

Early Years Funded Entitlement policy

What is Early Years Funded Entitlement?

- All 3- and 4-year-olds are eligible to access up to 15 hours Universal Early Years Funded Entitlement (EYFE) a week (up to a maximum of 570 hours per year)
- Eligible working parents can apply for EYFE for Working Families, providing access to:
 - Extended EYFE for 3- and 4-year-olds, granting an additional 15 hours per week on top of the Universal EYFE (totalling up to 30 hours weekly or a maximum of 1140 hours annually).
 - up to 30 hours per week (or up to 1140 hours annually) EYFE for Working Families. Children can begin accessing from the term after they turn 9 months old if approved.
- Some 2-year-olds can access a maximum of 15 hours of EYFE per week (or up to 570 hours per year) known as Early Learning for 2-year-olds (LA Issued EYFE) if their families meet specific criteria under the Local Authority.

See the tables below for information on when children become age eligible for the various entitlements:

A child born on or between:	Will be of eligible age for the 9-month-old EYFE* from the start of term beginning in:
1 April and 30 June	April after turning 9 months old
1 July and 30 November	September after turning 9 months old
1 December and 31 March	January after turning 9 months old

A child born on or between:	Will become eligible for 2-year-old EYFE for Working Families* or Early Learning for 2-year-olds (LA Issued EYFE) ** from the start of term beginning in:	Will become eligible for Universal EYFE for 3- and 4-year-olds and Extended EYFE for 3- and 4-year-olds* from the start of term beginning in:
1 January and 31 March	April following their second birthday*	April following their third birthday
1 April and 31 August	September following their second birthday*	September following their third birthday
1 September and 31 December	January following their second birthday*	January following their third birthday

*Subject to approval of application at [Best Start in Life - Best Start in Life](#)

**Subject to approval by their Local Authority.

You can find out more about the above entitlements, including eligibility criteria and how to apply (if required) by visiting [Best Start in Life - Best Start in Life](#) and/or www.westsussex.gov.uk/fundedchildcare.

Date of starting or returning to work	When Parents can apply from	When the entitlement can be accessed from
1 st October – 31 st January	1 st September - 31 st December	1 st January
1 st February – 30 th April	1 st January – 31 st March	1 st April
1 st May – 30 th September	1 st April – 31 st August	1 st September

Grace Periods

The grace period enables parents to retain their EYFE place until the end of term if they become ineligible for the EYFE for Working Families. The table below shows the specific grace period end dates:

Validity End Date	Grace Period End Date
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

Parents must reconfirm their eligibility around every three months. The 'validity start date' is the date on which parents applied and been issued a code. The 'validity end date' is parents' 'deadline' for reconfirming. The 'grace period' date is the last date on which parents should receive the EYFE for Working Families. A child should not start accessing their EYFE for Working Families at their current or new provider whilst in their grace period.

Term periods

Term	Start of term	End of term	Headcount date	DfE Census Day	Number of weeks
Summer 2026	13/04/26	28/08/26	30/04/26	21/05/2026	20
Autumn 2026	31/08/26	01/01/27	01/10/2026	01/10/2026	18
Spring 2027	04/01/27	09/04/27	21/01/2027	21/01/2027	14
Summer 2027	12/04/27	27/08/27	TBC	TBC	20

Headcount / DfE censuses day

We aim for all children to start by the Headcount date. We can claim for any eligible child that starts after WSCC headcount day, up to the above DfE census day through an adjustment process. All claims remain subject to standard eligibility checks. If a child has not started by this date, we are not able to claim funding until the following term unless for the circumstances listed below. After Headcount date or our claim date we are unable to reduce or increase the number of funded hours until the following term.

Valid exceptional circumstances include a child:

- in the 9 months plus age group approved for EYFE for Working Families where the child must have a valid 11-digit eligibility code with a 'Code Start Date' prior to the beginning of the term, and a 'Code End Date' after the child's first day of funding.
- approved for 2-year-old local authority (LA) Issued EYFE who is not already attending a West Sussex childcare provider - children awarded EYFE under this criteria can start at any point in the term
- who has moved into West Sussex after headcount
- with an additional need whose start with a provider has been supported by a professional such as a GP, portage, speech and language therapist and health visitor

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.

Early Years Funded Entitlement at Green Roots

Green Roots is registered with West Sussex County Council (WSSCC) to provide Early Years Funded Entitlement (EYFE) hours under the following schemes:

- Universal EYFE for 3- and 4-year-olds
- Extended EYFE for 3- and 4-year-olds under the Working Families Entitlement
- Early Learning for 2-year-olds (LA Issued EYFE)
- EYFE for 2-year-olds under the Working Families Entitlement
- EYFE for 9 months and older under the Working Families Entitlement

We are also in receipt of Early Years Pupil Premium and Disability Access Fund for eligible children.

Parents/carers are advised to retain a copy of this policy for future reference and to review it in conjunction with our Fees Policy.

Pattern of delivery

At Green Roots, children can access their Early Years Funded Entitlement (EYFE) during any of our Morning (8am-1pm), Afternoon (1pm-6pm) and Full day sessions (8am-6pm).

Day	Opening Hours	Times EYFE can be accessed	Maximum number of EYFE hours that can be claimed per day for children eligible for up to 15 hours	Maximum number of EYFE hours that can be claimed per day for children eligible for up to 30 hours
Monday	7:30am-6pm	8am-6pm	10	10
Tuesday	7:30am-6pm	8am-6pm	10	10
Wednesday	7:30am-6pm	8am-6pm	10	10
Thursday	7:30am-6pm	8am-6pm	10	10
Friday	7:30am-6pm	8am-6pm	10	10

Stretch-funding

Children eligible for up to 15 hours per week can access up to 570 hours per year, and children eligible for up to 30 hours per week can access up to 1140 hours per year. At Green Roots, we offer Early Years Funded Entitlement (EYFE) over 52 weeks per year. Green Roots does not offer EYFE over 38 weeks, commonly referred to as “term time only”.

See the table below for details on the number of hours you can claim per week at Green Roots:

Number of weeks EYFE claimed over	Number of hours per week if eligible for up to 15 hours	Number of hours per week if eligible for up to 30 hours
52	10	20

Please note that children are entitled to claim the remaining hours at another provider.

Accessing Early Years Funded Entitlement at Green Roots

The provision of Early Years Funded Entitlement (EYFE) includes the delivery of early years education and childcare, and we deliver this in line with the requirements of the Early Years Foundation Stage (EYFS). Parents/carers will be required to complete a Parent Declaration form via Funding loop before they begin accessing their EYFE sessions at Green Roots. A new copy will need to be completed if your personal details or your child's EYFE hours change. Children are required to attend their EYFE sessions prior to and at headcount for Green Roots to claim EYFE funding from WSCC for them.

Note there are no conditions to accessing EYFE places at Green Roots, including:

- No requirement to access a minimum number of hours or sessions.
- No requirement to access additional paid-for hours.
- No requirement to take up additional paid services, such as lunch, consumables, extra classes, and trips etc.
- No non-refundable administration fees for children accessing only EYFE.
- No requirement for children to use all their EYFE solely at Green Roots. Children may access EYFE sessions at a maximum of two different sites per day.

Should you choose to withdraw your child, Green Roots requires 4 weeks written notice for EYFE sessions, inclusive of holidays and periods of closure. If you move to another provider within West Sussex after the notice period, your new provider can contact us to request transfer of any remaining funding we have claimed on your child's behalf.

If your child misses EYFE sessions due to illness, holidays or any planned or unplanned absence, these hours will not be available at a later date. If Green Roots is unexpectedly closed during your child's regularly scheduled EYFE sessions, due to illness or other unforeseen reason, Green Roots will offer these hours at an alternative time subject to availability and where reasonable.

Registration/Administration fees

Upon registering your child with Green Roots, we ask for a Registration/Administration fee of £40. Note that children accessing only EYFE are exempt from this charge.

Deposits

We charge a deposit of £150 upon registration. This deposit will be returned shortly after headcount if only accessing EYFE. Note that those children approved for Early Learning for 2-year-olds (LA Issued EYFE) and accessing EYFE only will be exempt from paying a deposit. Please see our Terms and Conditions for further stipulations regarding the return of the deposit.

Additional Services

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, therefore we charge a fee for these additions.

We value that parents will choose their child to attend Green Roots for the environment and services we provide and therefore our expectation is that Parents will pay for these.

Parents can however request to provide their own food and consumables instead and opt out of the additional activities. If you wish to provide your own, please be aware that:

- you must inform us at registration or at least 8 weeks prior to the start of the term.
- you will be opting out of all additional services during all sessions your child attends
- we will provide you with the list of specific items you must provide
- food must adhere to Green Roots Nutrition and Mealtimes policy
- if children attend their EYFE session without sufficient food or consumables (i.e., food that does not adhere to our policy), then these will be provided by Green Roots at a cost to the parent.

Parents can also pay for additional hours, which are subject to availability. Accessing additional paid-for hours is not a condition of accessing EYFE hours.

	Morning (8am-1pm)	Afternoon (1pm-6pm)	Full Day (8am-6pm)
Food	£6.25 (Snack and Lunch)	£6.25 (Snack and Tea)	£12.25 (2x Snack, Lunch, Tea)
Consumables	£2	£2	£3
Outings and Workshops	£3	£3	£4
Funded hours	£0	£0	£0
Total	£11.25	£11.25	£19.25

Support for children with Special Educational Needs and Disabilities (SEND)

Green Roots is welcoming of all children and will work with parents and carers to ensure the needs of their children are met. To best support your child, Green Roots will assess their needs during their settling in period and their regular attendance and consult with you about any needs you or Green Roots identify.

Targeted Setting Support

Should any additional needs be identified, support is available from West Sussex County Council via Targeted Setting Support. Green Roots will consult with parents and carers before seeking this support.

Inclusion Funding

Inclusion Funding can be applied for by providers signed up to offer Early Years Funded Entitlement (EYFE) to support them in allowing children with additional needs to access their EYFE. Green Roots will consult parents and carers before applying and seek their input into the action plan for the child. Green Roots will share this action plan with West Sussex County Council, who will then determine if Inclusion Funding can be provided and how much. Note that if your child has already been approved for Inclusion Funding at another West Sussex provider, some or all of this funding may be made available for use at Green Roots. In this case, we will consult with you further regarding best use of this funding.

Local Offer

You can find information about our Local Offer on our website.

Early Years Pupil Premium (EYPP)

EYPP is additional funding for early years settings to improve the education they provide for eligible children claiming Early Years Funded Entitlement (EYFE). EYPP is paid to settings alongside EYFE for up to 15 hours. Children do not need to take up their full entitlement to receive it. EYPP will be paid in proportion to the child's actual EYFE hours.

For Green Roots to be able to claim for your child, you will need to provide the following information and tick the box on the Funding loop application:

- Parent/carer's full legal name.
- Parent/carer's date of birth.
- Parent/carer's National Insurance (NI) number or National Asylum Support Service (NASS) number.
- Evidence that the child has been in local authority care for one day or more in England or Wales (if applicable).
- Evidence proving the child has been adopted from local authority care, left care through a special guardianship order or is subject to a child arrangements order (if applicable).

Green Roots will determine best use of the funding by assessing the needs of eligible children, and in consultation with parents. We may also seek advice from West Sussex County Council for best use.

Disability Access Fund (DAF)

DAF is a measure which aids access to early years places by, for example, supporting providers in making reasonable adjustments to their settings and/or helping with building capacity, be that for the child in question or for the benefit of children attending the setting. DAF is a fund that can be paid once per year.

Children will be eligible for the DAF if they meet the following criteria:

- the child is in receipt of child Disability Living Allowance (DLA); and
- the child receives Early Years Funded Entitlement (EYFE).

For Green Roots to be able to claim DAF for your child, you will need to provide the following:

- A newly completed Parent Declaration, completed to confirm you would like Green Roots to apply for DAF on behalf of your child; and
- A copy of a letter confirming your child's current eligibility for Disability Living Allowance (DLA)

To determine best use of the funding, Green Roots will assess the needs of the child, consult with parents, and seek support from West Sussex County Council where required.

Link to WSCC privacy notice - [Parents accessing early years and childcare provision privacy notice - West Sussex County Council](#)