



**Rainbow Education Multi Academy Trust**

**Early Years Charging Policy**

<b>School</b>	<b>Heygreen Primary School</b>
<b>Approval Date:</b>	<b>September 2025</b>
<b>Review Date:</b>	<b>September 2028</b>



## 1.0 Introduction

This policy explains how Heygreen Primary School delivers Early Education Funding in line with Liverpool City Council Early Years Funding Guidance and the Department for Education (DfE) Statutory Guidance.

All funded early education places are delivered free at the point of access. Any charges made by the school are voluntary, transparent, and not a condition of accessing a funded place.

## 2.0 Aims

This policy aims to ensure:

- **Transparency** – parents/carers understand clearly what is funded and what is optional.
- **Compliance** – delivery of funded places meets Liverpool Local Authority and DfE requirements.
- **Equality of access** – all children access the same provision and experiences, regardless of payment of voluntary charges.
- **Informed choice** – families can opt in or out of voluntary charges without pressure or disadvantage.

## 3.0 Delivery of Early Education Funding

### 3.1 Parent Declaration

- A **Liverpool Local Authority Parent Declaration Form** must be completed **before a child accesses any funded hours**.
- Parents must notify the school immediately of any changes to eligibility or circumstances.

### 3.2 Funded Hours Offered

- Funded places are available **Monday to Friday**
- Sessions are offered as:
  - Half-day sessions
- The **funding offer is identical for all families**, regardless of whether voluntary consumable charges are paid.

## 4.0 Funding Types Offered

The school offers the following funded entitlements (subject to eligibility):

- Universal 15 hours for 3 & 4 year olds
- Extended 30 hours for eligible working parents
- Funded 15 hours for 2-year-old places (supported funding)

Funding may be taken as:

- Term-time only

The school is open during school term time for 39 weeks per year.

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## 5.0 Charges and Voluntary Contributions

### 5.1 Funded Hours

- Funded hours are delivered **entirely free of charge**.
- No compulsory fees, deposits, or conditions are attached to funded hours.

### 5.2 Voluntary Consumable Charges

The school may request **voluntary contributions** for consumables. These are **not mandatory** and families may opt out at any time.

The school does not charge for any consumable charges, a snack is provided free of charge to children and parents provide their own food, nappies and wipes.

Any additional activity charges are charged in line with our school charging policy.

A detailed breakdown of charges is provided:

- Half-day
- Daily
- Weekly

### 5.3 Opting In or Out

- Parents/carers can opt in or out of consumable charges without explanation.
- Opt-out requests must be made in writing.
- Children whose families opt out will:
  - Access the same funded sessions and hours
  - Receive the same learning opportunities and curriculum

Sessions cannot be changed, reduced, or swapped based on payment or non-payment of consumables.

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## 7.0 Payment Information

### 7.1 Eligibility Codes and Renewals

If not a Liverpool school the below will need to be changed to match your LA

If Liverpool no changes needed

- Parents are responsible for reconfirming eligibility codes through HMRC.
- The school will issue reminders prior to expiry where possible.
- If funding ceases due to non-reconfirmation:
  - Parents will be charged at the published private hourly rate for sessions attended until funding is reinstated
  - Funding cannot be backdated by Liverpool LA

## 7.2 Deposits and Registration Fees

The school does not charge a deposit for privately paid hours or funded hours.

- Registration fees are not charged for funded-only places, in line with Liverpool LA guidance.

## 7.3 Invoicing

Invoices are issued monthly and include a clear breakdown of:

- Funded hours
- Private paid hours

Invoices are issued via **email** and must be paid by the end of the month.

## 7.4 Payment Methods

Accepted payment methods include:

- Tax-Free Childcare
- Student Finance payments
- Bank transfer
- Cash (non-preferred method)

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## 7.5 Late or Non-Payment

- Late payment fees may apply.
- Persistent non-payment may result in:
  - Suspension of privately paid hours
  - Debt recovery procedures

The notice period for ending privately paid hours is one calendar month.

### **7.6 Discounts**

- The school does not offer any discounts.

### **8.0 Absences**

- Funded hours remain claimable during short-term absences such as illness or holidays.
- Prolonged or poor attendance may result in funding being withdrawn by Liverpool LA.
- Sessions cannot be swapped unless agreed in advance.

### **9.0 Transfer of Funding**

- Funding transfers are accepted **only in exceptional circumstances**, including:
  - Significant house move
  - Safeguarding concerns
  - Social care involvement
- A Liverpool LA Funding Transfer Form must be completed and sent to: [eyfunding@liverpool.gov.uk](mailto:eyfunding@liverpool.gov.uk)
- If a child attends a full week or more in a term, the school may claim funding for the full term, in line with Liverpool LA guidance.

### **10.0 Additional Funding**

The school supports access to additional funding where children are eligible:

- Disability Access Funding (DAF)
- Early Years Pupil Premium (EYPP)
- Deprivation funding
- English as an Additional Language (EAL) funding
- High Needs Funding



## Liverpool Parent Declaration for Early Years Funding

### Step 1: Your Child's Details and Eligibility

Child's Legal Family Name:		Child's Legal Forename(s):	
Name by which the child is known (if different from above):			
Date of Birth:		Gender	
Address:		Postcode:	
Ethnicity:		First language:	

Please tick which document you will provide with this form as proof of child's date of birth and address:

Mandatory	Optional – good practice
<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Passport <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Utility bill <input type="checkbox"/> Bank statement <input type="checkbox"/> Other (please specify)

2-year-old eligibility code: <small>(e.g. TYF877-1807-AB1234CD)</small>		Code's eligibility date:		
30 hours eligibility code: <small>(e.g. 50123456789)</small>	Code starts in which term?	Eligible from date:	Eligible to date:	Grace period end date:

### Step 2: Your Details (parents/carers)

Parent / Carer 1	Parent / Carer 2
Legal Family Name:	Legal Family Name:
Legal Forename:	Legal Forename:
Date of Birth:	Date of Birth:
NI or NASS Number:	NI or NASS Number:
Telephone Number:	Telephone Number:
Email address:	Email address:

### Step 3: Your Child's Eligibility

- Some 2-year-olds are entitled to 570 funded hours a year.
- All 3 and 4-year-olds are entitled to 570 hours a year (universal entitlement).
- Some 3 and 4-year-olds from working families may be entitled to an additional 570 hours (extended or 30 hours entitlement) a year.

See note 1 on page 6.

[Disability Access Fund](#)



If your child is 3 or 4, and is receiving child Disability Living Allowance and is receiving Early Years Funding, he or she is eligible for the Disability Access Fund (DAF). DAF is paid to your child’s early years provider. The purpose of DAF is to support providers to make reasonable adjustments and build the capacity of their school to support children with disabilities. See note 2 on page 6.

**Early Years Pupil Premium**

Additional funding may be available through the Early Years Pupil Premium (EYPP), paid to early years providers for the provision of extra support for your child. EYPP is used to improve teaching and learning facilities and resources so as to impact positively on your child’s progress and development. See note 3 on page 6 or speak to your childcare provider.

**Step 4: Document Check**

To be completed with assistance from your chosen provider(s)

<b>Documentary proof of DoB</b> (e.g. Birth Certificate, Passport):		<b>Document recorded by</b> (name of staff member):	
<b>Date document recorded</b> (dd/mm/yyyy):			
<b>DLA Start Date</b> (dd/mm/yyyy):		<b>DLA End Date</b> (dd/mm/yyyy):	

**Step 5: School and Attendance Details**

To be completed with assistance from your chosen provider(s)

- You need to agree and complete this Declaration Form with each school your child attends for their early years entitlement of 15 or 30 hours per week in order to ensure that funding is paid fairly between them.
- For 3 and 4 year olds - your child can attend a maximum of 2 sites in a single day and if your child attends more than 1 school we will split the funding fairly between the settings.
- For 2 year olds – your child can attend 1 school only.
- Your commitment to your child’s consistent attendance at their placement is of the utmost importance. In the event that your child cannot attend their sessions for any reason (illness etc.), you must telephone the school to inform them of your child’s absence. Ultimately, poor attendance may result in the placement being withdrawn.
- If you intend to leave at the end of a term, please ensure you notify your provider in advance.
- Children are expected to attend the same school for the whole of the term and can only move to a different school part way through the term in exceptional circumstances. Requests to move partway through the term will need to be emailed to [EYfunding@liverpool.gov.uk](mailto:EYfunding@liverpool.gov.uk) with your child’s name, school name and clear reasons for the move.



**Please note: the request to move is not guaranteed.**

My child is attending the following settings (please list all settings attended):

To be completed by the PARENT/CARER							To be completed by THE school with the PARENT/CARER		
School Name(s)	Total actual hours attended per week	Please enter total number of Early Years Funding hours attended per day					Total number of funded hours per week	Number of weeks per year (e.g. 38, 45, 51)	Annual funded hours = Funded hours per week x Number of weeks
		Mon	Tue	Wed	Thurs	Fri			
A									
B									
C									
<b>Total Daily Funded Hours Attended</b>									

If your child is splitting their entitlement across two or more settings please nominate the main school where the local authority should pay the DAF and the universal hours:

### Step 6: Parent/Carer/Guardian with Legal Responsibility

#### Data Protection

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education (DfE), local authorities, schools and other early years providers.

Liverpool City Council maintain a database in respect of Early Years Funding. All personal information provided on this form is treated in strict confidence in accordance with the requirements of the Act.

In collecting your data for the purposes of checking your eligibility for the 2-year-old, or 3 & 4-year-old universal and extended Early Years Funding, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) (see page 6), Liverpool City Council is exercising the function of a government department. Liverpool City Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

The data may be shared with other Early Help Departments within the Council, other Local Authorities, the DfE, the HMRC, the DWP and other government bodies as appropriate for the purpose of processing Early Years Funding and the identification of children attracting pupil premium funding.

You can find out more information on how the Council will handle your information in relation to this application for Early Years Funding at [liverpool.gov.uk/privacy-notice/](http://liverpool.gov.uk/privacy-notice/)

Early Years Providers have also been asked to handle sensitive personal data appropriately, particularly when seeking information about whether a child is in receipt of DLA. They should also pay particular notice to the advice from the Information Commissioner's Office on holding personal data including sensitive personal data.

Early Years Providers will have their own privacy notice, a copy of which should be available to you.

Should you have any concerns relating to the processing of personal information for you, your child or children, please contact your provider or the Early Years Funding Team at [EYfunding@liverpool.gov.uk](mailto:EYfunding@liverpool.gov.uk)



**Declaration**

<b>Declaration:</b> I (name)	
of (address)	
<ul style="list-style-type: none"> <li>understand that if I knowingly or fraudulently claim more than the maximum hours allowable, I will be liable for any loss incurred by the Government, Local Authority or Provider(s) named on page 3</li> <li>confirm that the information I have provided above is accurate and true</li> </ul> <p>I understand and agree to the conditions set out in this document and I authorise</p>	
(Name of Provider/s)	
<ul style="list-style-type: none"> <li>to claim funding as agreed above on behalf of my child.</li> </ul>	

Term	Year	Parent Name & Signature	Date	Provider Name & Signature	Date
Autumn					
Spring					
Summer					
Autumn					
Spring					
Summer					

**This form is now complete**

## Parent Notes

### Eligibility Criteria for Early Years Funding

**Note 1:** eligibility criteria for Early Years Funding for 2- 3-and 4-year-old children can be found online at <https://www.childcarechoices.gov.uk/>

**Note 2:** 3- and 4-year-old children who are in receipt of child Disability Living Allowance (DLA) and are receiving Early Years Funding are eligible for the **Disability Access Fund (DAF)**. DAF is paid to the child's school a fixed annual sum of £615.

**Note 3: Early Years Pupil Premium (EYPP)** is an additional sum of money paid to childcare providers for 3- and 4-year-olds of families in receipt of certain benefits including or if a child is Looked After by a local authority, has left care through Adoption, Special Guardianship or Child Arrangement Order. (a copy of the certificate will be required to evidence this)

See <https://www.gov.uk/get-extra-early-years-funding> for full details