

Early Years Funded Entitlement

What is Early Years Funded Entitlement?

Early Years Funded Entitlement (EYFE) is effectively childcare funded by the Government for eligible children aged from the first term after they turn 9 months (from September 2024) to school age.

Universal 3- and 4-year-olds EYFE

All children will receive Universal EYFE the term after their 3rd birthday.

Working Families EYFE

Working families could be eligible for EYFE the term after their child's 2nd birthday from April 2024 (the term after they turn 9 months from September 2024). For children aged over 3 years this is in addition to the Universal EYFE and will extend the number of funded hours.

Local Authority (LA) issued 2 yr old EYFE

You will need to apply to the local authority where you live and meet their eligibility criteria.

For families living in West Sussex please visit www.westsussex.gov.uk or [apply](#) here.

Families living in Hampshire visit www.Hants.gov.uk or [apply](#) here.

If LA issued 2-year-old EYFE is awarded, we can claim the funding from the confirmed eligibility start date, which will be detailed in your award letter following your application. You will need to provide us with your code stated in your award letter and complete the Parent declaration we give you. The funding will not be removed, even if your circumstances change.

Eligibility

To check eligibility for Working families EYFE please use the following website: www.childcarechoices.gov.uk

By using the Childcare Choices website your child's eligibility will be confirmed. You will need to inform us by providing us with your unique code and following our checks we will be able to claim the funding.

Please check your child's eligibility the term before they become of eligible age (please see chart below).

Once your child has started to receive LA issued 2-year-old or Universal 3 and 4-year-old EYFE, it continues until the end of term before your child starts full time school, however **with the Working families EYFE you need to check your eligibility every 3 months.**

Eligibility chart

Term	Term begins from	Eligible age (child born before)	Eligible for Working families EYFE	Eligible for LA issued 2 yr old EYFE	Eligible for Universal 3 & 4 year old EYFE
Summer 2024	15 th April 2024	31st March 2022	Yes	April after 2 nd birthday	April after 3 rd birthday
Autumn 2024	2 nd September 2024	30 th November 2023	Yes	September after 2 nd birthday	September after 3 rd birthday
Spring 2025	6 th January 2025	31st March 2024	Yes	January after 2 nd Birthday	January after 3 rd birthday

Pattern of Delivery

Green Roots is registered as a provider of EYFE. The funding is received directly to Green Roots and enables you to receive your funded childcare with us.

As Green Roots is not a term time setting, we claim funding for 52 weeks of the year. Your entitlement is therefore stretched over the whole year and you can use up to 10.5 hours or 21 hours a week if using both Working families and Universal 3 and 4 year old EYFE.

Our EYFE sessions are from 1pm to 3:10pm Monday to Friday for children eligible for 10.5 hrs a week and 1pm to 5:15pm for children eligible for 21 hours a week. In line with our admissions policy sessions are limited and offered on a first come first served basis. No additional services are provided during these sessions and so no charges apply. We do not offer top up hours for these sessions.

Term periods

Term	Start of term	End of term	Number of weeks
Summer 2024	15/04/2024	30/08/2024	20
Autumn 2024	02/09/2024	03/01/2025	18
Spring 2025	06/01/2025	11/04/2025	14
Summer 2025	14/04/2025	29/08/2025	20

Headcount

Sessions must have started by the Headcount date which is usually the second week of the term. If a child has not started by this date, we are not able to claim funding until the following term. After Headcount date we are unable to reduce or increase the number of funded hours until the following term.

In exceptional circumstances claims for EYFE after Headcount may be accepted. To make a Post Headcount claim we will require you to complete the relevant forms, the Local Authority will then decide whether to approve the funding. We will not be able to provide your child with funded hours until we have received approval from the Local Authority.

Grace Periods for Working families EYFE

The grace periods apply when a parent either loses Working families EYFE eligibility or does not revalidate their code in time. The length of the grace period will depend on at which point in a term the code becomes invalid. If a code runs out due to ineligibility or failure to revalidate during the first half of a term, you will continue to receive your Working families EYFE until the end of that term. If the code runs out during the latter half of a term, you will receive your Working families EYFE until the end of the following term.

Should a parent of a 3- or 4-year-old fail to regain eligibility or revalidate their code they will continue to receive the Universal EYFE hours. You must inform us immediately if your child is no longer eligible for the Working families EYFE hours.

Date parent receives ineligible decision on reconfirmation	Grace period ends
1 st January - 10 th February	31 st March
11 th February - 31 st March	31 st August
1 st April - 26 th May	31 st August
27 th May - 31 st August	31 st December
1 st September - 21 st October	31 st December
22 nd October - 31 st December	31 st March

What do I have to do to access the EYFE with Green Roots?

Please check your child's eligibility and inform us as soon as your child becomes eligible for EYFE. Shortly before the beginning of each term, we identify which children are not receiving Working families EYFE and have become eligible for Universal 3 and 4 yr old EYFE. After eligibility have been confirmed you will be asked to sign a Parent Declaration, setting out the agreed hours and patterns of access to the EYFE. Your entitlement may be split with one other provider if you wish, as long as you do not exceed your entitlement of 570 or 1140 hours a year, if you have already claimed the full hours at provider 1, you cannot claim at any other provision. If you decide to access your EYFE at more than one provider, you must inform us and will be asked to sign a Parent Declaration at both settings.

What happens if my child already attends Green Roots?

If your child already attends Green Roots, once you are eligible for funding, we will assume you want to continue accessing the same sessions and we will automatically convert your number of eligible hours to funded hours. Any changes you wish to make to your child's sessions we ask that this is done prior to the term starting and with a minimum of 4 weeks' notice.

Using EYFE during standard sessions

The funding we receive is not intended to cover the costs of meals, other consumables (such as nappies or sun cream), additional hours or additional activities (such as trips) which we provide during our standard sessions, therefore we charge a fee for these additions.

We offer the ability to book any of our sessions, the first 10.5 hours or 21 hours your child attends each week are funded. However, you will be charged for the following;

Additional hours

- You will be charged for any additional hours of childcare your child has over and above the EYFE. (If your child attends a second provider, your childcare funding could be split between settings and therefore you will be liable for any hours over and above the funding.)

Additional services charge

- An additional services charge (A.S.C) is applicable (please see chart below), this is to cover the costs of the additional services we provide including enhanced ratios, workshops, visits and outings, meals, snacks and drinks, sun cream, nappies etc

Session		Number of hours	2-year-old A.S.C	3-year-old A.S.C
Morning	08:00-13:00	5	£1.65	£11.90
Afternoon	13:00-18:00	5	£1.08	£10.90
School Day	08:00-16:00	8	£1.84	£17.44
Full Day	08:00-18:00	10	£2.16	£17.80
Additional hours (hours over first 10.5 or 21 funded hours each week)			£8.27	£5.82
Please see Patten of delivery for our EYFE Sessions (which do not have any charges)				

Please note - Invoices will reflect the funding we are claiming for your child as per your Parent Declaration. If we are unable to receive the funding for the hours claimed, for whatever reason, you are liable for any outstanding amounts.