Nursery Funding Policy

Last Updated: 1st June 2026

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1. Early Years Funding

1.1. Early Years Funding is a national scheme, administered by local authorities, which offers funded childcare hours with an Ofsted registered provider. A variety of funded hours are available depending on the child's age and the family's situation. Childcare providers can choose how to offer the Early Years Funding as long as the following parameters are met:

1.1.1. Funded childcare cannot be longer than 10 hours in a single day.
1.1.2. Funded childcare must be accessed between 6am and 8pm.
1.1.3. Funded childcare is available at a maximum of two childcare sites in a single day.

2. Types of Early Years Funding

2.1. Universal 3- and 4-year-old funding

2.1.1. All three- and four-year-olds are entitled to 570 funded childcare hours a year the term after their third birthday. Regulation requires us to validate a child's age. Parents will need to provide evidence of a child's birth date (normally a passport or birth certificate). As a term-time only nursery, attached to a school, this can only be taken as 15 hours per week for 38 weeks of the year.

2.2. Working Parents Entitlement

2.2.1. Working Families Funding is for qualifying working parents with a child aged 9 months or older, 2, 3 or 4 years old. A child will be entitled to 570 funded hours a year from the term after they have attained the relevant age and the eligibility criteria, set by the government, has been met. As a term-time only nursery, attached to a school, this can only be taken as 15 hours per week for 38 weeks of the year, giving a total of 30 hours a week made up of the Universal 15-hour funding and the Working Parents Entitlement of the extended 15 hours funding.

2.2.2. Parents must apply for a positive determination of eligibility from HMRC via Childcare Service Account i.e. a valid eligibility code. This eligibility code must be provided to us before the Early Years Funding can be claimed. The parent is responsible for re-validating the eligibility code every three months when reminded by HMRC. Failure to do so may result in the Working Families Funding being withdrawn.

3. Other Types of Funding

3.1. Early Years Pupil Premium (EYPP)

3.1.1. EYPP is additional funding that Hunsbury Park can claim to help improve outcomes of eligible children. The local authority pays the EYPP directly to the provider.

3.1.2. EYPP is available to support children whose parents meet the eligibility criteria and are in receipt of Early Years Funding. Local authorities are responsible for checking that the EYPP eligibility criteria are met.

3.1.3. Eligibility criteria can be found here: https://www.gov.uk/get-extra-early-years-funding

3.1.4. Hunsbury Park will use EYPP funding to support positive impacts on the child's development.

3.2. Special Educational Needs and/or Disability (SEND) Funding

3.2.1. Every local authority has a SEND inclusion fund to support providers in meeting the needs of individual children with SEND. SEND funding is paid directly to Hunsbury Park by the local authority. In West Northants, this is called Targeted SEND Funding (TSF).

3.2.2. Hunsbury Park will use TSF to support the child with any learning and development delay or special educational needs or disability by accessing specialist resource and equipment.

3.2.3. Children who have an EHCP will receive their allocated Resource Allocation System (RAS) funding. The amount of this is determined by West Northants Council (WNC) and paid directly to Hunsbury Park to meet the child's needs, as identified in their EHCP.

3.2.4. SEND inclusion funding will be used towards the cost of lower staffing ratios for the child, at times that it is deemed necessary to meet the child's development and safety needs.

3.3. Disability Access Funding (DAF)

3.3.1. DAF is available to children in receipt of Disability Living Allowance and Early Years Funding. Local authorities are responsible for checking that the DAF eligibility criteria are met. It is a one-off annual payment directly to the provider. If the child changes provider during the year, the DAF will remain with the original provider. If a child attends more than one provider, then the parent must allocate the DAF to one provider. This funding cannot be shared across providers.

3.3.2. Hunsbury Park will use any DAF to support making reasonable adjustments/adaptations to enable the child to have equal access to the provision in the same way as any other child or for resource that will be beneficial to the child.

3.3.3. Hunsbury Park will liaise with the child's parents and engage with any relevant professionals to ensure that DAF is spent appropriately.

3.3.4. Any resources purchased as part of DAF remain the property of Hunsbury Park and can be used to support future children to access the provision. If a child moves provision, it is Hunsbury Park's discretion whether to transfer any resource purchased using DAF to the new provider.

3.3.5. DAF may also be used for additional staffing costs and/or staff training.

3.4. Deprivation Funding

3.4.1. Deprivation Funding is paid directly to Hunsbury Park by the local authority.

3.4.2. Depravation Funding is available to support children whose parents meet the eligibility criteria and are in receipt of Early Years Funding. Local authorities are responsible for checking that the Deprivation Funding eligibility criteria are met.

3.4.3. The eligibility criteria is set by the local authority (which varies per local authority) and may take into account

3.4.3.1. Child's postcode
3.4.3.2. Eligibility for EYPP

3.4.4. Deprivation Funding is not child specific and can be used to support all children within the setting.

3.4.5. Hunsbury Park will use Deprivation Funding to close the gap in attainment of children in the nursery.

3.4.6. ***Information on all the Early Years Funding eligibility criteria can be found here: http://www.childcarechoices.gov.uk***

4. How Hunsbury Park offers Early Years Funding

4.1. Hunsbury Park aims to ensure that all families use their funding to its full potential.

4.2. Families can maximise their funded childcare by using up to 6.5 hours of funding in the core day before purchasing any additional hours and without any artificial break in the day.

4.3. Where parents/carers request to swap a session, this can only be offered within the same week and if there is availability.

4.4. Fully funded places (where no additional hours are accessed) is offered at our nursery. Fully funded places are only offered on a term time basis as we are a term-time only nursery.

5. Consumable fees

5.1. Early Years Funding is intended to cover the delivery of childcare only. It does not cover the cost of meals and snacks, non-food consumables, or additional hours. As a nursery, we must use Early Years Funding to adequately deliver the EYFS curriculum. This includes things such as small world figures, role play, puzzles, books, loose parts, construction, craft supplies and staffing to meet minimum government ratios. To cover costs not included in the Early Years Funding we request parents pay a voluntary contribution consumable fee.

5.2. When accessing funded hours, we make a charge called ‘voluntary contribution’ to cover everything that the funding doesn’t provide. This includes 1 snack per session.

6. Trips and Extra Activities

6.1. West Northamptonshire Council early years providers cannot charge for funded educational sessions, but they can request voluntary contributions for day trips.

6.2. If a trip is optional or outside of standard hours, Hunsbury Park may charge a fee but no child can be excluded from a core curriculum activity solely because their parents cannot pay.

6.3. For activities and extra activities, participation in any optional extra activity should be on the basis of parental choice and a willingness to meet the charges. In these circumstances, Hunsbury Park will ensure that children who do not participate in optional activities continue to receive provision that complies with the EYFS.

7. Making a Claim for Funding

7.1. Parent Declaration Form

7.1.1. Regulation requires childcare providers to enter into a funding agreement with parents, called the Parent Declaration Form.

7.1.2. Local authorities require parents to enter into a Parent Declaration Form covering the Early Years Funding. The local authority Parent Declaration form must be signed each term. If the local authority Parent Declaration Form is not signed and returned to us, Early Years Funding cannot be claimed and the full fees (without the Early Years Funding applied) will be charged to you.

7.1.3. Hunsbury Park will retain all parent declaration forms for a period of 6 years, in line with government requirements.

7.2. Required Documentation

7.2.1. Regulation requires childcare providers to obtain documentation to evidence eligibility for the Early Years Funding as per below:

7.2.1.1. Universal Funded Childcare: Child's birth certificate or passport; and
7.2.1.2. Working Families Funding: Child's birth certificate or passport, Parent's full name, date of birth, eligibility Code issued by HMRC, and national insurance number.

7.2.2. Additional documentation may be required for SEND and DAF funding claims as per WNC's requirements.

7.3. Setting and Attendance Details

7.3.1. Regulation allows children to attend a maximum of two sites in a single day and if your child attends more than one setting the funding will be split between the settings. You will be asked to provide the following information for the nursery your child attends: nursery name, entitlement hours attended per day, total number of hours per week and total number of weeks per year. By signing a parental declaration, parents/carers are confirming where they use the funded hours. It is parents/carers responsibility to only use the hours you are entitled to. If the local authority advises Hunsbury Park that parents/carers are over claiming hours, they will receive an immediate charge for the hours used at our hourly rate.

7.4. Local Authority Role

7.4.1. Hunsbury Park enters into an agreement with the local authority to provide the Early Years Funding. The local authority pays Hunsbury Park directly for the Funded Childcare it provides to the eligible children. The parents of the eligible children do not have access to, or the right to access, the Early Years Funding paid by the local authority.

8. Monitoring and review

This policy will be reviewed **annually** by the governors and the headteacher. The next scheduled review date for this policy is **1st June 2027.**