

# Early Education Funding Policy (FEEE)

**Version:** April 2026

**Review Date:** April 2027

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## 1. Policy Purpose

This policy explains how Early Education Funding is delivered at New Beginnings Nurseries Ltd and how funded childcare hours are applied to nursery bookings.

The policy aims to ensure:

- clear communication with parents
  - transparent delivery of funded hours
  - compliance with government guidance and Local Authority requirements.
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## 2. Policy Statement

New Beginnings Nurseries Ltd delivers Early Education Funding in line with:

- the Early Years Foundation Stage (EYFS) Statutory Framework
- the Childcare Act 2006 and 2016
- Department for Education Early Education Funding Guidance
- relevant Local Authority operational guidance for the nursery location.

New Beginnings operates a consistent funding delivery model across its nurseries, including:

- stretched funding across the nursery year
- clear allocation of funded and private hours within bookings
- transparent invoicing
- optional services offered in addition to funded childcare.

As New Beginnings nurseries operate across multiple Local Authorities, the nursery will consider relevant Local Authority funding handbooks and operational guidance to ensure funding is administered appropriately.

Where required, minor operational adjustments may be made to align with Local Authority requirements. These adjustments will not affect a parent's entitlement to funded hours.

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## 3. Eligibility

Eligible children may access funded childcare depending on their age and family circumstances.

### Working Parent Entitlement

Eligible working parents may access funded childcare from:

- the term after their child turns 9 months old
- the term after their child turns 2 years old
- the term after their child turns 3 years old.

This provides:

- up to 30 hours per week for 38 weeks
- equivalent to 1,140 hours per year.

### Universal Entitlement (3 and 4 Year Olds)

All children aged 3 and 4 are entitled to:

- 15 hours per week for 38 weeks
- equivalent to 570 hours per year.

### Eligible 2-Year-Old Funding

Some 2-year-old children may access:

- 15 hours per week for 38 weeks.

Eligibility may be based on:

- household income
- additional needs
- Local Authority eligibility criteria.

Parents can check eligibility at the government's [Best Start in Life](#) website.

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## 4. Funding Start Dates

Funding begins from the term after a child reaches the qualifying age.

<b>Birthday Period</b>	<b>Funding Start</b>
1 January – 31 March	1 April
1 April – 31 August	1 September
1 September – 31 December	1 January

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## 5. New Beginnings Funding Model

### Stretched Funding

New Beginnings nurseries operate for 50 weeks of the year. The nursery closes during the Christmas period in accordance with the nursery Terms and Conditions.

This allows families to access childcare more consistently throughout the year.

#### **Government Entitlement Annual Hours Weekly Average (50 weeks)**

15 hours funding	570 hours	11.4 hours
30 hours funding	1,140 hours	22.8 hours

Funded hours are applied to a child's booked sessions.

Where a child attends sessions longer than the funded hours available, the remaining hours are charged at the nursery's private hourly or daily rate.

Closure dates may vary slightly each year and will be communicated to families in advance.

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## 6. Delivery of Funded Hours

Funded hours must comply with national and Local Authority guidance.

At New Beginnings:

- funded hours may be delivered between 6:00am and 8:00pm
- no funded session exceeds 10 hours per day
- nursery operating hours are 8:00am – 6:00pm
- parents are not required to access their full entitlement
- funding may be split between a maximum of two providers per day
- funding cannot be used for ad-hoc sessions outside contracted hours.

Permanent booking changes follow the nursery's contractual notice periods.

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## 7. Funding, Fees & What's Included

Government funded childcare supports the delivery of early education and care but does not cover additional services.

At New Beginnings, we believe in complete transparency, so parents clearly understand how funding and nursery fees are applied.

All invoices provide a clear breakdown of:

- private paid hours charged at the nursery's advertised daily or hourly rates
- funded hours shown at £0 cost
- optional meals and snacks provided during funded sessions
- consumables and enrichment activities offered in addition to the statutory requirements of the Early Years Foundation Stage (EYFS).

Additional services are optional and voluntary and are not a condition of accessing a funded childcare place at any New Beginnings nursery.

Parents may access their funded hours without purchasing any additional services.

### Charges May Include

#### Consumables

Examples may include:

- sun cream
- wipes used for hygiene.

#### Meals and Snacks

Meals and snacks are freshly prepared on site and available to purchase during nursery sessions.

New Beginnings normally provides meals and snacks as part of the nursery day. Parents may opt out of the nursery meals package. Meals from home are supported in accordance with the nurseries Food, Nutrition and Mealtimes Policy and food safety procedures.

#### Enrichment and Additional Services

Examples may include:

- access to the Family system (including home learning ideas and guidance)
- the Watch Us Grow curriculum led by a qualified Early Years Teacher
- Boogie Mites music programmes

- speech and language resources and lending library
- Makaton communication sessions
- trips and outings within the local community
- seasonal celebrations and events
- sensory and cooking activities.

Further details are provided in the Fees and Funding Guide available on the nursery website and via the Family app.

Where parents voluntarily opt into optional meals, consumables, or enrichment services, these arrangements are normally agreed for the duration of the funding term in line with the nursery's operational planning, staffing, catering, and resource allocation processes. Requests to amend optional services mid-term may be considered at management discretion.

Further details are available within the nursery Fee Schedule and Terms & Conditions.

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## 8. Invoicing Transparency

Invoices issued to parents will clearly show:

- funded entitlement hours at £0 cost
- private paid hours
- meals and snacks
- consumables
- optional services.

This ensures parents can clearly see that government funding has been fully applied.

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## 9. Children Starting or Leaving Mid-Year

Where a child starts or leaves the nursery part way through the funding year, funded hours will be calculated in accordance with the relevant Local Authority funding term and the child's attendance pattern.

For children starting mid-term:

- funded hours will be allocated pro-rata based on the term in which the child joins.

For children leaving the nursery:

- New Beginnings will review the funding already claimed compared with the funded hours allocated to the child's booking pattern.

Where necessary, adjustments may be made to ensure funding has been applied accurately.

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## 10. Bank Holidays and Nursery Closures

Where a funded session falls on a bank holiday or planned closure, and the child would normally attend, the nursery may continue to claim funding in line with Local Authority guidance.

Optional charges such as meals or consumables will not be applied to bank holidays when the nursery is closed.

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## 11. Staff Training Days

New Beginnings may occasionally close for staff training days.

Where this occurs:

- parents will be informed in advance where possible
  - funded hours may be claimed in line with Local Authority guidance
  - optional charges will not apply if the nursery is closed.
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## 12. Parent Declaration and Documentation

Parents must complete a Local Authority Parent Declaration Form each term confirming:

- funded hours accessed
- total hours booked
- whether funding is shared with another provider
- agreement to voluntary charges where applicable.

### Documentation Required

Parents may be required to provide:

- the child's birth certificate or passport

- HMRC eligibility code (where applicable)
- parent details including name, date of birth and National Insurance number
- Local Authority confirmation for 2-year funding where applicable.

Funding cannot be claimed without completed documentation.

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## 13. Eligibility Codes and Reconfirmation

For funded childcare places requiring an eligibility code, parents must ensure their code remains valid.

Parents must:

- reconfirm their eligibility with HMRC approximately every three months
- notify the nursery of any changes to eligibility.

If eligibility lapses, the Local Authority may withdraw funding and the nursery's standard private fees may apply.

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## 14. Funding Loop System

New Beginnings uses Funding Loop, a secure online portal used to collect and manage funding documentation.

This system supports the safe submission and storage of:

- parent declarations
  - eligibility confirmations
  - documentation required by Local Authorities.
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## 15. Attendance and Absence

Regular attendance supports children's learning and development.

Where attendance concerns arise, the nursery may be required to follow Local Authority funding guidance and procedures relating to funded childcare places.

Where Local Authority funding is withdrawn or reclaimed due to extended non-attendance or non-compliance with funding requirements, private childcare fees may become payable where funding is withdrawn or reclaimed by the Local Authority.

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## 16. Additional Funding Streams

New Beginnings administers additional funding streams including:

- Early Years Pupil Premium (EYPP)
- Disability Access Funding (DAF)
- SEND Inclusion Funding
- Deprivation Funding.

These funds are used to support children's development and inclusion.

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## 17. Parent Responsibilities

Parents are responsible for:

- providing accurate eligibility information
  - completing required documentation each term
  - reconfirming eligibility codes where applicable
  - notifying the nursery of changes affecting funding
  - informing the nursery if funding is shared with another provider.
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## 18. New Beginnings Responsibilities

New Beginnings Nurseries Ltd will:

- administer funding in line with Department for Education and Local Authority guidance
  - deliver funded hours free at the point of access
  - maintain accurate funding records
  - submit funding claims in line with Local Authority deadlines
  - communicate funding arrangements clearly with parents.
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## **19. Complaints**

If parents are unhappy with how funded entitlement is delivered, they should speak to the Nursery Manager in the first instance.

The nursery will follow its formal complaints procedure to resolve concerns.

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## **20. Changes to Government or Local Authority Guidance**

Where national or Local Authority guidance changes during the year, New Beginnings may adjust its funding administration processes to remain compliant.

Parents will be informed where changes materially affect the delivery of funded hours.

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## **21. Policy Review**

This policy will be reviewed:

- annually
- or earlier if required due to changes in legislation or Local Authority requirements.