.50 for a half-day session) Toddler Room - £81.00(£43.50 for a half-day session) Baby Room - £83.00(£44.50 for a half-day session)

***** A child can provide own food subject to Home from Home's policy and procedures

9.7 3 & 4 year Extended Funding (Funded Only Contract)**:** 30 hours over 28 weeks = 22 hours per week stretched over 51 weeks of the year. Based on contracted attendance of two days per week

Day	**Hours of funding**	**Remaining Cost of session including meal cost* and sundries**
Day One AM Day One PM	5 5	Meal AM £4.95 Sundries AM £2.90 Meals PM £3.80 Sundries PM £2.90

Day Two	0	
Day Three	0	
Day Four	0	
Day Five AM Day Five PM	5 5	Meal AM £4.95 Sundries AM £2.90 Meals PM £3.80 Sundries PM £2.90

10. How do I know if my child is eligible for 15 and/or 30 hours funding?
Parents can check eligibility for 15 and/or 30 hours online at:
https://www.childcarechoices.gov.uk

11. Tax Free child care - help with childcare costs/ employer childcare vouchers

The government operates the **HMRC Tax-Free Childcare Scheme**.

Whilst we appreciate it is still difficult times for so many at the moment, it is important to remember financial support is out there for all working parents in the form of Tax-free childcare. All children from birth to 12 years are eligible for Tax-free childcare.

Tax-free childcare allows up to £500 towards childcare fees every three months (£2000 a year). For every £8 you pay into the account the government will top it up with £2 for you to use to pay your provider. You can also use Tax-free childcare alongside funded hours. Please note if you use any childcare voucher scheme you are unlikely to be eligible.

Parents can use Tax-Free Childcare alongside the 15 and 30 hours free childcare schemes in England.

Parents cannot use Tax-Free Childcare at the same time as they receive childcare vouchers, Universal Credit or tax credits. However, 30 hours free childcare can be received alongside these schemes

If you feel you are eligible for Tax Free childcare, please visit https://www.gov.uk/tax-free-childcare and register. You can check what help you can get with childcare costs, using the childcare calculator. This will help you decide what support is best for you. Home from Home cannot advise on individual circumstances or entitlement but we are happy to try to answer and general queries you may have. Once registered you can start paying money into the account and then transfer your payments to Home from Home.

Some Employers operate Childcare voucher schemes which deduct monies from salary at source to support childcare costs. Home from Home operates most childcare voucher schemed. Please contact nursery@worthingnurseryschool.co.uk for more information on this.

12. Privacy Notice and Parent Declaration Form

Home from Home is required to share information with WSCC detailing children's and parents' gender, age, address, dates of birth, attendances, disabilities and parents NI number in order to take up the early years funding. Statutory guidance requires parents to complete and sign a 'Parent declaration form' each year, which will hold details of the hours, claimed and over how many weeks. This will be agreed between Home from Home and the Child's parents in line with the child's contract of attendance, funding eligibility and the settings funding model of delivery. Irrespective of the funding eligibility, in line with statutory guidelines, funding CANNOT be claimed by Home from Home on behalf of the child if it is not in receipt of the appropriate signed parent declaration form.

Please refer to HfH Privacy Notice – General for full information on how we share your information.

The Parent declaration form will be issued in the term a child's funding eligibility commences for completion and return by the start of the said term. If a child changes attendance new form must be completed. A parent declaration must be completed annually irrespective of any previous issues and this will be action every April.

13. How does the funding claim process work at Home from Home?

- Part way through the term before funding entitlement commences Home from Home will email parents/carers of eligible children with this policy, a copy the parent declaration form, Schedule of Fee's and Contract Policy.
- Parents/carers should understand if their child is eligible for 15 or 30 hours and provide an eligibility code where required.
- Parents/carers should decide the hours they wish their child to attend and if different to current attendance contact **Patsy Alleyne-Wake** at nursery@worthingnurseryschool.co.uk to agree any changes, subject to availability, prior to completion of the form.
- Parents/carers must advise Home from Home if funding entitlement is being used in other settings, please contact nursery@worthingnurseryschool.co.uk to do so.
- Home from Home will issue a pre populated Parent declaration form by hand for parents to complete, sign and return by the advised deadline
- The child must be in attendance in the agreed pattern of attendance by the headcount day confirmed by WSCC. Subject to illness and annual leave.
- Once the completed parent declaration form is received by Home from Home, Home from Home will process funding claim as per the parent declaration form and by the agreed date as advised by WSCC

- The parent is responsible for ensuring a child's 'eligibility code' is validated within the correct timeframe. Home from Home will use the WSCC eligibility checker to check codes but cannot be responsible for any that are not correctly validated and therefore do not allow funding to be claimed on a child's behalf.
- Children attending on a funded hours only contract are contracted on a termly only basis, and should advise renewal 4 weeks before the start of the Spring, Summer and Autumn term dates.

If Home from Home is unable to meet a parent's full funding request you are entitled to split your funding between two settings.
Please contact Patsy Alleyne-Wake on nursery@worthingnurseryschool.co.uk in case of any queries.

14. FAQ's

How do I contact WSCC in case of any queries with regard funding entitlement?
Both parents and the setting can contact the Family information service for advice: FreeEntitlement@westsussex.gov.uk or 03302224864

When is my child entitled to EYFE?
Your child is normally entitled to the EYFE from the term that commences after they turn 9 months. For example, if a child becomes 9 months old in February, EYFE starts in the Summer Term, which usually starts in April.
Terms fall as follows:
Spring - January to Mid-April
Summer - Mid April (dependent on how Easter falls) to August
Autumn - September to December.
Exact term start and finish dates are adjusted at the start of each school year by WSCC.

Will my child be entitled to claim their funding entitlement if my child starts nursery after the headcount date?
Your child must be attending the nursery in the contracted pattern of attendance by the headcount date to qualify for EYFE. A child can commence attending part way through a term due to relocation to the area and WSCC allows a post headcount claim form to be submitted to make this claim. A child of a parent returning from maternity leave can start at any point in the term, and funding can be claimed at any point in the term as long as they are under the age of 1 year on starting.

My child will be off during the headcount week, will this affect the funding claim?
Yes, it may affect the claim. If you are away on holiday or your child is off sick, we will still make a claim for you but funding is not guaranteed. Some LEAs require us to send copies of our registers to prove the children's attendance at nursery, so it is advisable that you try to ensure that your child attends fully for the week of the headcount.
In order to receive the EYFE children must attend on a regular basis. As part of our agreement with the LEA, Home from Home is required to record and monitor absences of children who receive free nursery education. You should be aware that persistent absence of 4 weeks or more in a term might lead to withdrawal of funding by WSCC.

If my child attends another setting, can I still claim with Home from Home?

If your child attends another early year's provider you can claim but you need to confirm this on your Parent Declaration Form by telling us the number of sessions you wish to claim from Home from Home and from the other setting. The total hours that you claim across the settings however must not exceed 15/30 hrs. a week or 11/22 hours on the stretched offer. Home from Home is happy to liaise with the other setting to ensure the funding entitlement for any child is maximized in this instance.

The LEA has told me my sessions are free.

The 'free entitlement' relates to the care of your child only. The LEA pays for a maximum of 15/30 hours per week of care for 38 weeks of the year (570/1140 hours) or a maximum of 11/22 hours on the stretched offer for 51 weeks, government funding is not intended to cover the cost of meals, consumables or extra activities. Home from Home provides a full day care service. This means that sessions can be longer than funding allows, and our fees also include breakfast, snacks, drinks, nappies, and other consumable such as sun cream. Please see the Schedule of Fees for the fees charged.

LEAs claimed EYFE in hours

LEAs collect the children's time in hours rather than sessions. At Home from Home, you can claim for 11/22 hours, with 3.5/4/5 hours claimed on a half-day or 7/7.5/10 hours claimed on a full day.

Home from Home will recover from you any funding credited to your Home from Home account to which you child is not entitled.

Home from Home is open for 51 weeks per year.

Why do you need a copy of my child's birth certificate or passport?

This is required to validate your child's legitimacy and entitlement to claim and to do this we need to confirm your child's date of birth falls within the dates of eligibility set by the LEA. Proof can be via a birth certificate or passport.

Do I need to sign a Parent Declaration Form every term?

Not necessarily, but a parent must sign a new form annually. WSCC produces a new parent declaration form every April in line with the annual funding agreement made with settings. All parents must have a current signed parent declaration form on file. Therefore Home from Home will issue every parent with a new form every April irrespective of the last time a form was completed.

In some circumstances a parent may need to complete a Parent Declaration Form more than once a year as follows:

- when a child changes the type of funding claimed
- when there is a change to any of the details on the form, including address details, change to sessions attended or funding eligibility or number of hours claimed.
- when submitting a new claim for DAF.
- when a child starts attending more than one setting.

Forms must be completed to enable Home from Home to make a claim correctly on your child's behalf on the WSCC funding claim portal i.e. to allow you the correct amount of funding for your child. The WSCC can audit a setting at any time to ensure that we are awarding you in the correct manner and we must be able to provide them with documentary evidence as per statutory requirement. Please be aware that the form is a

legal document and that anyone knowingly making a false declaration may be committing an offence and could be liable to prosecution. The information contained on the form is protected under the Data Protection Act, see our Privacy Notice for further information on how we use your data.

What happens if I do not return my Parents Declaration Form?
If you fail to return your form and proof of your child's date of birth, the funding claim will not be able to be made by Home from Home on your child's behalf and there will therefore not be any funding available to be allocated to your child's fees and full fees must be paid in line with our notice period.

Do I need to declare funding eligibility to the HM Revenue & Customs if I claim working family/child tax credits?
You should get any clarification required from the HM Revenue & Customs. You can contact them online at www.hmrc.gov.uk.

What if I do not want to claim EYFE?
We understand that some parents may not wish to claim EYFE as it can complicate claims with working family tax credit. We do still require you to complete the form and to state that you do not wish to claim. Please make this clear on the form. It is also desirable for you to send an email to confirm this.

Who can I contact at Home from Home for help with EYFE?
You can call Patsy Alleyne-Wake at the Nursery Office on 01903 248115
Alternatively email Patsy: nursery@worthingnurseryschool.co.uk

15.Policy Review

We are passionate about our ethos and we wish to understand that delivery is sustainable in the long term and this policy will therefore be subject to on going review in addition to the following circumstances:

- Changes to the government's statutory guidance on funding entitlement usually annually in April
- Changes to Home from Home's Fee structure

16.Version Control

Version	Date	Status	Comments	By
1	October 2015	Final		Julia Pattenden
2	April 2017			Julia Pattenden
3	January 2018			Julia Pattenden
4	January 2019			Julia Pattenden

5	October 2020			Julia Pattenden
6	Jan 2021		Amended I line with fee changes	Julia Pattenden
7	January 2022		Amended in line with Fee changes	Julia Pattenden
8	February 2023	Final	Amended in line with the fee changes.	Julia Pattenden
9	April 2023	Draft	Amended in line with the fee increases & WSCC guidance.	Julia Pattenden
10	May 2023	Final		Patsy Alleyne-Wake
11	January 2024	Final	Amended in line with fee increases effective 01/02/2024	Patsy Alleyne-Wake
12	February 2024		In line with the change to applying funding 11/22 hours	Patsy Alleyne-Wake
13	March 2024	Final	In line with the change to applying funding 11/22 hours + 2 year funding changes	Patsy Alleyne-Wake
14	April 2024	Updated	Updated following feedback from 2year funding live	Patsy Alleyne-wake
15	June 2024	Final	Amended to reflect 9 month funding going live in Sept. 24	Julia Pattenden
16	August 2024	Updated	Inline with additional information for parents/carers returning to work with 9 months funding.	Patsy Alleyne-Wake
17	December 2024	Final	Amended to reflect	Patsy Alleyne-Wake

			February 2025 fee increases.	
18	September 2025		Amended to reflect change in funding model	Julia Pattenden
19	April 2026	Updated	Amended in line with Fee and funding changes for April 2026	Julia Pattenden
20	October 2026	Final	Amended in line with notice period changes.	Patsy Alleyne-Wake

Appendices

Appendix I – Parent Funding – Quick Step Guide

New To Claiming
Funding Guide For Working Families

Are you uncertain about how to claim & access your funded quality childcare hours for the upcoming funding term?

We have prepared an easy step-by-step guide that will help you navigate the process effectively, ensuring a seamless experience. https://www.gov.uk/free-childcare-if-working/apply-for-free-childcare-if-youre-working

1: CHECK ELIGABILITY
See if you can claim the 15- or 30 hours working families funding here -
https://www.gov.uk/free-childcare-if-working/check-youre-eligible

2: HAVE THE REQUIRED INFORMATION READY & TO HAND
You will require the following information:
National Insurance Number
Work start date
Childs UK Birth Certificate Number
Details of any support benefits received

3) APPLY FOR YOUR CHILDS ELIGABILTY CODE ONLINE
Scroll to the bottom of the page and click the green "Apply Now" button. The process takes around 20 minutes to compete.
https://www.gov.uk/free-childcare-if-working/apply-for-free-childcare-if-youre-working

4) WAIT FOR DECISION
A decision on eligibility may be confirmed straight away, although eligibility confirmation may take up to seven days to be confirmed/provided.

5) DEADLINE – APPLY BEFORE THE 31ST AUGUST, 31ST DECEMEBER AND 31ST MARCH
Applications must be completed and received as dated before the following dates in order for your child's funding eligibility to be confirmed for the upcoming term:

Autumn Term funding claim : dated before 31st August
Spring Term funding claim: dated before the 31st December
Summer Term funding claim: dated before the 31st March

Appendix II - Parent Guide – Example parent funding declaration form

Early Years Funded Entitlement Parent Declaration Form (from April 2026)

Provider Details	
Provider name	
Provider address	
Postcode	

This form is to be completed by the parent of an eligible child together with the provider of early years education. Bracketed numbers indicate that there are help notes for your reference on the separate sheet 'Notes on completing the Parent Declaration Form'. **Please ensure you complete all three pages of this form.**

Child's Details (note 1)			
Child's full legal name (as shown in the child's ID reference)			
Forename			
Middle name(s)			
Surname			
Date of birth	(day/month/year)		
ID reference		☐ Passport	☐ Birth Certificate
Ethnic origin	(see list in note 2)		
Full home address			
Postcode			

Eligibility Codes (note 3)	
Early Learning for 2 year olds (LA Issued EYFE)	(add your 6 digit reference number)
Working Families*	(add your 11 digit reference number)
☐ I give permission to use my details to check my child's eligibility for Early Learning for 2 year olds (LA Issued EYFE) under the economic criteria (note 16)	

*You will need to reconfirm eligibility every three months when prompted by HMRC via text message and/or email (note **5**)

Disability Access Fund (DAF)		
Child is in receipt of Disability Living Allowance (DLA)?	☐ Yes	☐ No
Do you wish to nominate this provider to receive Disability Access Fund?	☐ Yes	☐ No
Brief details of discussion between parent/carer and provider regarding how the DAF will be used.		

Parent/Carer Details (note 5)			
Parent/carer's full legal name			
Forename			
Surname			
Date of birth	(day/month/year)		
National Insurance Number (required for EYPP and Working Families checks)		National Asylum Support Service Number	
Contact phone number(s)			

Declaration

I understand that:

- If I am accessing EYFE hours, it must not be compulsory for me to pay for food and consumables such as nappies or sun cream and for services such as trips and yoga. These charges must not be a condition of access. I must be given options for reasonable alternatives which could include allowing me to supply my own or waiving the cost of these items.
- Voluntary contributions are acceptable for items other than those listed above but must not be included in any invoice totals or added as a condition of access.
- I will be charged for any additional, private paid hours at my chosen setting according to their usual terms and conditions. However, taking up any additional private paid hours must not be a condition of access.
- Invoices and receipts issued by my chosen setting will be clear, transparent, and itemised allowing me to see that I have received my child's EYFE completely free of charge and I am able to understand any fees, paid for additional hours, or services.
- If my child is eligible for Universal EYFE or Early Learning for 2 year olds (LA Issued EYFE), I can claim up to a maximum of 15 funded hours for my child per week, across 38 weeks in the year (570 hours per year). For children eligible for EYFE for Working Families I can claim a maximum of 30 hours per week over 38 weeks (1140 hours per year). (Notes 9 and 11).
- If I sign up with a provider, it is my intention to send my child for the funded hours as per the pattern of attendance completed on this form. It is fraudulent to sign up to more EYFE hours than my child is accessing (note 12).
- I can request, via the provider, changes to the number of hours claimed, if this is done before the headcount date of each term. (Notes 13 and 15).
- I must show the provider confirmation of my child's date of birth (note 1).
- If eligible for Disability Access Fund, I must give the provider a copy (no originals) of paperwork to show my child is eligible and in receipt of Disability Living Allowance and have nominated only one provider of my choice to receive the one-off Disability Access Fund payment and will discuss how funds will be spent with my provider (note 4).
- I must provide my name, date of birth and National Insurance or National Asylum Support Service number which will be used by the provider to check eligibility for Early Years Pupil Premium (EYPP), which is paid to the provider. I am aware of how to claim under the non-economic eligibility criteria. If eligible, EYPP and an additional supplement will only apply to the first 15 hours EYFE claimed (note 5).
- If eligible for Working Families EYFE, I give the provider permission to verify my 11-digit eligibility code and provide my child's date of birth and my National Insurance number which will be used by the provider and the Local Authority to verify my eligibility code (note 3).
- I understand that if my child attends a provider on a school site, this does not influence the child's chance of obtaining a place in the reception or foundation class at the school.

Please read the statements below and tick each box to confirm

☐ I have completed ALL parts of this form in full, including details of any other providers where applicable.

☐ I confirm that I have been given a West Sussex County Council leaflet 'Early Years Funded Entitlement, A guide for parents and carers by the Family Information Service' by my provider.

☐ I confirm I have seen a copy of the Privacy Notice.

☐ I will tell the provider if the arrangements or details on this declaration change (note 15).

☐ I have a copy (or taken a photograph) of this completed and signed declaration for my own records.

This form will not be accepted as evidence to support claiming DAF or settle funding disputes without both the parent and provider signing and dating this declaration.

Parent/Carer signature		Print Name	
Date signed by Parent	(day/month/year)		
Provider signature		Print Name	
Date signed by Provider	(day/month/year)		

Information provided on this proforma will be held on a computer system registered under the General Data Protection Regulations (GDPR), 2018. This information is used by the Department for Education in monitoring the use of the funding.

THIS FORM MUST BE RETAINED BY THE PROVIDER, FOR THE CURRENT FINANCIAL YEAR (APRIL TO MARCH), PLUS 2 YEARS FROM COMPLETION DATE AND MADE AVAILABLE AT THE REQUEST OF WEST SUSSEX COUNTY COUNCIL OFFICERS OR OFSTED INSPECTORS.

Record of changes to name or address of child or parent/carer for whom the funded hours are claimed (must be attached to original form).

This section should only be used to record any changes to the child/parent or address information provided on the original Parent Declaration overleaf. Each change **must** be signed and/or dated by the parent and the provider where indicated.

I wish to notify you of a change to my child's name, my name and/or our address (please complete details as appropriate below):

Child's Details			
Child's new legal name (as shown in the child's ID reference)			
Forename			
Middle name(s)			
Surname			
Date of birth	(day/month/year)		
ID reference		☐ Passport	☐ Birth Certificate
Full home address			
Postcode			

Parent's Details			
Parent/carer's new legal name			
Forename			
Middle name(s)			
Surname			
Date of birth	(day/month/year)		
ID reference		☐ Passport	☐ Birth Certificate
Full home address			
Postcode			

Signatures (required)			
Parent/Carer signature		Print Name	
Date signed by Parent	(day/month/year)		

Provider signature		Print Name	
Date signed by Provider	(day/month/year)		

Note to Provider: Please ensure any changes are updated via the Online Provider Portal when you next submit your child-level headcount claim for this child.