

**Early Education Funding (EEF) for 2, 3 & 4 Year Olds  
and  
30 Hours Early Years Extended Entitlement  
Policy for 3 & 4 Year Olds**

The nursery works with children and parents to ensure that we deliver early education to a high standard and provide planned learning activities in line with children's interests which helps children's development progress, for children aged 2, 3 and 4 years.

Early Education Funding (EEF) and 30 Hours Early Years Extended Entitlement is administered by the Early Years and Childcare Sufficiency Team on behalf of Calderdale MBC. As an Early Education Provider we are required to follow the guidelines set out in the Provider Agreement procedures and the Statutory Framework for the Early Years Foundation Stage (2014). We are required to ensure that children for whom we receive any Early Education Funding attend regularly and have an obligation to inform the Early Years and Childcare Sufficiency Team if children do not attend.

**To comply with these requirements the nursery will:**

- Require you to complete an Early Education Funding for 2,3 & 4 year olds Parental/carer agreement or 30 Hours Early Years Extended Entitlement Parental/carer Agreement prior to your child starting an EEF funded place.
- Need to receive a copy of the 2 year old offer funding confirmation letter including voucher slip (for 2 year olds)
- Require a valid 30 hours eligibility code to enable the LA to confirm eligibility prior to offering a 30 hours Early Years Extended Entitlement place for eligible 3 & 4 year olds
- Require evidence of disability living allowance or proof of an adoption order, special guardianship and residence order (if applicable).
- Need to be made aware if your child is claiming Early Education Funding at more than one setting.

**Monitoring attendance of children in receipt of 15 Hours Early Education Funding for 2, 3 & 4 year olds**

The nursery will require a minimum target attendance of a satisfactory level per term. This will be discussed with you when you register.

**We will monitor children's attendance in the following ways:**

- We will ask you to contact the nursery to inform us if your child is going to be absent or late and the reasons for this.
- We will make every attempt to contact you if the reason for the absence is unknown.
- We will record reasons given for the absence, late arrival or early departure on the daily register and in the attendance recording book.
- We will monitor reduced attendance and no later than two weeks after a period of reduced attendance discuss with parents/carers the reasons for reduced attendance.

- We will inform parents/carers that if attendance patterns are not improved their child's funded hours may be reduced or withdrawn.
- We will write to the parent/carer and give a notice period of 2 weeks for the funded nursery place if the attendance does not improve.
- We expect that you inform the setting if your child is going on holiday and will not be attending.
- We are able to continue to receive funding for a child who goes on holiday for a period of up to 4 weeks in one term if we are notified of this in advance.

### **Late Drop Offs and Early Pick Ups**

Where a parent consistently drops a child off late or collects a child early from their funded early education session we will try to establish the reason for this. It may be that we are able to offer you a more suitable session time to avoid this happening. If not we may have to reduce the number of hours for which your child receives funding. Where necessary we will contact Calderdale MBC to take advice.

Please be aware Early Education Funding may be withdrawn where children's attendance including late drop off and early collection does not meet the required level

### **Monitoring of 30 Hours Early Years Extended Entitlement for 3 & 4 Year Olds**

When completing the 30 hours Extended Entitlement parental/carer agreement it will be detailed exactly which hours of attendance make up the Universal (15 hour EEF) element and which hours of attendance make up the Extended Entitlement. Children's attendance for the 15 hour Universal (15 hours EEF) element will be monitored as set out above.

It is required that children claiming the Extended Entitlement attend for at least a portion of those agreed hours therefore this will be reviewed on a regular basis.

### **Other Information**

- The local authority funds Early Education Funding and states how many hours will be funded in each funded period. The funded periods for the forthcoming academic year will be made available at least 6 months in advance on our website [www.surestartchildrenscentresnhp.org.uk](http://www.surestartchildrenscentresnhp.org.uk)
- The nursery reserves the right to change a child's pattern of attendance giving a minimum of 28 days notice to the parent/carer.
- Attendance of all children is monitored by the Local Authority through an internal audit.
- If there are exceptional circumstances which mean your child's attendance does not meet the minimum requirements please talk to a member of the Senior Management Team.
- The nursery will close for two training days each year. All closure dates can be found on our website.
- There will be no exchange of Early Education Funded or Early Years Extended Entitlement sessions on planned nursery training closure days or on any day which nursery has to close for any reason.
- If your child leaves the setting the nursery will require a one month notice period.

- Where a child attends more than one setting we will make every attempt to liaise and exchange information with the other setting to support your child's progress and development

For further information please ask to see **Absence Management Policy for Funded Children issued by Calderdale Local Authority** this is the set of guidelines which we as 'providers' have to follow to be able to receive funding for your child's place.