

## **9 Early Years Practice Policy**

### **9.15 Funded Early Education Entitlement (FEEE)**

*Alongside associated procedures in 9.1 to 9.17, this policy was adopted by You and Me on the 8<sup>th</sup> December 2025 by the Committee.*

#### **Aim**

This policy aims to specify how You and Me Pre-School provides the Funded Early Education Entitlement (FEEE) for eligible 2,3 and 4 year olds, in accordance with Essex County Council guidelines. The FEEE offers families the opportunity to access high quality early education and childcare.

Whilst You and Me Pre-School makes every effort to support parents with funding, including support in completing the forms, it is the parents' responsibility to be aware of the funding they can receive and ensure their applications are submitted appropriately.

#### **Funded Early Education Entitlement (FEEE) Eligibility**

##### *2 Year Old Funding*

Some 2 year olds may be eligible for up to 15 hours of funded early education starting from the term after a child turns 2, if their families meet certain income related criteria or other specific conditions (such as the child having special education needs or being looked after by the local authority).

##### *2 Year Old Working Parent Funding*

Families who meet the eligibility criteria (working parents earning the equivalent of at least 16 hours per week at the National Minimum Wage or Living Wage and less than £100,000 per year) may be entitled to up to 30 hours per week of funded early education. This provides up to 1,140 hours per year. Parents can check their eligibility using the government's Childcare Choices website and obtain a working parent code, which must be validated with You and Me Pre-School before the child starts accessing working parent funded hours. This will require a National Insurance number to be provided to the setting.

##### *3 and 4 Year Old Universal Entitlement*

All children are entitled to 15 hours per week of free early education starting from the term after a child turns 3. This provides up to 570 hours per year of funded education over a minimum of 38 weeks.

### *3 and 4 Year Old Working Parent Extended Entitlement (30 Hours)*

Families who meet the eligibility criteria (working parents earning the equivalent of at least 16 hours per week at the National Minimum Wage or Living Wage and less than £100,000 per year) may be entitled to up to 30 hours per week of funded early education. This provides up to 1,140 hours per year. Parents can check their eligibility using the government's Childcare Choices website and obtain a 30-hour code, which must be validated with You and Me Pre-School before the child starts accessing the extended hours. This will require a National Insurance number to be provided to the setting.

### **Claiming Working Parent Entitlement for 2, 3 and 4 Year Olds**

Parents eligible for the working parent entitlement must:

- Apply via the HMRC Childcare Service to obtain their working parent code. This must be obtained the term before a parent wishes to access funded hours.
- Provide their code, National Insurance number and child's date of birth for validation.
- Renew their working parent code every three months to continue accessing the working parent funded hours.

Failure to renew the code before its expiry will result in the loss of working parent entitlement, and the child will revert to either the Universal 15 hour entitlement (for 3 and 4 year olds) or paid for sessions (for 2 year olds).

### **Documentation and Registration**

To claim the FEEE, parents must:

- Complete and sign a parent declaration form each term.
- Provide proof of their child's date of birth (e.g. a birth certificate or passport).
- Submit their valid working parent code (if applicable), along with their National Insurance Number for working parent entitlement claims.

It is the parents' responsibility to renew their working parent eligibility code before the expiration date. Without a valid code, You and Me Pre-School cannot claim working parent entitlement funding.

### **Sessions and Hours Available**

You and Me Pre-School offers full day or sessional care, Monday to Friday term time only, for 38 weeks of the year. Parents can use their funded hours during these sessions. Our session time are:

Morning (AM) Sessions                      9.00 AM to 12.00 PM

Afternoon (PM) Sessions	12.00 PM to 3.00 PM
Full Day Sessions	9.00 AM to 3.00 PM

### **Attendance Patterns**

You and Me Pre-School operates term time over 38 weeks per year and we offer flexibility in how parents use their funded hours during this time.

The pattern of attendance will be discussed and agreed upon during the enrolment process. Once set, parents will need to notify You and Me Pre-School if there are any changes to attendance patterns during the term by giving one half term's notice.

You and Me Pre-School applies for funding once per term which cannot be increased mid-term. If parents request additional sessions mid-term these will be charged at the current session rate, if sessions are available.

### **Charging for Additional Services**

The FEEE covers the cost of early education hours only and You and Me Pre-School requests the following voluntary contribution:

- Snack for each session
- Weekly for various additional activities such as Celebration Crafts, Gardening, Sports Day, etc.

Any additional extra hours beyond the funded entitlement, will be charged separately.

Parents are under no obligation to purchase additional services to access their funded hours.

### **Absence and Holiday Policy**

Regular attendance is important for children's development, and prolonged unexplained absences may result in the withdrawal of a child's place at You and Me Pre-School. If a child is absent due to illness or other valid reasons, their place will be maintained in line with Essex County Council guidelines.

Parent must inform the pre-school of any planned absences.

### **Grace Period and Working Parent Entitlement**

If a family becomes ineligible for the working parent entitlement, a grace period will be applied. During this time, the same number of hours will continue to be funded. Once the grace period ends, if eligibility is not regained, the child's hours will revert to either the Universal 15 hour entitlement (3 and 4 year olds) or paid sessions (for 2 year olds).

**Notice Period and Termination of FEEE**

Parents are required to give one half term's notice if they intend to withdraw their child from You and Me Pre-School. FEEE cannot be transferred to another provide mid-term unless under exceptional circumstances. The funding for that term will remain with the pre-school.

**Review and Updates**

This policy will be reviewed annually to ensure it remains in line with Essex County Council's rules and national regulations regarding the Funded Early Education Entitlement.

**Contact Information**

If you have any questions about your child's eligibility or how to claim FEEE hours, please contact the Pre-School Business Manager : [businessmanager@youandmepreschool.co.uk](mailto:businessmanager@youandmepreschool.co.uk)