



73 - EYFS Funding Arrangement Policy

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The following assessments have been completed in relation to this policy

Workload impact

Equality impact

Trust virtues

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1. Introduction

At Minster Trust for Education (MITRE), our mission is to provide every child with the opportunity to flourish academically, socially, and personally within nurturing and inclusive environments. We are committed to ensuring that our youngest learners receive the very best start to their education, rooted in high-quality early years provision.

Currently, seven of MITRE's schools offer Foundation 1 (F1) provision to 3-year-olds and/or 4-year-olds. Across these schools, we ensure that families can access funded early years places in settings that reflect both local character and the Trust's shared mission.

This EYFS Funding Arrangements Policy reflects our dedication to:

- **Excellence in education** – delivering high quality early years experiences that lay strong foundations for lifelong learning.
- **Equity and inclusion** – ensuring that all children, regardless of background or circumstance, can access their funded entitlement without barriers.
- **Community and partnership** – working closely with families, local authorities, and wider stakeholders to support children's development and wellbeing.
- **Integrity and transparency** – upholding clear, fair, and consistent practices in the use of government funding, so parents/carers can make informed choices with confidence.

2. Aims

The aim of this policy is to set out how MITRE schools deliver government-funded early years entitlements in accordance with the Department for Education's statutory guidance and our Provider Agreement with the local authority. Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible provision. The 15 or 30 hours should be accessed free of charge by families. There should not be any mandatory charges for families in relation to the free hours.

3. Funding Entitlements

For our schools with F1 provision, they can offer the following funded entitlements:

- **15-hour universal entitlement** for all 3-year-olds and 4-year-olds
- **30 hours extended entitlement** for eligible working parents/carers of 3- year-olds and 4-year-olds

4. Eligibility and Admissions

4.1 Checking Eligibility

Our schools will check original copies of documentation to confirm a child has reached the eligible age on initial registration for all funded entitlements. Schools can retain paper or digital copies of documentation to enable the local authority to carry out audits as required.



4.2 Working Parent/Carer Entitlements

For working parent/carer entitlements, our schools must acquire written consent from, or on behalf of, the parent/carer to be able to receive confirmation and future notifications from the local authority of the validity of the parent's/carer's eligibility code. Parents/carers must provide their 11-digit eligibility code from HMRC's Childcare Choices service if claiming the 30-hour entitlement. In addition, parents/carers must provide their National Insurance Number(s), their date(s) of birth and their child's date of birth. If parents/carers are self-employed, schools will require their Unique Taxpayer Reference (UTR).

4.2.1 Admissions dates for F1

Across the Trust, admissions arrangements are individual to each school, to meet the needs of our local communities. The arrangements will typically be one of the following models:

4-Year-Old F1 Provision – admission from fourth birthday

Children can start following their fourth birthday at a cost to parents (please see section 4.4 below). Parents/carers will be contacted in advance of their child's fourth birthday to arrange a start date.

4-Year -Old F1 Provision – termly admission

Children are admitted at the beginning of the term after they turn 4. Under this arrangement:

- Children born between 1 September and 31 December start in the Spring term (January)
- Children born between 1 January and 31 March start in the Summer term (April)
- Children born between 1 April and 31 August start in the Autumn term (September)

Families should contact schools directly to put their child's name down for an F1 place. For some of our schools, the number of places available will depend on the staffing structure at the time and the size of the Reception cohort, where the EYFS unit is mixed.

4.3 School Specific Information

For **funded entitlements**, Bleasby CofE School offer **termly admission**, with children able to join the school at the start of the term after they have turned 4 (please see dates above.)

Bleasby CofE School are also able to accept children during the Spring or Summer Term once they have turned 4, however, this earlier start is at a cost to parents until the start of the following term:

- Early drop-off: 8.50am – 9.30am is £3.80 per session
- Half-day session: 9.30am – 12.30pm OR 12.30pm – 3.30pm is £17.13 per session
- Full day: 9.30am – 3.30pm is £34.26 per session

Termly dates can be found on the School Calendar section of the website. Please note that school will be closed to children on INSET Days, PI Days, Public holidays and School Holidays.

Please register your interest for an F1 place at school directly with school either via email or telephone. School will ask for your preferred days and try to accommodate them.



Please note, due to strict adult/child ratio policy, where a day is oversubscribed, parents will be informed and offered an alternative day.

In the event of oversubscription, names will be placed on a waiting list. Places will be allocated in order of application, to children who are 4 at the start of the term applied for and then to children as they turn 4 during the term.

5. Flexibility and Session Patterns

5.1 National Parameters

Provision across MITRE is offered within the national parameters of flexibility:

- No session to be longer than 10 hours
- No minimum session length
- Not before 6.00 am or after 8.00 pm
- A maximum of two sites (e.g. childminders or private nursery setting in addition to a school setting) in a single day
- Avoidance of artificial breaks in the entitlement hours

5.2 School Specific Offer

At Bleasby CE Primary School we offer:

- Morning sessions: 9.30am - 12:30 including lunch which can be a packed lunch from home or a hot meal (paid for through IFG system) (15 hours per week)
- Afternoon sessions: 12.30pm - 3.30pm (15 hours per week)
- Full day sessions: 9:30am - 3:30pm including lunch as above (30 hours per week)
- An additional session is available 8:50 – 9:30pm, which can be taken as part of the entitlement hours, or be paid for additionally.
- We operate term-time only provision
- Children can start following their fourth birthday, but can only use entitlement hours from the term after the child turns 4
- Sometimes sessions might be unavailable due to staffing ratios. In this instance you will be offered an alternative session.

6. What Funding Covers

In delivering high quality EYFS provision, our schools must have adequate staffing. This relates to staffing ratios and relevant staffing qualifications as referenced in the EYFS Statutory Guidance. Schools must have suitable premises, a safe and stimulating environment and suitable equipment, as well as the necessary administration required to run the setting and therefore these costs are covered by the funding.

The funded hours cover:

- High-quality early years education and care
- Staffing costs
- Resources and equipment necessary for delivering the EYFS
- Use of premises and facilities
- Administration



7. Additional Charges

7.1 What our schools may charge for

Allowable additional optional costs are:

- Consumables to be used by the child, such as nappies or sun cream
- Meals and snacks consumed by the child
- Extra optional activities such as events, celebrations, specialist or other activities that are not directly related or necessary for the effective delivery of the Early Years Foundation Stage (EYFS) statutory framework.

Schools can also charge parents/carers for any additional, privately paid hours according to their usual terms and conditions provided taking up private paid hours is not a condition of accessing a free place.

7.2 Voluntary nature of charges

All additional charges are voluntary. If the parent/carer is unable or unwilling to pay that sum, our schools must make alternative arrangements and offer parents/carers a reasonable choice.

7.3 What we cannot charge for

Schools must not charge parents/carers for the following in connection with the entitlement hours:

- Top-up fees (any difference between our normal charge to parents and the funding we receive from the local authority)
- The supply of or use of any materials, including craft materials, crayons, paper, books, instruments, toys, or other equipment or learning resources that are necessary for the effective delivery of the EYFS curriculum
- Registration fees as a condition of taking up a child's free entitlement place
- Non-refundable deposits as a condition of taking up a child's entitlement place

8. School Specific Charges

8.1. Additional Hours

- Additional hours rate: £5.71 per hour
- Early drop-off: 8.50am – 9.30am is £3.80 per session
- Half-day session: 9.30am – 12.30pm OR 12.30pm – 3.30pm is £17.13 per session
- Full day: 9.30am – 3.30pm is £34.26 per session

8.2. Meals and Snacks

- School-provided lunch: £2.95 per day through IFG
- Morning tuck from school kitchen: not currently on offer, range of prices below £1
- Milk – can be ordered through the Cool Milk website.
- Alternative option: Parents may provide a packed lunch/snacks at no cost in line with the policy.
- Parents can provide a packed lunch and healthy breaktime snack. Please ensure that the meal is healthy and balanced without sweets or chocolate bars. A chocolate biscuit or cake is allowed as a dessert. We are a nut free school.



8.3. Consumables

- Parents should provide personal consumables, such as suncream. Please note that any medication, including cough sweets must be handed in at the office and a medicines form needs to be completed.

8.4. Optional Activities

Example format:

- Forest School sessions: £15.00 per year (once weekly sessions over 6 weeks – *if* your child attends school on a Thursday afternoon)
- Alternative provision: Children whose parents opt out of paid activities will continue to receive high-quality EYFS provision during these times.

8.5. Uniform

Tops with the Bleasby logo are appreciated, but plain items are equally welcome.

- Polo shirt sky blue (with logo, from £8.55)
- Jumper navy (with logo, from £11.45) or cardigan navy (with logo, from £13.05)
- Dark grey trousers/shorts or skirt/dress
- Black/grey/white socks/tights
- Smart, practical black shoes
- Blue/white gingham dress may be worn in the summer.

Note: Wearing uniform is not a condition of accessing a funded place

Uniform is available to purchase through Brigade Uniform and School Trends (details on the school website) or can be purchased without the school logos at many supermarkets.

Please ensure all items are named.

8.6. Deposits

While schools have the option of charging parents/carers a refundable deposit to secure their child's funded place, MITRE schools have agreed that this will not be part of their funding arrangements.

9. Invoicing

9.1 Clear invoicing

Invoices will be itemised, breaking down separately into:

- Additional private paid hours
- Food charges (Optional)

9.2 Invoicing Frequency

At Bleasby C of E Primary School, we will issue invoices half-termly.

Payments are expected to be made in advance of each half-term via BACs transfer (bank details available on request), Computershare voucher scheme, Tax-free Childcare voucher scheme or via the child's SchoolMoney payment account. Parents/carers should contact the school office to book sessions.



10. Parental Declaration and Consent

All families accessing funded places must complete and sign a parent/carer declaration form which includes:

- Additional charges - Information regarding the patterns of hours available and confirmation that parents have opted to pay agreed fees for additional services, which will be shown on invoices. Parents will indicate Yes/No for:
 - Additional hours
 - Meals and snacks
 - Consumables (nappies etc.)
 - Voluntary activities

11. Published Information

From January 2026, all MITRE schools with F1 provision will publish on their websites:

- The amounts charged for all chargeable extras
- The pattern of hours that parents/carers can take their entitlements
- Clear, up-to-date and easily accessible information to enable families to make an informed choice

12. Avoiding Artificial Breaks

As a Trust we aim to ensure that families can take up their free hours in continuous blocks, with the avoidance of artificial breaks in the entitlement hours where possible.

If a school is unable to avoid artificial breaks, for example due to current staffing structures, this will be kept under review, and the Trust will work with the school to explore ways in which they may avoid artificial breaks as part of their longer-term strategic plan for their F1 provision.

12.1 School Specific Arrangements in relation to Artificial Breaks

Our dedicated EYFS staff remain with the children during their session times and our qualified EYFS midday supervisor remains with the children throughout the funded lunchtime from 12.00-1.00pm. Children receive continuous provision from 9.30am to 3.30pm as their funded entitlement, with an additional, optional session 8:50am – 9:30 am.

13. Sharing Places Between Providers

Parents/Carers may choose to split their child's funded entitlement between settings and another provider (such as a childminder). We will work with parents to ensure continuity of care and effective transitional arrangements to support children's learning and wellbeing.



14. Notice Periods

When parents/carers choose to change their child's funded place, we request that they give 4 calendar weeks' notice in respect of funded hours before transferring places. However, this may be waived in exceptional circumstances including:

- A safeguarding concern
- Family moving house
- Change in child's primary carer
- Change in parental employment status
- Health and safety concerns
- Long-term sickness

15. Complaints Procedure

If parents/carers are not satisfied with any aspect of our funded provision, they should:

1. First raise concerns with the EYFS lead/headteacher
2. Follow our formal complaints procedure accessible on the school website

16. Policy Review

Typically, this policy will be reviewed annually or when there are changes to statutory guidance.

Due to the trialing of **admission after fourth birthday** in some of our schools this Spring and Summer term, this policy will have an early review in Summer 2026 to confirm arrangements for the academic year 2026-2027.