



Early Years Education Funding (EEF) Policy

INTRODUCTION

This policy is written, and EEF delivered, within statutory and local authority guidelines which may be updated from time to time.

The government gives local authorities funding to provide part-time early education for all two, three, and four-year-olds. Harrodian is an eligible setting for providing Early Years Education, registered with Achieving for Children (Richmond upon Thames).

Please note that this funding is entirely optional. Claims will only be made for families who complete the relevant documentation.

EEF Eligibility

3 and 4-year-old funding

This is universal funding that provides up to 570 hours of free childcare a year, effective from the term following a child's 3rd birthday. This is normally delivered for 15 hours a week, over 38 weeks of the year. Extra funding cannot be claimed for the 5 additional weeks, as the number of weeks available for families to claim is dictated by the number of weeks their children attend school. For Harrodian pupils, this will be 33 weeks, matching the weeks of the school year. Funding is claimed by and paid directly to the school from the local authority. It is then credited to school invoices.

2-year-old funding

This is eligibility-based funding for up to 570 hours of free childcare a year, effective from the term following the child's 2nd birthday. Application for 2-year-old funding is made via the local authority and places can only be allocated once eligibility has been confirmed. Eligibility is confirmed by the local authority that the provider is based within and then claimed and paid directly to the provider.

Please note: We do not offer 2-year-old funding places.

Further information on early years funding can be accessed via your local authority website:

www.richmond.gov.uk

Delivery and Charges

As the hourly amount will change from year to year, so will the amount parents can claim. The hour is multiplied by 15 hours per week, which is multiplied by the amount of weeks in the term, for example;

2024/2025 hourly rate for Richmond upon Thames - £6.84

£6.84 x 15 x 11 = £948.02. *Subject to change*

For Harrodian families, funding can be claimed for up to 33 weeks per pupil, depending on their birthday and when they started at Harrodian.

Parental Declaration

To claim EEF, parents must complete a Parent Declaration Form and supply the relevant supporting documentation. These will be available to access for families wishing to claim, via the online system, Funding Loop.

Funding Loop

To remove the need for physical paperwork, we will be implementing a new electronic system called Funding Loop (<https://www.fundingloop.info/#!/home>). Funding Loop allows claiming families to submit their Parent Declaration Form and supporting evidence electronically, directly to the School. The relevant individual responsible for actioning the claims on behalf of Harrodian is then able to transfer the data directly into the Local Authority portal electronically, instead of needing to enter the information manually. There is no charge to Parents for using Funding Loop to make their applications.

If you would like to access a copy of the Funding Loop Privacy Policy for parents, please click [here](#).

Deadlines

Each term, there will be a set deadline and Parents wishing to claim EEF will need to have submitted a completed Parent Declaration Form and supply the relevant supporting documentation. Any claims submitted after the deadline will be unable to be processed (without exception), to ensure that the claims can be put against the relevant terms and fees in a timely manner.

Queries and Complaints

Should parents have any queries or concerns, please email hjackson@harrodian.com. Any issues not resolved can be taken to the Achieving for Children Early Years Team at early.years@achievingforchildren.org.uk.

Approved by:	SLT
Review cycle:	Annual
Last reviewed:	June 2024
Date of next review:	September 2025