

## **Orchard Lea Nursery Ltd** **Funding Policy V11:**

Company Registration No: 6560638

This Document sets out how we deliver the funded hours for our nurseries in their representative Local Authorities.

The Nursery Grant Funding has specific titles depending on which Local Authority (Council) is delivering it, funding is called:-

Free Early Education Entitlement Funding (FEEE) in Bristol.

Early Years Education Funding (EYE) in Bath and North-East Somerset.

You may have heard the terms 15 hours and 30 hours per week, these hours equate to children that attend on a Term Time Only (TTO) basis, which is only enough funding for 38 weeks of the year. As our nurseries are open throughout the year we deliver funding All Year Round (AYR). Which mean less hours per week over more weeks.

From September 2025 the government is increasing the level of funded hours available to working families. There will be 3 age related types of funding available:

1) Under 2's

Working families will be eligible for 1140 hours per academic year from the term after their child turns 9 months old.

2) a) 2 Year old's

Working families will be eligible for 1140 hours per academic year from the term after their 2<sup>nd</sup> birthday.

b) Eligible 2 year olds

Some children who parents are on low incomes might be eligible for 570 hours per academic year from the term after their second birthday. Parents must apply online for a place with Bristol City Council [www.bristol.gov.uk/freeplacefortwos](http://www.bristol.gov.uk/freeplacefortwos) or BANES Council <https://parent.bathnes.gov.uk/web/portal/pages/home/earlyyears> and be checked for eligibility before a free place can be offered.

3) a) Over 3 year old (universal funding)

All children are entitled to 570 hours per academic year from the term after their 3<sup>rd</sup> birthday

b) Over 3 year old (extended funding)

Working families are entitled to 1140 hours per academic year from the term after their 3<sup>rd</sup> birthday.

Funding terms start 1<sup>st</sup> September (Autumn term), 1<sup>st</sup> January (Spring term) and the 1<sup>st</sup> April (Summer term) each year.

### **Working family funding (9 months to 4 years)**

As a setting that is open all year round (AYR), we deliver the hours as 1140 hours of Free Entitlement per week over 52 weeks of the year. A full Nursery academic year (1<sup>st</sup> September – 31<sup>st</sup> August) will be:

- 22 hours per week for 52 weeks of the year. (Maximum of 570 hours total)

### **Eligible 2 year and Universal 3 year funding**

As a setting that is open all year round (AYR), we deliver the 570 hours as 11 hours of Free Entitlement per week over 52 weeks of the year. A full Nursery academic year (1<sup>st</sup> September – 31<sup>st</sup> August) will be:  
11 hours per week for 52 weeks of the year. (Maximum of 570 hours total)

If you would like to apply for the working family funding, you can do so on the following link: (you will need to apply **before the start of each term.**) If your child is eligible, you will receive an 11 digit code from HMRC which you will need to **renew every 3 months** to remain eligible for the extended funding throughout the year.

<https://www.gov.uk/apply-free-childcare-if-youre-working>

### **Funding Delivery**

We have two ways in which you can use your funded hours with us at Orchard Lea:

#### **1) Fully flexible funded place - a weekly enhanced provision charge of up to £42.90.**

You can utilise your child's funded hours as you wish across all or part of their sessions they attend. Funded hours are subject to an enhanced provision charge of up to £42.90 per week. If children attend during lunch (12:30 – 13:30) there will be a separate meal charge of £3.50 for lunch. If children claim funding after 17:30pm there will be a separate meal charge of £3.30 for tea.

#### **Fully Funded flexible place Costs:**

If you are utilising 11 hours per week funding with us, you will be charged £21.45 per week plus any meals (£3.50 for lunch, £3.30 for tea)

If you are utilising the extended 22 hours per week funding with us, you will be charged £42.90 per week plus any meals (£3.50 for lunch £3.00 for tea. For hours over the 22 funded the regular session costs will apply. For hours over the 22 funded the regular session costs will apply.

#### **Part funded sessions:**

Where a session is not fully funded and only a proportion of the hours are covered by the funding. The regular cost of the session will be broken down into an hourly rate. You will be charged the an hourly enhanced provision charge of £1.95 per hour. Then any unfunded hours will be charged at the hourly rate for that session. E.G

4 hours am session regular cost is £32.00 without utilising any funded hours. If 3 out of the 4 hours are funded, you will be charged 3x £1.95 hourly enhanced provision charge. Plus £8 for the remaining unfunded hour. £13.85 total.

### **Enhanced provision Charges**

If your child is claiming funded hours as part of a flexible funded place, there will be an weekly enhanced provision charge of up to £42.90. This is due to the rate we receive from the local Authority, which is only intended to cover the fixed costs involved with providing basic care (not to mention the level of underfunding). The charge covers items such as (but not limited to) Nappies, wipes, snacks, drinks, suncream, forest school contributions, mini bus running costs, seasonal arts & craft resources (Easter, Christmas, Mother & Father days), brought in extracurricular activities (Diddi dance & press pause yoga), all trips (excluding admission charges). Maintaining a 1:4 staff: child ratio within our 2 year old (Butterfly group). More details on enhanced provision charges can be found on our website:

[orchardleachildcare.co.uk/enhancedprovision](http://orchardleachildcare.co.uk/enhancedprovision)

### **1) A free Place**

For parents who chose to opt out of enhanced provision charges, and not support the nursery by contributing (and do not qualify for EYPP or eligible 2 year funding) we offer free sessions every afternoon between the hours of (13:30 – 17:30). Parents will be required to provide their only nappies, wipes, suncream, snacks and the children will not take part in any extracurricular activities or trips. Any hours purchased outside of these free hours, (inline with our regular session structure), will be charged at £10 per hour.

### **The following will apply to all funding types and delivery:**

- All Bank Holidays are non chargeable.
- Where possible funding will not be allocate on Mondays or Friday to avoid hours lost when nursery is closed to bank holidays.
- Funding will be allocated during the Christmas week.
- Funding cannot be claimed during the lunch hour of 12:30 – 13:30 if parents are not willing to pay the meal cost.
- Funding can only be claimed during the hours of (08:00am – 18:00pm)
- A flexible funded place is subject to an enhanced provision charge of upto £42.90 per week, unless your child is eligible for EYPP funding, please see our funding policy.
- Free hours delivered as part of a “free place” between 13:30 and 17:30 every afternoon. Additional hours can be added on, inline with our session structure, at a fix price of £10 per hour.
- Meals are not included as part of the funded hours.
- Any discounts are only applicable to hours purchased not hours attended. Only hours purchased will count towards discount eligibility.
- Funding can be split between settings e.g. pre-schools, nurseries, childminders and other day care settings.
- We will claim funding during any notice periods, including cancellation of a place within one month from the start of a term.
- Extended funding will be applied to your child’s booking and invoices after a valid code from HMRC is provided.
- Parents are responsible for renewing their extended funding code every 3 months.

- Extended funding codes are checked for validity every term as part of the headcount submission to the local authority.
- If parents fail to renew their code in time for the start of a new term, or if their working circumstances change, they will lose their child's eligibility from the start term.
- If children become ineligible for extended funding, the extended funding will be removed, and any invoices created will be adjusted to reflect the ineligibility of the child.
- Any changes to funding hours can only be applied from the start of a term of each term (September, January, April).
- Funding will not be allocated to your child's account without a signed completed funding form.
- Parents will need to sign a supplement each term to confirm that their child is attending with Orchard Lea, failure to do so will mean withdraw of any funded hours, and full fees become chargeable.
- A completed funding form is required as part of the registration process to secure your child's place and confirmed start date with us.
- Funded children will be entitled to introductory "settling in" sessions. Introductory sessions will start from the date when we receive the funding, not prior to when we receive the funding. The first 2 weeks of funding will be used to ensure your child is settled into nursery. Their regular sessions will begin after the 2 week introductory period.
- For places that utilise the extended funding (22 hours per week), as a proportion or total amount of a child's total number of hours attended, a deposit will be required, as long with a completed funding form to secure your child's place. The deposit will be returned once your child starts attending their regular sessions, if your child's booking is purely funded, if there is any additional fees on top of the 22 hours, the deposit will be held and used towards fees.
- If your child becomes eligible for funding mid way through the academic year i.e. Spring term (January) Summer term (April) the number of hours we deliver may vary slightly as a result of how many hours the local authority provide funding for during the term. We will inform you of this in the information letter that we send out prior to claiming funding.

### **Invoices & Fees**

The monthly invoices will show the total number of funded hours that have been claimed for your child during the month. There will be no monetary value assigned to the funded hours on the invoices as these are classed as funded hours and as such have no monetary value.

The invoice will only show costs of sessions after the funded hours and been applied and any sustainability charges have been added any plus meal cost.

If you are unsure of costs, or how your invoice has been calculated with respect to funding, please contact us and we will provide you with a comprehensive breakdown of fees.

If your child attends any of our nurseries and we claim funded hours from a Local Authority, you agree to the terms of delivery set out in this Funding Policy.