

Spilsby Playgroup



Early Years Entitlement Policy *2024*

Our Aim

Spilsby Playgroup values its ability to provide quality, affordable childcare to children from 2 years to school age **and** as such is registered to provide funded childcare to those children eligible as set out by the Government, through Childcare Choices, supported by Lincolnshire County Council and Ofsted.

Below is further guidance and information on the funded places we are able to offer to children from 2 years of age. We are happy to help with any query you may have so please speak to us and for any further information and advice on other funding you may be eligible to receive, go to;

<https://www.childcarechoices.gov.uk/>

Funded Childcare for Three and Four-year-olds

- All 3 to 4-year old children can get up to 15 hours funded childcare a week for 38 weeks a year during term time assuming we have spaces within playgroup.
- Your funded hours can only start from the term after your child's third birthday.
- No application is needed.
- A declaration form will need to be completed in order to access the funding with us.

Child born between	Entitlement begins
1 January to 31 March	Summer term (from April 1)
1 April to 31 August	Autumn term (from 1 September)
1 September to 31 December	Spring term (from 1 January)

Funded Childcare for Two-Year-Olds

Spilsby Playgroup is registered to receive funding for eligible 2-year-old children.

You may be able to claim up to 15 hours childcare over 38 weeks for your two-year-old.

You must meet the criteria and submit an application to get an entitlement code.

Go to <https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds> to find out if you are eligible and how to apply.

Once accepted you will receive a unique ID code that you need to pass to Spilsby Playgroup in order to claim the funding.

Funding is available for both working families and families in receipt of certain benefits. Funding will be available from the date the child becomes eligible until the end of the funding period in which the child turns 3, at which time your child will be eligible for the universal 3 and 4 year old funding as described above.

30 Hours Funded Childcare

- Some 3 to 4-year-old children are eligible for 30 hours funded childcare per week. Spilsby Playgroup accepts the 30 hour funding entitlement, this is called the extended entitlement which is available for all three and four year olds whose parents have applied for and been successful in receiving an active eligibility code from the Inland Revenue.
- You can start accessing your 30 hours from the term after your child's 3rd birthday, or the term after you have applied and been issued a code, whichever is latest.

Check here to see if you are eligible and find out how to apply on GOV. UK

<https://www.gov.uk/apply-30-hours-free-tax-free-childcare>

If you are eligible for 15 or 30 hours funded childcare, as a working family, you must sign in to your childcare account to re-confirm every three months.

- Spilsby Playgroup will share your details with regard to your 15 or 30 hours funding with Lincolnshire Early Years Entitlement Team in order to access the funding for your child. In signing the parental contract you provide us with this permission to share these details.

For all children

When you book a place within our setting;

- We will check original copies of birth certificates to confirm a child has reached the eligible age on initial registration for all free entitlements. For LA audit purposes a copy of the birth certificate will be retained. This document will be locked away securely and will be destroyed once your child moves on to their next setting.
- You will be asked to complete a Child Registration form (which includes the child's address).
- For children in receipt of early years funding, a parent declaration form will need to be completed in full with the hours for that funding period and requires a signature. This information will be shared with Lincolnshire County Council.
- Once all of the relevant documentation is received your child's place within Spilsby Playgroup will become available to you
- Please inform Spilsby Playgroup if your child is attending another setting, please provide setting name and telephone number. The Business Manager will contact that provider and obtain information about funding to ensure funds are allocated across the settings correctly.
- If you wish to increase or decrease your hours in a funding term, please talk to Playgroup's Manager so that this can be arranged. A new parent declaration form will need to be completed and signed. If a reduction in hours is required the parent will need to give 4 weeks' notice.
- If your child's hours exceed the EYE funding then you will be invoiced at our hourly rate for additional hours. See Fee Charging Policy.

All information on your child and your personal details are completely confidential and will be stored safely as long as needed, as described in our Data Protection Policy.

Linked Policies; Our early years entitlement funding policy links directly to the following other policies within our setting:

- Admission Policy
- Confidentiality Policy
- Fee Charging Policy
- Data Protection Policy

This policy was agreed by the Spilsby Playgroup Management in November 2024.