



Funding Policy

Early Education Entitlement Scheme 2025/26

Titel	Funding Policy
Version	1.1
Validity	Aug 2025 – Jul 2026
Next Review Date	July 2026

Statement

Sudbrook School is committed to providing high-quality early education that is accessible and affordable. We offer government-funded childcare places in line with national entitlements for eligible children aged 9 months to 4 years. This document outlines how we deliver and manage these entitlements to ensure clarity for families and compliance with Local Authority and Department for Education (DfE) guidelines.

Delivery Model

- Funded hours are delivered **term time only (36 weeks/year)**.
- Funded hours are applicable **from 8 – 11am only**.

Funding Entitlements Offered

We currently accept the following government funding entitlements:

- **Universal Entitlement for 3- and 4-Year-olds**
15 hours per week for 36 weeks a year (term time), available from the term after the child's 3rd birthday.
- **2-Year-Old Entitlement (Working Families)**
15 hours per week for 36 weeks a year, available from the term after the child's 2nd birthday and requires a valid code from Childcare Choices.
- **9-Month-Old Entitlement (Working Families)**
15 hours per week for 36 weeks a year, available from the term after the child turns 9 months and requires a valid code from Childcare Choices.

Eligibility and Access

Funding begins the term after the child reaches the eligible age and criteria. There is a limited number of entitlements only places. An entitlement only place will be given on a first come – first served basis. If the demand for an entitlement only place is higher, we will keep a waiting list in place. A deposit must be paid in full and will be returned the term after the child has left.

Attendance

Persistent non-attendance or absence for more than 4 weeks may result in the entitlement to be withdrawn. In this case fees are payable in full and will be invoiced.

Parent Responsibilities

- Apply for funding by filling in Parent **Authorization Form** before the start of the school year or before joining.
- Provide accurate eligibility information.
- Provide a valid code by the deadline and keep track of code renewal dates.
- Failure to do so may result in loss of funded hours.
- **For information how to obtain a code and/or to renew a code please visit www.childcarechoices.gov.uk**

Notice periods

- **Mid Term Joiners**

If your child joins mid-term, the funding can be applied from the start date of your child unless you have accessed hours at a different setting and have not given 4 weeks' notice prior to the start at DSL. Funding is not paid if you defer your start date.

- **Mid-Term De-registration**

If your child leaves the school mid-term, we are obliged to inform the council (notification of changes) and depending on the circumstances, the funding might be reduced, and additional fees are payable to the school by yourself. Please note that there is a 4 weeks' notice period to transfer funded hours to another setting. The notice period is different from the school's de-registration process. Please also note that entitlement hours can only be changed once a term.

Invoicing and Additional Costs

The funded hours are **free at the point of delivery**. A deposit must be paid; this will be returned following the child has left our setting. However, additional charges apply for.

Any additional hours (morning session) will be charged as private hours at a rate depending on the age of your child:

time		1 – 2 yr olds	2 – 3-year-olds	3 -4-year-olds
8-11 am	Funded hours	Free hours max 3/ morning	Free hours max 3/ morning	Free hours max 3/ morning
11 – 12.30pam	Private hours	1.5	1.5	1.5
	rate/ hour	£21.70	£16.90	£22.80

We will also charge for any additional costs such as the midday and afternoon sessions, books, trips and further consumables and additional services.

We will provide a **breakdown of funded hours and additional charges** each term.

Contact and Support

If you have any further questions, or need help with funding or your application, please contact: **Angela Richter** Angela.richter@dslondon.org.uk or admin@sudbrookschoo.co.uk

and/or visit: www.childcarechoices.gov.uk