



BROOK HOUSE NURSERY

POLICY ON EARLY EDUCATION FUNDING

15 hours Universal entitlement

All 3 and 4-year-olds in England are entitled to 570 hours of free early education or childcare a year. Nursery providers can deliver this funding across the school terms (15 hours per week for 38 weeks per year) or by stretching it to cover a longer period of the year.

Brook House Nursery stretches the funding over 51 weeks.

We apply a charge for any additional hours outside of the funded hours, as detailed in the Fee Schedule.

When is my child eligible for funding?

You can start claiming universal entitlement after your child turns 3 if you meet the eligibility criteria. The date you can claim will depend on when their birthday is.

Child's birthday	When you can claim
1 st January to 31 st March	the beginning of term on or after 1 st April
1 st April to 31 st August	the beginning of term on or after 1 st September
1 st September to 31 st December	the beginning of term on or after 1 st January

- Funding will follow the child across the term.
- Funding will be claimed for the weeks the child is on roll, the place is available to access and attendance has started.
- Claims will be made based on child on roll, and weeks the place is available to access.

How do I apply?

The nursery will contact parents of all eligible children and request that the parents complete, sign and return a parent funding authorisation form, that will be used to claim the funding.

30 hours Extended entitlement

The government also offers extra 15 (extended) hours a week of funded childcare, to working parents of 3 and 4 year olds, who meet the eligibility criteria.

Currently, Brook House Nursery offers extended hours for families whose children attend the setting for 4 or 5 days per week.



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ELIGIBILITY CRITERIA:

- **WORK REQUIREMENTS** - Parents must earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months. Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- **SALARY** - Parents must earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months. This equates to £120 a week for each parent over 25 years old or £112.80 a week for each parent between 21 and 24 years old and £56 a week for apprentices in their first year. You can't get 30 hours free childcare if you, or your partner, expect to earn £100,000 or more.
- **AGE OF CHILDREN** - Your child/children must be either 3 or 4 years old. You can apply for funding in the term prior to your child's 3rd birthday but the funding will not apply until the term after they turn 3.
- **LOCATION** - This offer is for working families in England. If one or both parents is a non-EEA national, the parent applying must have recourse to public funds. If one or both parents is a non-EEA national and the parent applying does not have recourse to public funds, you will not be eligible.

For more information about eligibility criteria, please visit the Childcare Choices <https://www.childcarechoices.gov.uk/> website or download the Department for Education eligibility document. <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

30 hours - when to apply for a code?

You can apply from when your child is 2 years and 36 weeks old. Please visit the following website to apply for 30 hours childcare:

<https://www.gov.uk/apply-30-hours-free-childcare>

You'll need your details (and your partner's, if you have one), including your:

- National Insurance number
- Unique Taxpayer Reference (UTR), if you're self-employed

If you pay for childcare and want to use Tax-Free Childcare to get help with costs, you can also apply using this service. It usually takes 20 minutes to apply. You may find out if you're eligible straight away, but it can take up to 7 days.



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Recommended time for parents to apply for the code:

When your child turns 3	When they can get 30 hours from	Recommended time to apply
1st September to 31st December	Term starting on or after 1st January	15th October to 30th November
1st January to 31st March	Term starting on or after 1st April	15th January to 28th February
1st April to 31st August	Term starting on or after 1st September	15th June to 31st July

Remember you need to reconfirm your eligibility code every 3 months.

What happens to my funding if my child leaves the nursery during the term

- A maximum of a 4 weeks notice period should be given to the nursery in writing. A leavers form will be provided by the nursery.
- Whole weeks of funding can be claimed up to the week in which notice period ends.
- Leavers form, signed by parents, and the original written notice is evidence of the leavers' claim.

The expanded offer - for children 9 months plus Working Families Entitlement

From September 2025, 15 hours for eligible working families will expand to 30 hours, meaning eligible working parents can now apply for 30 hours of childcare from the term after their child turns 9 months until they reach school age.

If you currently receive 15 hours for working families, just reconfirm as usual and the code will work for the 30 hours offer in September, providing you remain eligible.

Brook House Nursery stretches the funding over 51 weeks. Brook House Nursery offers extended hours for families whose children attend the setting for 4 or 5 days per week. All eligible families have access to 15 hours.

To apply for a childcare code each parent needs to be working and earning the equivalent of 16 hours a week at national minimum/living wage and under £100,000 adjusted net income per year. This means that each parent needs to earn from just over £8,600 per year to be eligible for 15 hours a week of childcare during term time. There is more information on the childcare support available to parents on the [Childcare Choices](#) website, where they can explore the early education entitlements and other government help with childcare costs.



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To be able to access the government funding parents will need to obtain a valid code.
<https://www.gov.uk/apply-free-childcare-if-youre-working>

Information about entitlement expansions can be found on the [Childcare Choices GOV.UK website](#).

If your child turns 2 whilst claiming 9 - 23 month funding

If your child turns 2 whilst claiming 9 - 23 month funding, the fees will not change. They will change when you become eligible for the 2 year old funding, in the following term.

If your child turns 3 whilst claiming 2 year old funding

If your child turns 3 whilst claiming 2 year old funding, the fees will not change. They will change when you become eligible for the 3 year old funding, in the following term.

Policy review date	Name and signature