

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Sherborne House Nursery

Early Years Funded Entitlement Policy

Reviewed 6th November 2025

Next Review November 2026

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).

At Sherborne House Nursery, eligible working parents can apply for EYFE for working families, providing access to:

- up to 15 hours per week (or up to 570 hours annually) EYFE for working families.
- a maximum of 15 hours of EYFE per week (or up to 570 hours per year) if their families meet specific criteria under the Local Authority (LA) Issued Free Childcare for some 2 year olds.

Please note we currently do not offer 30 hours funding.

Please note from April 2024, children began accessing this funding the school term after they turn 2 (if approved). Furthermore, from September 2024, children began accessing this funding the term after they turn 9 months old (if approved).

See the tables below for information about when children become age eligible for the various entitlements:

A child born on or between:	Will be of eligible age for the 9 month old EYFE* from the start of term beginning in:
1 April and 30 June	April after turning 9 months old
1 July and 30 November	September after turning 9 months old
1 December and 31 March	January after turning 9 months old

A child born on or between:	Will become eligible for 2 year old EYFE for Working Families* or 2 year old LA Issued EYFE** from the start of term beginning in:	Will become eligible for Universal EYFE for 3 and 4 year olds and Extended EYFE for 3 and 4 year olds* from the start of term beginning in:
1 January and 31 March	April following their second birthday*	April following their third birthday
1 April and 31 August	September following their second birthday*	September following their third birthday
1 September and 31 December	January following their second birthday*	January following their third birthday

*Subject to approval of an application at childcarechoices.gov.uk

**Subject to approval by their Local Authority.

You can find out more about the above entitlements, including eligibility criteria and how to apply (if required) by visiting [HERE](#)

Funded places and waiting list

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 Parental Contract for the Early Years Free Entitlement Form.

We ask for parents/carers to let us know as soon as possible if a place is no longer required prior to the child's scheduled start date. If a pupil for whom a vacancy has been reserved, is withdrawn before the agreed starting date, the deposit will be forfeited.

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

Early Years Funded Entitlement at Sherborne House Nursery

Sherborne House Nursery is registered with Hampshire Council to provide Early Years Funded Entitlement (EYFE) hours under the following schemes:

- Universal EYFE for 3 and 4 year olds
- LA issued EYFE for 2 year olds
- EYFE for 2 year olds under the Working Families Entitlement
- EYFE for 9 months and older under the Working Families Entitlement

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

Pattern of delivery

At Sherborne House Nursery, 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	7.30-18.00	13.00-17.00	4
Tuesday	7.30-18.00	13.00-17.00	4
Wednesday	7.30-18.00	13.00- 16.17 or 13.00-17.00	3.17 or 4
Thursday	7.30-18.00	13.00- 16.17 or 13.00-17.00	3.17 or 4
Friday	7.30-18.00	13.00- 16.17 or 13.00-17.00	3.17 or 4

Sherborne House Nursery offers EYFE for 51 weeks per year and is open 51 weeks per year.

Stretched-funding

At Sherborne House Nursery we offer Early Years Funded Entitlement (EYFE) over 51 weeks per year. Children accessing over 51 weeks will be able to stretch their funding across the additional weeks of attendance at a lower number of hours claimed per week. Sherborne House Nursery does not offer EYFE over 38 weeks, commonly referred to as 'term time only'.

Children eligible for up to 15 hours per week can access up to 570 hours per year. At Sherborne House Nursery we stretch this to 11.17 hours of funding per week over 51 weeks a year.

Accessing Early Years Funded Entitlement at Sherborne House Nursery

The provision of Early Years Funded Entitlement (EYFE) includes the delivery of early years education and childcare. We deliver this in line with the requirements of the Early Years Foundation Stage (EYFS). Parents/carers will be required to complete an Early Years Free Entitlement Form before they begin accessing their EYFE sessions at Sherborne House Nursery. A new copy will need to be completed if your personal details or your child's EYFE hours change.

Sherborne House Nursery's recommended provision model is that children attend two days a week minimum (4 sessions). This way, they get the most out of the learning and activities we offer, and we can be more flexible in planning the days attended to meet their needs.

Should you choose to withdraw your child, Sherborne House Nursery requires one month's notice for paid hours (including the delay to an agreed start date). Notice periods are inclusive of holidays and periods of closure.

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 Sherborne House Nursery is unexpectedly closed during your child's regularly scheduled EYFE sessions, due to illness or another unforeseen reason, Sherborne House Nursery will offer these hours at an alternative time subject to availability and where reasonable.

Registration/Administration fees and deposits

Upon registering your child with Sherborne House Nursery, we ask for a Registration and Administration fee of £50.00. We charge a deposit of £100.00 upon registration.

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

Sherborne House Nursery is welcoming of all children and will work with parents and carers to ensure the needs of their children are met, this is established during a pre entry meeting. To best support your child, Sherborne House Nursery will assess their needs during their Taster Sessions and will consult with you about any needs you or Sherborne House Nursery identify.

Targeted Setting Support

Should any additional needs be identified, support may be available from Hampshire Local Authority via Targeted Setting Support. Sherborne House Nursery will consult with parents and carers before seeking this support.