CLAREMONT
FAN COURT SCHOOL

Early Years Funded Entitlement policy academic year 2026/27

What is Early Years Funded Entitlement?

All 3 and 4 year olds are eligible to access up to 15 hours Universal Early Years Funded Entitlement (EYFE) a week (up to a maximum of 570 hours per year)

See the tables before for information on when children become age eligible for the various entitlements:

A child born on or between:	Will become eligible for Universal EYFE for 3 and 4 year olds from the start of term beginning in:
1 January and 31 March	**April** following their third birthday
1 April and 31 August	**September** following their third birthday
1 September and 31 December	**January** following their third birthday

You can find out more about the Early Years Funded Entitlement, including eligibility criteria and how to apply (if required) by visiting https://www.beststartinlife.gov.uk/.

Funded places and waitlist

All eligible children offered a nursery place will be offered a funded place. A waitlist is kept of any children wanting a nursery place, with priority of places offered based on the basis of our admissions criteria.

No child is guaranteed a place until the written contract has been completed and signed by all parties. Further, an Early Years Funded Entitlement (EYFE) place is not guaranteed until completion of the Declaration form. This can be signed up to 1 month before the start of term.

We ask for parents/carers to let us know as soon as possible if a place is no longer required prior to child's scheduled start date and draw parents attention to the terms and conditions of the parent contract in respect of non-funded places.

All admissions to the setting will ensure fair access to educational opportunity for all and will comply with all equality legislation.

Early Years Funded Entitlement at Claremont Fan Court School (Claremont)

Claremont is registered with Surrey County Council (SCC) to provide Early Years Funded Entitlement (EYFE) hours under the Universal EYFE for 3 and 4 year olds scheme.

Parents/carers are advised to retain a copy of this policy for future reference and to review it in conjunction with our Fees Policy.

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Pattern of delivery

At Claremont children can access their Early Years Funded Entitlement (EYFE) in the following pattern:

Day	Opening Hours	Times EYFE can be accessed	Maximum number of EYFE hours that can be claimed per day for children eligible for up to 15 hours
Monday	8.00am – 6.00pm	8.30am – 11.30am	3
Tuesday	8.00am – 6.00pm	8.30am – 11.30am	3
Wednesday	8.00am – 6.00pm	8.30am – 11.30am	3
Thursday	8.00am – 6.00pm	8.30am – 11.30am	3
Friday	8.00am – 6.00pm	8.30am – 11.30am	3

Claremont only receives funding for our term times which equates to 34 weeks per year of funding. EYFE is available from SCC for 38 weeks per year. It is possible for you to seek the remaining weeks from another registered provider.

Accessing Early Years Funded Entitlement

The provision of Early Years Funded Entitlement (EYFE) includes the delivery of early years education and childcare, and we deliver this in line with the requirements of the Early Years Foundation Stage (EYFS). Parents/carers will be required to complete a Parent Declaration form before they begin accessing their EYFE sessions at Claremont. A new copy will need to be completed if your personal details or your child's EYFE hours change. Children are required to attend their EYFE sessions prior to and at headcount for Claremont to claim EYFE funding from SCC for them.

The following conditions apply when accessing EYFE places at Claremont:

- A minimum of 5 morning sessions is required in nursery.
- A minimum of 2 morning sessions is required in pre-nursery.
- No requirement to access additional paid-for hours.
- No requirement to take up additional paid services, such as lunch, consumables, extra classes, and trips etc.
- No non-refundable administration fees for children accessing only EYFE.
- No requirement for children to use all their EYFE solely at Claremont. Children may access EYFE sessions at a maximum of two different sites per day.

Our nursery provides high-quality, educationally focused early years provision in preparation for the Claremont School experience. Our recommended minimum session attendance is based on what we believe will best allow your child to access the specialist teaching on offer and derive the most benefit from their pre-school education at Claremont as follows:

Pre-nursery (age 2 to 3 years):

Note funding only available from the term following a child's third birthday

- Minimum 2 mornings per week

Nursery (age 3 to 4 years)

- Autumn term: minimum 5 mornings
- Spring term: minimum 5 mornings
- Summer term: minimum 5 mornings plus 2 afternoons

Should you choose to withdraw your child, we ask for 4 weeks written notice for EYFE sessions, inclusive of holidays and periods of closure. Non-EYFE sessions require a term's notice in line with our terms and conditions.

If your child misses EYFE sessions due to illness, holidays or any planned or unplanned absence, these hours will not be available at a later date. If Claremont is unexpectedly closed during your child's regularly scheduled EYFE sessions, due to illness or other unforeseen reason, we will offer these hours at an alternative time subject to availability and where reasonable.

Registration/Administration fees

Upon registering your child with Claremont, we ask for a Registration fee of £125. Note that children accessing only EYFE are exempt from this charge.

Deposits

We charge a deposit of £120 for pupils only attending EYFE session. This deposit will be credited on the first term's invoice. Four weeks written notice is required for your child to not take up a funded place. If this notice is not provided, the deposit will be retained.

For pupils attending paid for sessions the terms and conditions of the parent contract apply in respect of the acceptance deposit and notice periods.

Additional Services

If parents only want to use EYFE, they won't be charged extra. But if they want, they can choose to pay for extra services, including:

- Breakfast club and after-school club sessions
- Lunch
- Trips, outings, and extra classes (agreed in advance where possible).

We adopt an inclusive education approach and would encourage parents to speak to us if there is a financial barrier to accessing trips, outings or extra classes to understand what alternative options might be available.

Parents can also pay for additional hours, which are subject to availability. Accessing additional paid-for hours is not a condition of accessing EYFE hours. For more information on charges for additional hours and services, please see our fees documents.

Charges for additional hours and services

Item	Charge
Early birds club 8am-8.30am	£3.50 per session
Late morning session 11.30am – 12.15pm	£315 per session per term
Afternoon session 12.50 – 3.15pm	£533 per session per term
After School Club #1: 3.15-4.20pm	£7.00 per session
After School Club #2: 4.20-6pm (includes hot tea)	£12.00 per session
Lunch	£69 per day per term

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Support for children with Special Educational Needs and Disabilities (SEND)

Claremont is welcoming of all children and will work with parents and carers to ensure the needs of their children are met. To best support your child, we will assess their needs during their settling in period and their regular attendance and consult with you about any needs you or we identify.

Targeted Setting Support

Should any additional needs be identified, support is available from Surrey County Council via Targeted Setting Support. Claremont will consult with parents and carers before seeking this support.

Inclusion Funding

Inclusion Funding can be applied for by providers signed up to offer Early Years Funded Entitlement (EYFE) to support them in allowing children with additional needs to access their EYFE. Claremont will consult parents and carers before applying and seek their input into the action plan for the child. Claremont will share this action plan with Surrey County Council, who will then determine if Inclusion Funding can be provided and how much. Note that if your child has already been approved for Inclusion Funding at another Surrey provider, some or all of this funding may be made available for use at Claremont. In this case, we will consult with you further regarding best use of this funding.

Early Years Pupil Premium (EYPP)

EYPP is additional funding for early years settings to improve the education they provide for eligible children claiming Early Years Funded Entitlement (EYFE). EYPP is paid to settings alongside EYFE (Extended hours for 3 and 4 year olds are exempt). Children do not need to take up their full entitlement to receive it. EYPP will be paid in proportion to the child's actual EYFE hours.

For Claremont to be able to claim for your child, you will need to provide the following information:

- Parent/carer's full legal name.
- Parent/carer's date of birth.
- Parent/carer's National Insurance (NI) number or National Asylum Support Service (NASS) number.
- Evidence that the child has been in local authority care for one day or more in England or Wales (if applicable).
- Evidence proving the child has been adopted from local authority care, left care through a special guardianship order or is subject to a child arrangements order (if applicable).

Claremont will determine best use of the funding by assessing the needs of eligible children, and in consultation with parents. We may also seek advice from Surrey County Council for best use.

You can find out more about EYPP by viewing Surrey County Council's EYPP guidance for more information, including funding amounts at Early Years Pupil Premium - Surrey County Council.

Disability Access Fund (DAF)

DAF is a measure which aids access to early years places by, for example, supporting providers in making reasonable adjustments to their settings and/or helping with building capacity, be that for the child in question or for the benefit of children attending the setting. DAF is a fund that can be paid once per year.

Children will be eligible for the DAF if they meet the following criteria:

- the child is in receipt of child Disability Living Allowance (DLA); and
- the child receives Early Years Funded Entitlement (EYFE).

For Claremont to be able to claim DAF for your child, you will need to provide the following:

- A newly completed Parent Declaration, completed to confirm you would like Claremont to apply for DAF on behalf of your child; and
- A copy of a letter confirming your child's current eligibility for Disability Living Allowance (DLA)

To determine best use of the funding, Claremont will assess the needs of the child, consult with parents, and seek support from Surrey County Council where required.

You can find out more information by reading Surrey County Council's DAF guidance for more information, including funding amounts at Disability Access Fund (DAF) - Surrey County Council.

Policy reviewed on	Autumn Term 2026
Next review due	Autumn Term 2027