



Funding Policy

1. Policy Statement

The Redbrick Day Nursery is committed to delivering Government-funded early education in a way that is transparent, fair, and fully compliant with statutory guidance.

This Funding Policy operates alongside, and must be read in conjunction with:

- The Admissions & Waiting List Policy
- The Schedule of Fees
- The Flexible Funding Parental Agreement & Declaration

Together, these documents set out how funded hours are allocated, delivered, and invoiced, and the respective responsibilities of the nursery and parents.

2. Funded Early Education Entitlements

We offer the following Government-funded entitlements, subject to eligibility and Local Authority confirmation:

- Universal 15 hours funding for all 3- and 4-year-olds from the term following their third birthday
- Extended 30 hours funding for eligible working parents of 3- and 4-year-olds
- 15 hours funding for eligible 2-year-olds
- Working parent entitlements for eligible children from 9 months+ (phased nationally; eligibility and start dates are set by Government and administered via HMRC / Childcare Choices)

Funding is provided for 38 weeks per year (term-time). Parents may choose to stretch funding across more weeks, subject to availability and our fee structure.

In line with national guidance, funded early education is delivered flexibly, with a maximum of 10 funded hours in any one day.

3. How Funding Is Delivered at The Redbrick Day Nursery

Funded early education is delivered in line with our Admissions & Waiting List Policy, Flexible Funding Parental Agreement & Declaration, and Schedule of Fees.

Funded hours:

- Are allocated within specific sessions shown in the Schedule of Fees



- May be offered as NIL COST (funded-only) sessions or as part of Enhanced Flexible / All Inclusive packages
- Are subject to availability, planned capacity, staffing arrangements and operational requirements

Minimum attendance patterns

To support continuity of care and learning, and to meet operational requirements:

- The nursery delivers funded hours over a minimum of two full days per week for the 15-hour entitlement
- The nursery delivers funded hours over a minimum of three full days per week for the 30-hour entitlement

Funded-only (NIL COST) sessions

Funded-only places are limited and are allocated in accordance with our Admissions & Waiting List Policy.

- Funded-only sessions are allocated on a termly basis and may be amended on a termly basis.
- Funded-only sessions are offered as stand-alone sessions and are not taken in combination with other attendance patterns.
- Allocation in one term does not guarantee availability of the same sessions in subsequent terms.

Funding is not a cash payment to parents and cannot be transferred or offset against other charges.

4. Charges in Addition to Funded Hours

Government funding covers the cost of the early education element only and does not fully meet the cost of delivering our full nursery provision.

In line with our Schedule of Fees, funded hours are delivered free of charge. Where parents choose to access services beyond the funded early education entitlement, additional charges may apply. These may include, but are not limited to:

- Additional childcare hours beyond funded entitlement
- Meals and snacks
- Consumables
- Activities and enrichment experiences

These charges are clearly set out in our Schedule of Fees and are invoiced separately from funded hours.



Voluntary charges and opting out

Where charges are described as voluntary within our fee documentation (for example, food, consumables and activities contributions for funded-only sessions), parents may opt out by notifying the nursery in writing.

Parents are not required to purchase additional services as a condition of accessing their funded entitlement. Where a family opts out of voluntary charges, they agree to comply with our Food Provision Policy and Consumables and Activities Contribution Policy, and the child may be excluded from certain additional activities that require enhanced consumables.

5. Stretching Funding

Government-funded early education is provided for **38 weeks per year** (570 hours for 15 hours entitlement and 1140 hours for 30 hours entitlement).

The Redbrick Day Nursery operates for 51 weeks per year and offers a stretched funding model, allowing funded hours to be spread across the year. Under this model:

- 15 hours funding equates to approximately 11 funded hours per week over 51 weeks
- 30 hours funding equates to approximately 22 funded hours per week over 51 weeks

Stretching funding does not increase the total annual funded hours. Funded hours are shown clearly on monthly invoices at nil cost, with any additional hours or services charged in accordance with our Schedule of Fees.

6. Eligibility, Codes and Parent Responsibilities

Parents are responsible for:

- Checking eligibility for funded entitlements via HMRC / Childcare Choices
- Providing valid eligibility codes and National Insurance details
- Ensuring codes are received and validated by the nursery before the start of the relevant funding term
- Reconfirming eligibility codes every three months

Failure to provide or reconfirm a valid code may result in funding being refused or withdrawn by the Local Authority. In these circumstances, parents will be charged at the applicable rates set out in the Schedule of Fees.

Although the nursery may receive notifications when a code enters a grace period, responsibility for renewal remains with the parent.



7. Start, End and Changes to Funding Entitlement

Funding begins:

- From the term after a child becomes eligible, in line with Local Authority funding periods

Funding may end or change:

- When a child reaches statutory school age
- If eligibility criteria are no longer met, following any applicable Local Authority grace period

Where eligibility for extended (30 hours) funding ceases, the nursery reserves the right to:

- Amend the attendance pattern
- Offer an alternative place based on the Universal Entitlement

We will endeavour to maintain continuity of care; however this is subject to session availability and operational requirements.

8. Absences, Attendance, Headcount and Funding Periods

Funded early education is claimed based on a child's booked and agreed sessions, not actual attendance.

Parents should be aware that:

- Funding cannot be transferred to another provider once claimed for a funding period
- If a child leaves before or after a Local Authority headcount date and funding is not paid or is reclaimed, parents may become liable for fees
- Funded hours cannot be retrospectively reallocated during a term

Funded hours are not refundable for sickness, holidays or other absences.

9. Booking Patterns, Changes and Headcount Deadlines

Funded hours are allocated within specific sessions and are subject to availability.

Funded-only ("Just 15" / "Just 30")

Where parents access funded-only ("Just 15" or "Just 30") sessions:



- Sessions are allocated on a termly basis only
- Having a funded-only place in one term does not guarantee the same sessions in subsequent terms
- The nursery reserves the right to amend, cease, or vary funded-only session availability in response to operational requirements; parents may be offered alternative options in line with the Schedule of Fees (e.g. Flexible 15 / Flexible 30)

Changes to funded hours and booking patterns

Any changes to funded hours or booking patterns must:

- Be requested in writing
- Comply with Local Authority headcount deadlines and funding periods
- Be subject to availability

Where a child leaves before or after a headcount date and the Local Authority does not pay funding to the nursery (or transfers it), parents may be liable for the relevant fees in accordance with the Schedule of Fees and their signed agreements.

10. Parental Declarations, Split Funding and Provider Changes

Parents accessing funded entitlements must complete and sign:

- A Parental Declaration Form each funding period (via Funding Loop process)
- The nursery's Flexible Funding Parental Agreement & Declaration
- Any other required Local Authority or Redbrick funding agreements

These confirm:

- Eligibility for funding
- The number of funded hours claimed
- That funding is not being claimed in excess of permitted limits

Split funding across settings

Children attending more than one setting may have their funded hours split in accordance with Local Authority rules.

- A child may attend a maximum of two sites in a single day for the purposes of funded entitlement.
- Parents must declare any other providers used for funded entitlement.
- The nursery may liaise with other settings to ensure accurate funding claims and appropriate information-sharing in the child's best interests.



Moving provider during a funding period

Once funding is allocated for a funding period/term, it is generally not moved during that period. Requests to change providers should be made with appropriate notice and in line with Local Authority rules and the nursery's contractual terms.

11. Accuracy of Information, Fraud and Misuse of Funding

Parents must ensure that all information provided in relation to funded entitlement is accurate and up to date.

If incorrect, misleading or false information is provided, resulting in funding being refused, withdrawn or reclaimed by the Local Authority, parents may become liable for the associated childcare fees in line with the Schedule of Fees.

The nursery is required to cooperate with the Local Authority and Department for Education in preventing and reporting suspected misuse or fraudulent claims for funding.

12. Complaints Regarding Funded Entitlement

Any concerns regarding funded early education should be raised in the first instance in writing with the Nursery Manager.

If the matter is not resolved, concerns may be escalated to the Operations Director in line with our Admissions Policy.

Where complaints relate specifically to the delivery of Government-funded entitlement, parents may contact the Local Authority responsible for funding.

Ofsted does not investigate complaints relating to funding arrangements or fee charges.