



FSDN FUNDING POLICY 2026 – 2027

Welcome

Thank you for choosing Flying Start Day Nursery.

We understand that childcare funding can sometimes feel confusing, especially with the introduction of funded childcare from 9 months old. Our aim is to make the process as clear and transparent as possible so that you understand exactly what funding your child is entitled to receive and how it is applied to your nursery fees.

This policy explains:

- The funded childcare available to your child
- How FSDN applies funded hours
- Private fees that still apply for additional hours beyond those allocated as funded.
- Notice periods, late charges & leaving arrangements
- Funding rules and eligibility code rules / information

This policy has been produced with the advice and assistance of members of Surrey County Council Early Years Commissioning Team and is based on their fees and funding policy template. Please retain a copy for your future reference.

Our Nursery Offer

Flying Start Day Nursery is open:

Monday to Friday
8.00am to 6.00pm

We operate throughout the year (52 weeks), closing only on Bank/Public Holidays.

For more than 30 years, Flying Start has specialised in providing full-day childcare for working families. As a result, our spaces are designed around full-day attendance, and we will generally prioritise families seeking full-day care over the full 52 weeks of the year. We do not offer term time only places.

Government Funded Childcare

Depending on your child's age and your family's circumstances, you may be entitled to Government-funded childcare. In England, the funding options that you may be able entitled to are outlined below.



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Early Learning for 2 Year Olds (formally FEET)

Eligible families may receive up to 15 funded hours per week. Parents should be in receipt of certain benefits, the child has a Disability Living Allowance or Special Education Needs (SEND), the child has a guardianship order or the child is being looked after by the local authority. Please refer to [2yr Early Learning Eligibility](#) for further information.

Universal Funding

All children aged 3 and 4 years of age become eligible for 15 funded hours per week from the *term after* their third birthday. Please click [up to 15 hours childcare for all families](#) for more details.

Working Parent Entitlement

Eligible working families may receive up to 30 funded hours per week from the *term after* their child reaches 9 months of age. Eligibility is determined by HMRC and Surrey County Council. Parents should be working at least 16 hours a week, can be on sick leave/parental leave, must each earn less than £100,000 a year & might still be claiming benefits.

There are some other specific things that can affect your eligibility for funding (such as immigration status, Tax returns, where your child lives and your child's exact age at the time of applying for funding). You can read more about this on the government website [WPE up to 30 hrs funding](#).

Early Years Pupil Premium (EYPP)

EYPP provides additional funding to settings to support children's development. This can be used for extra equipment, resources or additional training for staff. Your child may be eligible if you are in receipt of some income related benefits or if your child is looked after by the local authority, adopted from care, or has a guardianship arrangement. Further details can be found on website by clicking the following link [Early years pupil Premium](#).

Am I Eligible?

Each family's situation is very specific. The government website has an intricate click form you can fill in to find out your eligibility to all the above options, so your first step is to click on the Best Start in Life link and follow all the prompts. [Childcare Checker - Best Start In Life](#).

At FSDN, we do everything possible to ensure that parents are aware of their funding entitlements as we are aware of the financial impact funding has for families and we would like every family member to maximise their funding. Funding is allocated before every term and codes, and eligibility must be in place and active before the 31st of the month prior to the start of each term (September, January and April). We contact each parent via email to ensure they have applied for funding if applicable and renewed their code. We hold drop-in education sessions for parents to attend to help guide you through the process.



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How we apply funding at FSDN

Flying Start is open all year round (52 weeks), whereas Government funding is only provided across 38 weeks of the year.

To help families budget consistently throughout the year, we use a **stretched funding model**.

This means that instead of receiving all funded hours during school term time only, we spread the value of those funded hours across the whole year that your child attends nursery.

As a result:

- Families receive a consistent reduction in fees throughout the year.
- Monthly invoices remain broadly the same each month.
- Funding continues to contribute towards childcare costs during school holidays.

This approach is approved within Surrey County Council funding guidance and is commonly used by year-round childcare providers.

What This Means For Families

Where a child attends throughout the academic year, the full value of their funded entitlement will be reflected through our stretched funding model.

Because funding is spread across the year:

- Funding is calculated on the assumption that a child remains registered until 31 August.
- Children leaving before the end of the academic year may not receive the full annual allocation of funded hours. Any remaining annual entitlement is not automatically transferred to another provider.
- Any exceptions required by Surrey County Council will be managed in accordance with the Surrey Provider Agreement.
- Registering for and paying for private hours at FSDN (i.e. from 8am to 1.27pm) is not a condition of being able to attend only the funded hours, but priority will be given to families who wish to enrol their child for full day care.
- We do not offer term time only places and will prioritise families who are looking for care over 52 weeks of the year as there are fewer settings able to provide funded hours over 52 weeks of the year, allowing parents to return to work.



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Our Funding Allocation

To ensure funding is delivered consistently and fairly across all families, Flying Start allocates funded hours across booked sessions using our stretched funding model.

The funding is reflected within the **afternoon** portion of a full nursery day. Each day (8:00 - 18:00) has approximately 4 hrs and 31 minutes of funded childcare allocated. Our funding hours are therefore from 13:28 to 18:00.

This enables us to:

- Deliver funding consistently across the year.
- Avoid creating artificial breaks within children's nursery day.
- Continue offering full-day childcare for working families.

A detailed explanation of how stretched funding calculations work can be found in [Appendix 1](#) at the end of this policy.

Important Information About Stretched Funding

Because funding is stretched across the full nursery year:

- Funding calculations assume a child remains registered until 31 August.
- Children leaving before the end of the academic year may not receive the full annual allocation of funded hours.
- Any unused annual entitlement is not automatically transferable to another provider.
- Flying Start can only claim funding permitted under Surrey County Council funding rules.
- Funding is not a cash payment to parents and can only be claimed in accordance with Local Authority funding guidance.

Funding Eligibility

Parents remain responsible for:

- Applying for funding
- Reconfirming Working Parent Entitlement codes when required by HMRC
- Providing accurate information and documentation as required by FSDN

We fully appreciate the financial impact that funding has on our families, and we do all we can to remind parents before the start of each term to apply for funding with guidance emails, drop in workshops and phone calls.

Where eligibility is not confirmed by Surrey County Council or HMRC, Surrey will not pass down any funding for that family and therefore full private fees will apply until eligibility is successfully validated.



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Eligibility Codes And Reconfirmation for WPE

Parents remain responsible for:

- Reconfirming Working Parent Entitlement eligibility codes when required by HMRC
- Providing accurate information and supporting documentation as required by FSDN

Parents need to reconfirm that they are eligible for Working Parent Entitlement every 3 months. HMRC will send out reminders to parents via text and/or email to reconfirm 4 weeks before their validity end date and again, 2 weeks before. Parents who reconfirm will not get a new code but will get a new validity end date. FSDN do not get a reminder from HMRC when parents should be reconfirming their code. As such, it is impossible for FSDN to remind you to reconfirm your code and thus it is your responsibility to do this at the correct time.

If eligibility is not confirmed by HMRC or Surrey County Council, Surrey will not pass down any funding for that family and therefore full private fees will apply until eligibility has been successfully validated.

Note: Effective from the Autumn term 2026, Surrey have confirmed that If a parent is starting work more than 1 month after the start of a term, their eligibility codes will not be valid until the following term.

Chargeable extras for funded sessions

At FSDN, we have decided to include the costs for the snacks, lunch and teatime meals, extra-curricular activities (such as language & music/dance lessons) and trips in the private fees for the morning sessions. There is no charge for these things allocated to our funded hours.

We have made this decision for the following reasons:

- Payments during the funded hours must be voluntary for parents, which does not allow us to accurately calculate / predict levels of income necessary for our future planning.
- The type of things that we could request a voluntary contribution for does not include the actual costs of providing the childcare (e.g. Staffing costs / utility costs).
- Most importantly, it allows us to provide a full range of activities and services to all the children who attend without creating a two-tier system which will exclude children whose families do not opt in, which is against the spirit of what the Government is trying to achieve with the funding.
- Our expectation is that every child will have the freshly prepared snacks and tea provided by or chefs. Special diets are catered for in house with appropriate alternative meals to ensure every child has a nourishing healthy food journey as they grow and develop with us.
- As there is no extra charge for the food and snacks, should you wish your child to have a packed tea / snacks, then you are welcome to collect them from nursery from 15:45 and feed them off the premises and return them to nursery once they have had their tea as we do not have the refrigeration facilities to store multiple food items from home or the staffing to check through them individually to ensure they comply with allergy restrictions and are nutritiously robust and varied for the children.



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Changes To Sessions Or Attendance

If your child's regular attendance pattern changes during the year, the amount of stretched funding applied may also change. This may affect your monthly invoices.

If you are thinking about changing your child's regular sessions, please speak to Ben Chambers or our office manager, who will be happy to explain how this may affect your funding allocation.

Notice Periods

If you plan to leave FSDN and you are paying for any non-funded hours, we require a minimum of 1 months' notice. (e.g. If you wish to leave on the 22nd of July, we need to have received your written intention to leave by the 22nd of June).

Leaving before the funded period ends

Where a family chooses to withdraw their child before the end of an agreed funded period, FSDN reserves the right to retain any funding already claimed for the child's place where this is permitted under Surrey County Council's Provider Agreement requirements. Funding is allocated to support the sustainability of the child's place throughout the funding period and cannot automatically be transferred retrospectively following an early withdrawal. There are exemptions in relation to personal circumstances outlined in the Surrey County Council Provider agreement.

To avoid confusion and discuss options to ensure you maximise your funding, we advise you to speak to Ben or the office manager at FSDN at your earliest convenience to help you understand the implications of leaving and all the options available.

Retained places

Fees remain payable during periods of absence, including holidays, illness or family travel, as staffing and operational costs continue regardless of attendance. Should you plan to take a break from nursery for longer than 2 weeks and are accessing a Funded Place for your child, please notify the nursery asap with your intended return date as extended absences longer than two weeks affect your funding and Surrey can withhold Funding until your child returns to nursery.



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Tax-Free Childcare (previously childcare vouchers)

At FSDN, we accept tax-free childcare. Parents can check their eligibility and apply for Tax free Childcare by clicking [here](#).

By accessing Tax-free Childcare:

- You may get up to £500 every 3 months (up to £2000 a year) for each child to help towards the cost of childcare. This increases to £1000 every 3 months if a child is disabled (up to £4000 a year).
- Parents need to set up an online Childcare account for your child. Parents transfer money into this account, the government will top up the account (every £8 parents pay, the government tops up by £2), and parents transfer from the Childcare account to FSDN to pay their fees.

We Are Here To Help

We fully appreciate that childcare funding can sometimes feel complicated.

If you would like help understanding how funding applies to your child's place at Flying Start, please reach out at any time to:

Ben Chambers – Director
or
the office manager

☎ [01372279935](tel:01372279935) / [01372276825](tel:01372276825)

✉ [Email us](#)

Appeals process

If you have queries about any aspect of the delivery of funded hours, please contact Ben Chambers (FSDN Director) as soon as possible to discuss.

☎ [01372 279935](tel:01372279935) / [01372 276825](tel:01372276825)

✉ [Email us](#)

Should you have further concerns or complaints, please contact *Surrey County Council's Early Years Commissioning Team* ([Email them](#))



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Data Protection

FSDN collects, store and process personal information in accordance with the UK GDPR and the Data Protection Act 2018. Information provided for the administration of funded childcare spaces maybe shared with relevant local authorities, government departments and other authorised bodies where required for the purposes of funding verification, audit, safeguarding, or compliance with our legal obligations.

Personal data will be processed securely and only for legislative purposes connected with the provision of childcare and funded early education. Parents and carers have rights regarding their personal data, including the right to access, correct or where applicable, request the deletion of their information. **Our FSDN Data controller is Ben Chambers (FSDN Director)** who fully complies with the Data protection law. Surrey County Council's Data protection policy and their privacy notice can be found in their Your Privacy section on their website which can be accessed by clicking [here](#).

Parent/Carer Declaration

I/We confirm that I/we have received, read, and understood the FSDN Childcare Funding Policy.
I/We agree to comply with the requirements of the policy and understand that it is my/our responsibility to provide accurate information and notify the setting of any changes that may affect funding eligibility or entitlement.
I/We understand that failure to comply with the funding requirements may result in charges being applied where appropriate.

Parent/Carer 1

Printed Name: _____

Signature: _____

Date: _____

Parent/Carer 2

Printed Name: _____

Signature: _____

Date: _____



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Appendix 1

Flying Start Day Nursery is open for 52 weeks of the year (excluding Bank Holidays), whereas Government funded childcare is only funded across 38 weeks of the year during term time. Some terms are 11 weeks long; some are 14 weeks long.

To help families manage childcare costs consistently throughout the year, we “stretch” the annual funding allocation across the full nursery year (52 weeks). This means families receive a consistent reduction in nursery fees each month, including during school holiday periods.

How Government Funding Works

Government funding is provided as an annual number of hours:

<u>Funding Type</u>	<u>Annual Hours</u>
Universal Funding	570 hours per year
Working Parent Entitlement + Universal Funding	1140 hours per year

Because Flying Start operates year-round, these annual hours are divided across approximately 50.6 operational weeks each year.

This provides an average weekly funding allocation of:

<u>Funding Type</u>	<u>Average Weekly Stretched Hours</u>
15 hour entitlement	11.265 hours per week
30 hour entitlement	22.53 hours per week

Example Of How Stretched Funding Is Calculated

If a child is eligible for:

15 funded hours over 38 weeks

The annual entitlement equals: 570 funded hours per year

Spread across approximately 50.6 nursery weeks: $570 \div 50.6 =$ approximately 11.265 funded hours per week

If a child is eligible for:

30 funded hours over 38 weeks

The annual entitlement equals: 1140 funded hours per year



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Spread across approximately 50.6 nursery weeks: $1140 \div 50.6 =$ approximately 22.53 funded hours per week

Because we must deliver the funded hours to families free of charge (despite funding not covering the actual cost of running and maintaining a nursery), we divide the total number of funded hours you are entitled to between 5 days available each week, so each day you can receive a maximum of 4.506 funded hours per day = approximately 4 hours and 30 minutes of funding per day.

Even if you are entitled to receive the equivalent of the full 30 hours funding per week, we will only claim from Surrey (and you will only be allocated) the funded hours depending on how many days a week your child attend, which include afternoon sessions as detailed in the below table.

Summary Table Of Stretched Funding

Days Attended Per Week	WPE Only OR WPE & Universal Funding		Universal Funding only	
	<u>Maximum hrs claimed from Surrey by FSDN</u>	<u>Maximum Weekly Funding Allocation (30 Hour Entitlement)</u>	<u>Maximum hrs claimed from Surrey by FSDN</u>	<u>Maximum Weekly Funding Allocation (15 Hour Entitlement)</u>
1 day	6 hrs	4.506 hours (5.494 Private Hrs)	6 hrs	4.506 hours (5.494 Private Hrs)
2 days	12 hrs	9.012 hours (10.988 Private Hrs)	12 hrs	9.012 hours (10.988 Private Hrs)
3 days	18 hrs	13.518 hours (16.482 Private Hrs)	15 hrs	11.265 hours (18.735 Private Hrs)
4 days	24 hrs	18.024 hours (21.976 Private Hrs)	15 hrs	11.265 hours (28.735 Private Hrs)
5 days	30 hrs	22.53 hours (27.47 Private Hrs)	15	11.265 hours (38.735 Private Hrs)

Please note that the actual funded hours allocated will depend upon your child's regular attendance pattern.