



Norfolk House Early Years Universal Funded Entitlement policy

(Applicable from January 1st 2026)

What is Early Years Universal Funding?

- All 3 and 4 year olds are eligible to access up to 15 hours Universal Early Years Funded Entitlement (EYFE) a week (up to a maximum of 570 hours per year).
- Universal Funded Entitlement funding is non-means tested and provided by the Government for all eligible 3 & 4 year olds. This allows children to have access to good quality education and childcare within a suitable childcare provision.
- For pupils enrolled Term Time only, the EYFE provides up to 15 hours of free childcare per week for all the 36 weeks the school is in usual term time operation.
- For pupils enrolled on a year-round basis, the EYFE provides a total of 570 funded hours, which can be spread out across all 48 weeks the extended nursery offering is in operation. This translates to approximately 12 funded hours per week.
- The funding is available to all children from the start of the first term after their 3rd birthday until the term they turn 5.
- There are three terms in a year:
 - Autumn
 - Spring
 - Summer

See the tables below for information on when children become age eligible for their entitlement:

A child born on or between:	Will become eligible for Universal EYFE for 3 and 4 year olds from the start of term beginning in:
1 January and 31 March	April following their third birthday
1 April and 31 August	September following their third birthday
1 September and 31 December	January following their third birthday

Funded places and Waiting List

A waiting list will be kept of any children who would like a funded place, with priority of places offered in the following order:

1. Siblings of existing Norfolk House pupils seeking a full-time place
 2. Non-siblings, who are registered to attend Norfolk House School when they reach Reception
 3. Non-siblings seeking a full-time place
 4. Non-siblings, who wish to attend another school setting for Reception.
 5. Children who are attending for the whole all day session
 6. Funded-only child
- No child is guaranteed a place until the written contract has been completed and signed by all parties. We ask for parents/carers to let us know as soon as possible if a place is no longer required prior to the child's scheduled start date. If a pupil for whom a vacancy has been reserved, is withdrawn before the agreed starting date, the deposit will be forfeited.
 - All admissions to the setting will ensure fair access to educational opportunity for all and will comply with all equality's legislation.

Early Years Universal Funded Entitlement at Norfolk House School

- Norfolk House School is registered with Haringey Borough Council (HBC) to provide Early Years Universal Entitlement (EYFE) hours under the Universal FE for 3 and 4 year olds scheme
- Parents/carers are advised to retain a copy of this policy for future reference and to review it in conjunction with our Fees Policy

Pattern of delivery

At Norfolk House School, pupils can access their Early Years Universal Funded Entitlement in the following pattern:

Attendance Pattern	Opening Hours	Times EY Universal Funding Entitlement can be accessed	Maximum number of EY Universal Funding Entitlement hours that can be claimed per day for children eligible for up to 15 hours
Term-Time Only (approx. 36 weeks per year) Mon-Fri	8:40 - 15:30	12:30 - 15:30	3
Year-Round (approx 48 weeks per year) Mon-Fri	8:00 - 18:00	12:30 - 14:55	2.4

Norfolk House School currently offers EYFE for 36 weeks per year (term-time-only pupils) or 48 weeks per year (year-round pupils)

Stretch-funding

At Norfolk House, we offer Early Years Funded Entitlement (EYFE) over 48 weeks per year. Children enrolled for 48 weeks will be able to stretch their 570 funded hours across the all the weeks of attendance, at a lower number than the 15 hours claimed per week by term-time-only pupils. At Norfolk House we stretch EYFE to 12 hours of funding a week over 48 weeks per year.

Accessing Early Years Funded Entitlement at Norfolk House School's Nursery

The provision of Early Years Universal Funded Entitlement includes the delivery of early years education and childcare, and we deliver this in line with the requirements of the Early Years Foundation Stage (EYFS). Parents/carers will be required to complete a Parent Declaration form before they begin accessing their EYFE sessions at Norfolk House. A new copy will need to be completed if your personal details or your child's EYFE hours change. Children are required to attend their EYFE sessions prior to and at headcount for Norfolk House School to claim EYFE funding from Haringey for them.

Note there are no conditions to accessing a EYFE only place at Norfolk House, including:

- No requirement to access a minimum number of hours or sessions.
- No requirement to access additional paid-for hours.
- No requirement to take up additional paid services, such as lunch, consumables, extra classes, and trips etc.
- No non-refundable administration fees for children accessing only EYFE.
- No requirement for children to use all their EYFE solely at Norfolk House. Children may access EYFE sessions at a maximum of two different sites per day.

Should you choose to withdraw your child, Norfolk House School requires one month's notice for paid hours. Notice periods are inclusive of holidays and periods of closure.

If your child misses EYFE sessions due to illness, holidays or any planned or unplanned absence, these hours will not be available at a later date. If Norfolk House School is unexpectedly closed during your child's regularly scheduled EYFE sessions, due to illness or other unforeseen reason, Norfolk House School will offer these hours at an alternative time subject to availability and where reasonable.

Registration/Administration fees

- Upon registering your child with Norfolk House School's Nursery, we ask for a Registration/Administration fee of £50.00. Note that children accessing only EYFE are exempt from this charge.

Deposits

- We charge a deposit of £1000 upon registration. This can be carried over to put towards the main school deposit once your child enters Reception or is returned within the first half term following your child leaving the school.

Additional Services

If parents only want to use EYFE, they won't be charged extra. But if you wish, they can choose to pay for extra services, including:

- Food services, such as tea and snacks.
- Consumables, such as nappies, wipes, snacks and sunscreen.
- Trips, outings, and extra classes (agreed in advance where possible).
- Extra Curricular Activities

Parents are free to provide their own food and consumables instead, and none of the above services must be provided as a condition of your child accessing their EYFE place. If you wish to provide your own, please be aware that:

- food must adhere to Norfolk House School's Nursery's healthy eating and allergy policy.
- if children attend their EYFE session without sufficient food or consumables (i.e food that does not adhere to our policy), then these will be provided by Norfolk House School's Nursery at a cost to the parent.

Parents can also pay for additional hours, which are subject to availability. Accessing additional paid-for hours is not a condition of accessing EYFE hours. For more information on charges for additional hours and services, please see our fee policy.

Charges for additional hours and services:

Item	Charge
Additional hours (3 and above)	See 5 morning fee structure
Consumables (nappies, wipes, and sunscreen etc)	£1.00 per funded hour
Trips/ regular off-site visits	Charged on an individual basis - agreed in advance

These charges are subject to review and may change.

Support for children with Special Educational Needs and Disabilities (SEND)

Norfolk House School's Nursery is welcoming of all children and will work with parents and carers to ensure the needs of their children are met, this is established during a pre entry meeting. To best support your child, Norfolk House School will assess their needs during their settling in period and their regular attendance and consult with you about any needs you or Norfolk House School's Nursery identify.

Targeted Setting Support

- Should any additional needs be identified, support is available from Haringey Borough Council via Targeted Setting Support. Norfolk House School will consult with parents and carers before seeking this support.

Inclusion Funding

- Inclusion Funding can be applied for by providers signed up to offer Early Years Funded Entitlement (EYFE) to support them in allowing children with additional needs to access their EYFE.
- Norfolk House School will consult parents and carers before applying and seek their input into the action plan for the child.
- Norfolk House School will share this action plan with Haringey Borough Council, who will then determine if Inclusion Funding can be provided and how much.
- Note that if your child has already been approved for Inclusion Funding at another Haringey provider, some or all of this funding may be made available for use at Norfolk House School. In this case, we will consult with you further regarding best use of this funding.

Early Years Pupil Premium (EYPP)

- EYPP is additional funding for early years settings to improve the education they provide for eligible children claiming Early Years Funded Entitlement (EYFE).
- To see if you are eligible for EYPP
- EYPP is paid to settings alongside EYFE (Extended hours for 3 and 4 year olds are exempt). Children do not need to take up their full entitlement to receive it. EYPP will be paid in proportion to the child's actual EYFE hours.
- For Norfolk House School to be able to claim for your child, you will need to provide the following information:
 - Parent/carer's full legal name.
 - Parent/carer's date of birth.
 - Parent/carer's National Insurance (NI) number or National Asylum Support Service (NASS) number.
 - Evidence that the child has been in local authority care for one day or more in England or Wales (if applicable).
 - Evidence proving the child has been adopted from local authority care, left care through a special guardianship order or is subject to a child arrangements order (if applicable).
- Norfolk House School will determine best use of the funding by assessing the needs of eligible children, and in consultation with parents. We may also seek advice from Haringey Borough Council for best use.
- You can find out more about EYPP by viewing Haringey Borough Council's EYPP guidance for more information, including funding amounts.

Disability Access Fund (DAF)

- DAF is a measure which aids access to early years places by, for example, supporting providers in making reasonable adjustments to their settings and/or helping with building capacity, be that for the child in question or for the benefit of children attending the setting.
- DAF is a fund that can be paid once per year.
- Children will be eligible for the DAF if they meet the following criteria:
 - the child is in receipt of child Disability Living Allowance (DLA); and
 - the child receives Early Years Funded Entitlement (EYFE).
- For Norfolk House School to be able to claim DAF for your child, you will need to provide the following:
 - A newly completed Parent Declaration, completed to confirm you would like Norfolk House School to apply for DAF on behalf of your child; and
 - A copy of a letter confirming your child's current eligibility for Disability Living Allowance (DLA)

- To determine best use of the funding, Norfolk House School will assess the needs of the child, consult with parents, and seek support from Haringey Borough Council where required.
- You can find out more information by reading Haringey Borough Council's DAF guidance.