



Early Years Free Entitlement (EYFE)

INFORMATION SHEET

Working in partnership with Surrey County Council (SCC), Hoe Bridge School offers both the **“Universal” 15 hours** and the **“Extended” 30 hours EYFE** for pupils in our Nursery and Reception years. Depending on when your child was born, you will be eligible for up to six terms of EYFE. Eligibility ends from the start of the term after your child’s fifth birthday.

All children aged three and four are entitled to the **“Universal” EYFE** and although this is applied automatically to pupils’ bills, you need to complete the relevant sections of SCC’s Declaration Form and return this to our Pre-Prep School Office. The form is available on our website or from the Pre-Prep School Office. If you have previously used another childcare provider, your bill may need to be adjusted to reflect any reduction in EYFE funding received by the school from SCC.

Where both parents are working and you meet certain income criteria, you will be eligible for **“Extended” EYFE**. To claim this, you need to apply online for an Eligibility Code from HMRC (<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>) and then complete all sections of SCC’s Declaration Form and return to our School Office. As soon as we receive validation of your eligibility from SCC, we will make any necessary adjustments to your child’s billing account.

NB: SCC require an updated Declaration Form to be completed prior to the start of each subsequent term and this will be sent to you via your child’s Book Bag. This is also available on our website (see Joining Us / Our Fees). For all claimants of “extended” EYFE, your Eligibility Code must be validated every three months and HMRC will send you a reminder to do this.

Our minimum attendance requirement is **5 mornings per week** (3 for Nursery children in their first ½ of Autumn term) for the **“Universal” EYFE** and **full time** for the **“Extended” EYFE**.

“Universal” EYFE of 3 hours/day is applied between the daily attendance times of 8.45am to 12.15pm and “Extended” EYFE of 6 hours/day is applied between 8.15am and 3.20pm. Fees are payable in respect of attendance over and above these EYFE hours, but vary according to a pupil’s actual attendance and EYFE eligibility. Details are shown on our termly bills, but as a guide at current EYFE funding rates, examples of the termly fees payable in 2018-19 are as follows:

	Nursery	Reception	Reception
	5 mornings	Full time	Full time
EYFE Entitlement	“Universal”	“Universal”	“Extended”
Autumn term (13 wks)	£1,083	£2,548	£1,651
Spring & Summer terms (10 wks)	£1,290	£2,755	£2,065

Although EYFE is available from SCC for 38 weeks per year, Hoe Bridge School only receives funding for our term times which usually total around 33 weeks per year. However, it is possible for you to seek the remaining weeks from another registered school, nursery or childminder.