



# FOREST PREPARATORY SCHOOL

## 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)

At Forest Preparatory School eligible working parents can apply for EYFE for Working Families, providing access to:

- Up to 15 hours per week (or up to 570 hours annually) EYFE for Working Families.
- From April 2024, children can begin accessing the term after they turn 2 if approved.
- Some 2 year olds can access a maximum of 15 hours of EYFE per week (or up to 570 hours per year) if their families meet specific criteria under the Local Authority (LA) Issued Free Childcare for 2 year olds.

See the tables below for information on when children become age eligible for the 2, 3 and 4 year old entitlements:

A child born on or between:	Will become eligible for 2 year old EYFE for Working Families* or 2 year old 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 [childcarechoices.gov.uk](http://childcarechoices.gov.uk)

\*\*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 [HERE](#)

### Funded places and waitlist

A waitlist will be kept of any children who would like a funded place, with priority of places offered in the following order:

1. Siblings of existing Forest Preparatory School pupils
2. Non-siblings, who are registered to attend Forest Preparatory School
3. Children of Alumni
4. Non-siblings, who wish to attend another school setting for Reception.
5. Full Time children
6. Children who are attending for the whole all day session
7. Funded only child

No child is guaranteed a place until the written contract has been completed and signed by all parties. Further, an Early Years Funded Entitlement (EYFE) place is not guaranteed until completion of the Parental Contract for the Early Years Free Entitlement Form.

We ask for parents/carers to let us know as soon as possible if a place is no longer required prior to the child's scheduled start date. If a pupil for whom a vacancy has been reserved, is withdrawn before the agreed starting date, the deposit will be forfeited.

All admissions to the setting will ensure fair access to educational opportunity for all and will comply with all equalities legislation.

### **Early Years Funded Entitlement at Forest Preparatory School**

Forest Preparatory School is registered with Trafford Council to provide Early Years Funded Entitlement (EYFE) hours under the following schemes:

- Universal EYFE for 3 and 4 year olds
- LA Issued EYFE for 2 year olds
- EYFE for 2 year olds under the Working Families Entitlement

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 Forest Preparatory School , children can access their Early Years Funded Entitlement (EYFE) in the following pattern:

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
Monday	8:40 -15.10	12.10-15.10	3
Tuesday	8:40 -15.10	12.10-15.10	3
Wednesday	8:40 -15.10	12.10-15.10	3
Thursday	8:40 -15.10	12.10-15.10	3
Friday	8:40 -15.10	12.10-15.10	3
Saturday and Sunday	Closed		

Forest Preparatory School offers EYFE for 38 weeks per year term time only.

### Accessing Early Years Funded Entitlement at Forest Preparatory School

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 Parental Contract for the Early Years Free Entitlement Form before they begin accessing their EYFE sessions at Forest Preparatory School . 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 Forest Preparatory School to claim EYFE funding from Trafford Council for them.

Forest Preparatory's minimum attendance requirement in Nursery Class is two full days or four mornings. The minimum requirement increases in our Kindergarten Class to three full days or five mornings. We do however, recommend a minimum of three full days or five mornings to all families accessing our Early Year classes as this way, children get the most out of the learning and activities we offer, and we can be more flexible in planning the day to meet their needs.

Should you choose to withdraw your child, Forest Preparatory School requires a full terms notice for paid hours. Notice periods are inclusive of holidays and periods of closure.

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 Forest Preparatory School is unexpectedly closed during your child's regularly scheduled EYFE sessions, due to illness or other unforeseen reason, Forest Preparatory School is unable to offer these hours at a different time.

## Deposits

We charge a deposit of £500.00 upon registration. This will be refunded when your child leaves the school in Year 6 or with a full terms notice after the commencement of Reception class. Should families choose to leave the setting at the end of Kindergarten, the deposit will be forfeited and will not be returned to parents.

## Additional Services

Forest Preparatory School provides extra-services for the most effective provision and support of all children. Government funding does not pay for all the things that make Forest a special place. From our outside environments, on-site chefs who prepare freshly cooked meals, as well as our Education specialists including French, PE, Music, Art, Phonics, Outdoor Learning Programme, Maths and Literacy.

Additional service charges include charges for

- Lunchtime care.
- Daily consumables.

Parents are free to provide their own lunchtime care and consumables instead, and none of the above services must be provided as a condition of your child accessing their EYFE place. If you wish to provide your own, please be aware that: you will need to collect your child at the beginning of lunch (11:40am) and return them at the end of it (12:10pm) so they can attend their afternoon session. You will also need to provide your own daily consumables including but not limited to the following items: disposable gloves, wipes, baby changing table roll liners, sun cream, calpol/piriton etc. If children are not picked up for lunchtime care or provided with sufficient consumables, then these will be provided by Forest Preparatory School at a cost to the parent.

For children that are attending for the full day and in receipt of the 2, 3 & 4 yrs EYFE funding, parents have the option to pay for the additional services. You will be asked when you begin to use funding at Forest Preparatory School which option you would like to have in place. If at any point you would like to change your mind please provide us one full term's notice of the change. This will then take effect from the beginning of the school term.

Please see below the charges per day for additional services for children who are accessing the 2, 3 & 4 year old EYFE funding hours.

EYFE funding for 2, 3 and 4 year olds

<b>Additional services *</b>	<b>3 hrs of funding used per day</b>
Lunchtime Care	£4.00
Disposable consumables	£1.00
<b>Total cost per day for additional services</b>	<b>£5.00</b>

\*Charges for additional services between January 2026 & September 2026

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

Forest Preparatory School is welcoming of all children and will work with parents and carers to ensure the needs of their children are met, this is established during a pre entry meeting. To best support your child, Forest Preparatory School will assess their needs during their Settle Session and will consult with you about any needs you or Forest identify.

### **Targeted Setting Support**

Should any additional needs be identified, support may be available from Trafford Local Authority via Targeted Setting Support. Forest Preparatory School will consult with parents and carers before seeking this support.

This policy was adopted on	Signed on behalf of the Nursery and Kindergarten	Date for review
<b>November 2025</b>	<b>Mr Graeme Booth- Headmaster</b>	<b>August 2026</b>