

Wandsworth Preparatory School 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). Funded entitlement is provided by the Government for all 3 & 4 year olds. This allows children to have access to good quality education and childcare within a suitable childcare provision.
- Universal Funded Entitlement funding is non-means tested and provides up to 15 hours of free childcare per week for the 35 weeks that the school (including the nursery) is in operation.
- 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 WPS pupils seeking a full-time place
 2. Non-siblings seeking a full-time place
 3. Siblings seeking a morning only place
 4. Non-siblings seeking a morning only place
 5. Funded hour only child
- No child is guaranteed a place until the acceptance form has been completed and £2000 deposit is received. If following an acceptance of a place offered you later decide to not take up the place the school must be informed by the first day of the previous term that your child is due to start. Failure to provide this notice will result in you owing the school one full term's fees. The deposit remains non-refundable regardless of when you inform the school of your decision not to take up the place.
 - 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 Wandsworth Preparatory School

- Wandsworth Preparatory School is registered with Wandsworth & Richmond Council 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 Wandsworth Preparatory School, term-time only pupils can access their Early Years Universal Funded Entitlement in the following pattern:

School Day Provision	Opening Hours	Morning Session	Afternoon Session	Funded Hours	Maximum number of EYFE hours that can be claimed per day for children eligible for up to 15 hours
Monday	8:15 - 15:30	08:15 - 12:30	12:30 - 15:30	12:30 - 15:30	3
Tuesday	8:15 - 15:30	08:15 - 12:30	12:30 - 15:30	12:30 - 15:30	3
Wednesday	8:15 - 15:30	08:15 - 12:30	12:30 - 15:30	12:30 - 15:30	3
Thursday	8:15 - 15:30	08:15 - 12:30	12:30 - 15:30	12:30 - 15:30	3
Friday	8:15 - 15:30	08:15 - 12:30	12:30 - 15:30	12:30 - 15:30	3
Saturday	Closed	Closed	Closed	Closed	Closed
Sunday	Closed	Closed	Closed	Closed	Closed

Wandsworth Preparatory School currently offers EYFE Term Time Only, for between 34 and 35 weeks a year, depending on the school calendar.

Accessing Early Years Funded Entitlement at Wandsworth Preparatory School

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 Wandsworth Preparatory School. 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 Wandsworth Preparatory School to claim EYFE funding from Wandsworth & Richmond Council for them.

Note there are no conditions to accessing a EYFE only place at Wandsworth Preparatory School, 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 Wandsworth Preparatory School. Children may access EYFE sessions at a maximum of two different sites per day.

Should you choose to withdraw your child, Wandsworth Preparatory School requires one full term's notice be given or else payment in lieu for the early withdrawal of your child or discontinuance of an extra. For the avoidance of any doubt, one full term is the first day of term to the last day of a term and not any period overlapping two terms.

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 Wandsworth Preparatory School is unexpectedly closed during your child's regularly scheduled EYFE sessions, due to illness or other unforeseen reason, Wandsworth Preparatory School will offer these hours at an alternative time subject to availability and where reasonable.

Registration/Administration fees

- Upon registering your child with Wandsworth Preparatory School Pre Prep, we ask for a Registration/Administration fee of £75.00. Note that children accessing only EYFE are exempt from this charge.

Deposits

- We charge a deposit of £2000 upon registration. This is returned when your child leaves the school as long as notice is given and all outstanding payments are made.

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 wipes, snacks and sunscreen.
- Trips, outings, and extra classes (agreed in advance where possible).

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 Wandsworth Preparatory School'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 Wandsworth Preparatory School 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
Consumables (wipes, tissues, sunscreen, art materials)	£1.75 per funded hour
Trips/ regular off-site visits	Charged on an individual basis - agreed in advance

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

Wandsworth Preparatory School 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, Wandsworth Preparatory School will assess their needs during their settling in period and their regular attendance and consult with you about any needs you or Wandsworth Preparatory School identify.

Targeted Setting Support

- Should any additional needs be identified, support is available from Wandsworth and Richmond Council via Targeted Setting Support. Wandsworth Preparatory 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.
- Wandsworth Preparatory School will consult parents and carers before applying and seek their input into the action plan for the child.
- Wandsworth Preparatory School will share this action plan with Wandsworth and Richmond 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 Wandsworth and Richmond provider, some or all of this funding may be made available for use at Wandsworth Preparatory 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).
- 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 Wandsworth Preparatory 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).
- Wandsworth Preparatory 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 Wandsworth and Richmond Council for best use.
- You can find out more about EYPP by viewing Wandsworth and Richmond 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 Wandsworth Preparatory 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 Wandsworth Preparatory 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, Wandsworth Preparatory School will assess the needs of the child, consult with parents, and seek support from Wandsworth and Richmond Council where required.
- You can find out more information by reading Wandsworth and Richmond Council's DAF guidance.