Tiny Town Nursery
Early Education Funding Policy

Tiny Town Nursery offers Early Education Entitlement funded places in accordance with Department for Education statutory guidance and Warwickshire County Council's current Early Years Entitlements Funding requirements.

This policy explains how Tiny Town Nursery manages eligibility, parent declarations, funded hours, attendance, additional charges, changes to sessions and funding administration.

Funding entitlements

- 2Help Entitlement – eligible two-year-old children, from the start of the term following their second birthday, subject to the applicable criteria and valid EY Voucher Code.
- Universal Entitlement – all eligible three- and four-year-olds from the start of the term following their third birthday, up to 570 hours per year over a minimum of 38 weeks.
- Working Parent Entitlements – eligible children from the start of the term following nine months, and eligible two-, three- and four-year-olds, subject to the current eligibility criteria and valid eligibility code.

Eligibility starts from the relevant term date. The term in which funding starts is determined by the child's date of birth and, for working parent entitlements, the relevant eligibility-code timing rules.

Term dates and delivery

Tiny Town Nursery currently delivers funded hours over 38 weeks of the year and does not offer a stretched funding option.

The funded entitlement cannot be compressed so that more than the normal weekly entitlement is taken over fewer than 38 weeks. Parents/carers will be told in advance which sessions can be accessed as funded hours.

Funded hours are normally available from 8:00am. Our current session arrangements allow a maximum of 8 funded hours in a full-day session and a maximum of 4 funded hours in a half-day session. Any time outside the agreed funded hours is private paid childcare.

The funded entitlement itself is £0.00 to the parent/carer.

Tiny Town Nursery will not charge a fee for the funded entitlement and will not require a parent/carer to pay for meals, snacks, consumables, additional hours or activities as a condition of accessing funded hours.

Optional charges will be explained clearly in advance. Parents/carers may choose whether to purchase optional meals, consumables or additional services. Private paid hours are also

optional and are not a condition of accessing a funded entitlement place, however these places are limited.

Parent/Carer/Guardian Declaration
Before a child first takes up funded hours, Tiny Town Nursery will complete the current Warwickshire Parent/Carer/Guardian Declaration Form with the parent/carer.

The declaration will record, as applicable:

- the child's eligibility and funded entitlement;
- the number of funded hours Tiny Town Nursery will claim;
- the weekly pattern of funded hours;
- any other provider attended and the hours/pattern claimed there;
- any additional private paid hours;
- optional food, consumables and activities selected by the parent/carer; and
- the declarations and consents required by Warwickshire County Council.

The declaration will be kept securely and made available to Warwickshire County Council for audit/assurance purposes where required. If the child's hours, attendance pattern or selected charges change, the declaration will be updated in accordance with the current Warwickshire process.

Eligibility codes and evidence
Parents/carers are responsible for applying for and, where applicable, reconfirming their eligibility for Working Parent Entitlements. Tiny Town Nursery will check eligibility through the Warwickshire funding process and will ask the parent/carer to provide the information and evidence required by the current Parent/Carer/Guardian Declaration Form.

The nursery will not require a parent/carer to provide more information than is reasonably necessary for the funding claim, safeguarding, identity checking or statutory/local authority requirements.

Attendance and registers
Children must attend the funded sessions that the nursery claims for them. Accurate daily registers will be maintained and funding claims will be based on the child's actual agreed pattern and the current local authority rules.

Where repeated or significant absence raises a concern about the accuracy of a funding claim, the nursery will discuss the matter with the parent/carer and seek advice from Warwickshire County Council's Early Years Funding Team where appropriate.

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The nursery will not automatically pass a local-authority funding adjustment to a parent/carer. Any adjustment or charge arising from a funding change will be dealt with in accordance with Warwickshire's current funding requirements and the nursery's contractual terms.

Children attending more than one provider
Parents/carers must tell Tiny Town Nursery about any other setting where their child accesses funded hours and must provide an accurate weekly pattern for all settings on the Parent/Carer/Guardian Declaration Form.

Where funding is split between providers, Tiny Town Nursery will liaise with the other provider and follow Warwickshire's current process. Where an agreement to transfer part of a term's funding is appropriate, the providers will use the Warwickshire Provider Portal adjustment process. The nursery will not represent that funding automatically follows a child when they change provider mid-term.

Changes of provider and leaving
Parents/carers should give the nursery the notice required by the nursery's general terms and conditions.

Where a child leaves or changes provider during a term, Tiny Town Nursery will follow Warwickshire's current headcount and adjustment rules. The nursery will not automatically claim or retain funding beyond what the local authority rules permit.

Parents/carers will be informed if a change affects the funded hours or private fees payable.

Fees, food, consumables and additional services
The nursery publishes a separate Fees and Funded Entitlement document. It clearly distinguishes:

- funded entitlement hours – £0.00;
- additional private paid hours;
- voluntary food and snack charges;
- optional activities.

Invoices and receipts will be itemised so parents/carers can see exactly what they are paying for. No optional charge will be presented as a fee for the funded entitlement.

Policy Review Date: September 2026 Next Review Date: September 2027

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Funded-only places
In line with the nursery's published admissions criteria, Tiny Town Nursery offers funded-only places. A funded-only place does not require the parent/carer to purchase meals, consumables, activities or additional private hours.

The funded entitlement is a guarantee of access to a funded place in the local area for eligible children, not a guarantee of a place at a particular provider or of a particular session pattern.

EYPP, DAF and other supplements
Tiny Town Nursery participates in Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF) where children meet the relevant eligibility criteria and the required declaration/evidence is provided.

EYPP and DAF will be administered through Warwickshire's current process. The nursery will retain appropriate records of EYPP decisions and use of EYPP funding to support eligible children's outcomes, as required.

The nursery may also receive other applicable supplements or funding adjustments under Warwickshire's current funding arrangements.

Records, audit and data protection
Tiny Town Nursery will maintain accurate registers, declarations, eligibility information, funding claims, invoices and other records required by Warwickshire County Council and the Department for Education.

Funding records will be stored securely and handled in accordance with applicable data-protection requirements. Information may be shared with Warwickshire County Council where required for funding, audit, safeguarding or other lawful statutory purposes.

Parent/carer information and complaints
The management team is available to answer questions about funded hours, session patterns and optional charges. Parents/carers will be given clear information before agreeing a funded place.

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