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March 2023

## Early Years Funding - Universal funding and extended offer Funding

Your child will be eligible for the Early Years Funding from next term. To help you understand how the scheme works, we have set out some details below.

### Early Years Funding Schemes

Your child will be entitled to receive one of the following options:

#### 1. Universal funding

From the beginning of the term after their 3<sup>rd</sup> birthday, every child is entitled to up to 15 hours of educational care per week, for the 38 weeks that make up the Wokingham school academic year. This is a total of 570 hours of educational care, and is known as universal funding.

#### 2. Extended offer funding

From September 2017, eligible children will be entitled to receive up to 30 hours of educational care per week, for 38 weeks of the school year (1140 hours of educational care). You can claim for the extended offer, up to 90 days before your child turns 3 years.

To check your eligibility for the extended offer, please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

To use your funding from January 1st	You must apply before December 31st
To use your funding from April 1st	You must apply before March 31st
To use your funding from September 1st	You must apply before August 31st

You must confirm your eligibility every 3 months and you will receive an email from HMRC to remind you of this. There will be a Grace period which you would fall into, however once this Grace period has finished you will no longer be eligible for the extended offer. It is important to keep reconfirming your eligibility.

**PLEASE READ THIS LETTER CAREFULLY AND LET US KNOW AS SOON AS POSSIBLE IF YOU ARE ELIGIBLE FOR THE EXTENDED OFFER FUNDING, AS WE HAVE LIMITED SPACES IN NURSERY AND WILL BE OFFERING THEM ON A FIRST COME FIRST SERVED BASIS.**

### Using your funding

You can split your funding between three providers and can change the way you use your funding each term. Funding can be used at Toad Hall in blocks of 3 hours (9am-12pm and 1pm-4pm). For example, if you were just entitled to 15 hours universal funding this could be split between two full days and one-half day, or five half days, or another combination of the two. If you are entitled to 30 hours extended funding and we can offer your child the space, this will entitle your child to attend for the 10 sessions.

From April 2020, we will be offering the following.

Children who attend nursery and their booking includes a Monday or a Friday, they will have the option to use 10 hours funding a day.

Children who attend 3 days a week and one of these days is a Monday or a Friday, they will be able to use the 30 hours spread over 3 days. This is subject to being eligible for the extended offer.

Children who attend 2 days a week and one of these days is a Monday or a Friday, they will be able to claim 20 hours over the two days. This is subject to being eligible for the extended offer.

If you change your booking during the term and no longer book for a Monday or a Friday, you will no longer be able to use 10 hours over any of your days.

There are some allocated places for these hours only and the option to pay for lunch cover 12pm-1pm. These spaces are limited and are only on a first come first served basis.

There is the option to pay for additional hours around these funded hours and for consumables/meals.

### Nursery invoices

We will calculate the level of funding you receive on your behalf based on the information you tell us, and this will be shown on your invoice each month. Any paid hours and consumables will be charged for. We aim to spread the cost over 12 months, as parent's preference so you would pay the same each month.

There will be a full fee rate applied for the 14 weeks which falls into school holidays for those children who attend all year round.

### Registering for Funding

Your universal funding (15 hours) will automatically begin the term after your child is three. You will be provided with a parent provider contract the term they turn 3 years. This will need to be completed and returned to us along with your child's original birth certificate or passport to allow us to verify their date of birth.

For us to process your initial claim for the extended entitlement funding (30 hours), you will need to record your eligibility code and National insurance number of the parent provider contract.

Your claim may be audited, so it is vital that all contracts are completed correctly.

### Once funding is received

It is important to understand that once you begin to claim your educational care, you must ensure your child attends for the funded sessions and that all absences are kept to a minimum and the nursery contacted if they are not attending a session. If we have had no contact regarding your child's absence, we will contact you at 10am to find out the reason for their absence. This is a requirement.

We hope you find this information about the funding options useful. Please do not hesitate to contact me if you need any further advice or information about the funding system and how you can use it.