

5.2 Admissions & Fees Policy

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5.2 Admissions & Fees Policy

Policy Statement

Miss B's Nursery aims to be accessible to children and families from all sections of the local community. Our commitment to inclusion and accessibility is reflected throughout our **Equality and Diversity Policy (section 4.1)** and in our daily practice.

We strive to ensure that all families feel welcome, respected and supported when accessing the nursery. In doing so, we recognise children's rights under the **United Nations Convention on the Rights of the Child (UNCRC)**, including:

- **Article 2** – All children have the right to protection from discrimination.
- **Article 3** – The best interests of the child must be a primary consideration.
- **Article 28** – Every child has the right to education.
- **Article 30** – Children from different cultural, religious or linguistic backgrounds have the right to enjoy their own culture and language.

Miss B's Nursery is committed to providing equal opportunities and removing barriers so that families from all backgrounds can access our services.

5.2.1.1 Promoting Access and Visibility

Miss B's Nursery promotes its services within the local community through visible signage and family-focused advertising.

Information about the nursery is also available on our website, which provides clear, accessible details about the setting, including our policies, services, and contact details.

We ensure that information about Miss B's Nursery is communicated in a clear and accessible way using plain English in both written and spoken communication. Where possible, information may be provided in alternative languages or formats upon request to support families who may require additional assistance.

5.2.1.2 Valuing Diversity and Promoting Equality

Miss B's Nursery actively promotes equality and celebrates diversity in line with our **Valuing Diversity and Promoting Equality Policy (section 4.1)**.

We encourage a culture where differences are respected and valued, including differences related to:

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- gender
- family structure
- social background
- religion or belief
- ethnicity
- language
- abilities and disabilities.

Through our practice and curriculum, we help children develop respect for others and an understanding that everyone is unique and valued.

5.2.1.3 Welcoming Families

Miss B's Nursery welcomes families of all types and structures. This includes, but not limited to:

- mothers and fathers
- single-parent families
- same-sex parents
- extended family members such as grandparents or relatives
- carers and childminders.

Where possible, the nursery aims to accommodate children whose siblings already attend the setting.

We believe that strong partnerships with families help support children's wellbeing and development, in line with **UNCRC Article 18**, which recognises the important role of parents and carers in raising children.

5.2.1.4 Non-denominational Setting

Miss B's Nursery is a **non-denominational setting** and is not affiliated with any religious organisation.

Families from all faiths and belief systems are welcome, including those who follow no religion.

5.2.1.5 Emergency Admissions

Where possible, Miss B's Nursery will make every reasonable effort to accommodate **emergency admissions** if a family requires childcare unexpectedly.

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5.2.2 What is Early Years Funded Entitlement?

- **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**)
- Eligible **working parents** can apply for EYFE for Working Families, providing access to:
 - Extended EYFE for **3- and 4-year-olds**, granting an **additional 15 hours per week** on top of the Universal EYFE (**totalling up to 30 hours** weekly or a maximum of 1140 hours annually).
 - (From September 2025) Children aged **9 months and above** can access up to **30 hours per week** (or a maximum of 1140 hours annually).
- Some **2-year-olds** can access a maximum of **15 hours** of EYFE per week (or up to 570 hours per year) if their families meet **specific criteria** under the Local Authority (LA) Issued Free Childcare for 2-year-olds.

See the tables below for information on when children become age eligible for the various entitlements:

A child born on or between:	Will be of eligible age for the 9-month-old EYFE* from the start of term beginning in:
1 April and 30 June	April after turning 9 months old
1 July and 30 November	September after turning 9 months old
1 December and 31 March	January after turning 9 months old

A child born on or between:	Will become eligible for 2-year-old EYFE for Working Families* or 2-year-old LA Issued EYFE** from the start of term beginning in:	Will become eligible for Universal EYFE for 3- and 4-year-olds and Extended EYFE* from the start of term beginning in:
1 January and 31 March	April following their second birthday*	April following their third birthday
1 April and 31 August	September following their second birthday*	September following their third birthday
1 September and 31 December	January following their second birthday*	January following their third birthday

*Subject to approval of application at childcarechoices.gov.uk

**Subject to approval by their Local Authority.

You can find out more about the above entitlements, including eligibility criteria and how to apply (if required) by visiting www.westsussex.gov.uk/fundedchildcare.

5.2.3 Early Years Free Entitlement (EYFE)

Miss B's Nursery offers funded early education places through the **Early Years Free Entitlement (EYFE)** scheme in accordance with the terms and conditions set by **West Sussex County Council Early Years Team**.

Children may be eligible for:

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- 15 hours per week funded entitlement, or
- 30 hours per week funded entitlement, depending on eligibility.

Funded sessions are offered in accordance with local authority guidance.

5.2.3.1 Accessing Early Years Funded Entitlement

The provision of Early Years Funded Entitlement (EYFE) 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 Miss B's Nursery. 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 headcount and at headcount to claim EYFE funding from WSCC on their behalf.

Note there are no conditions to accessing EYFE places, 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., if you utilise our fully funded sessions. But parents are required to bring in their own lunches, which will have to align with the nutritional standards we maintain at the nursery. Also, please avoid any traces of allergy risks to prevent any risk of allergies in children in our nursery. A list of food items to avoid will be provided by the manager.
- Miss B's Nursery does have limited sessions available and operates a waiting list for these places, as our sessions are subject to staff availability.
- Refundable administration fees for children accessing EYFE hours.
- No requirement for children to use all their EYFE solely at Miss B's Nursery. Children may attend EYFE sessions at up to two different sites per day.

Whilst there is no requirement to access a minimum number of hours or sessions, we recommend that children attend 2 full days. This way, they get the most out of the learning and activities we offer, and we can be more flexible in planning the day to meet their needs.

Should you choose to withdraw your child, Miss B's Nursery **requires four weeks'** written notice for EYFE and private sessions, inclusive of holidays and periods of closure. If you move to another provider within West Sussex after the notice period, your new provider can contact us to request transfer of any remaining funding we have claimed on your child's behalf.

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

5.2.4 Flexible Attendance Arrangements

Miss B's Nursery aims to provide flexible attendance options to meet families' needs where possible.

Attendance patterns can be arranged to suit family circumstances, provided they do not disrupt the stability and continuity of the nursery environment.

We regularly consult with families regarding opening times and attendance arrangements to ensure the nursery remains accessible to a wide range of families.

Please see the different session options in Section 5.2.7.

5.2.4 Fees and Charges

Fees must be paid **in advance for each month** before sessions commence.

Fees remain payable even if a child is absent for any reason, including illness, holidays or other circumstances or nursery inset days or bank holidays. This ensures the nursery covers its operating costs and that staff can be paid.

Enrolment/registration administration fee:

A one-off enrolment/registration fee of £100 is required to secure a child's place. *However, the fee will be credited to your account shortly after headcount day if accessing EYFE hours.* When this fee is paid, the nursery place is secure.

For children approved for our EYFE-funded sessions, the remainder will be credited to your account shortly after the headcount deadline set by the authorities.

5.2.5 Waiting list

Places are allocated based on children's needs, statutory priority groups, and the nursery's ability to meet those needs, with operational considerations following.

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

- Children with an Education, Health and Care Plan (EHCP)
 - Children looked after (LAC) or previously looked after
- Children referred by:
- Social services
 - Health professionals (e.g. health visitor)
 - Children with identified additional needs (SEND, developmental delay)
 - Children from families in challenging circumstances (non-formal but evidenced)

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- Siblings of children already attending
- Returning families
- Families living within a defined radius (e.g. 1–2 miles)
- Sessions requested must match available spaces (e.g. full days vs funded-only hours)

No child is guaranteed a place until the written contract has been completed and signed by all parties. Further, an Early Years Funded Entitlement (EYFE) place is not guaranteed until the Parent Declaration form is completed.

We ask 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 you have paid an enrolment/registration administration fee, you may not receive this back if the agreed start date is in 4 weeks.

All admissions to the setting will ensure fair access to educational opportunity for all and will comply with all equality legislation.

5.2.6 Funded Sessions (EYFE)

Miss B's Nursery is registered with West Sussex County Council (WSCC) to provide Early Years Funded Entitlement (EYFE) hours under the following schemes:

- Universal EYFE for 3 and 4-year-olds
- Extended EYFE for 3 and 4-year-olds under the Working Families Entitlement
- LA Issued EYFE for 2-year-olds
- EYFE for 2-year-olds under the Working Families Entitlement
- EYFE for 9 months and older under the Working Families Entitlement

We are also in receipt of the Early Years Pupil Premium and Disability Access Fund for eligible children.

Parents/carers are advised to retain a copy of this policy for future reference and to review it alongside our Admissions Policy.

Miss B's Nursery provides funded sessions as follows:

- For children accessing the 30-hour funding a week:

The EYFE-funded sessions operate between **8:00 am and 18:00 pm**, up to a maximum of **10 funded hours per day** (23 hours per week across the 49 weeks)

- For children accessing the 15-hour funding a week:

The EYFE-funded sessions operate between **8:00 am and 18:00 pm**, up to a maximum of **10 funded hours per day** (11.5 hours per week across the 49 weeks)

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Purely funded hours:

- Are allocated subject to availability
- Once a child's place has been approved, it is secure for the duration of the child's care provided by us, the provider and no further reviews will take place to secure the placement.
- Are delivered **without additional compulsory fees**, in accordance with government guidance. However, parents/carers must provide their own consumables and food to reflect what we serve at the nursery, in accordance with the Consumables, Food and Allergy Policy.
- For parents accessing 30hrs a week funding, the remaining 13 hours in the year (15 hours per week for the year will leave 6.5 hours in the year), can be taken as additional childcare, providing the nursery has staff availability and with sufficient notice.

5.2.6.1 Pattern of Delivery

At **Miss B's Nursery**, children can access their Early Years Funded Entitlement (EYFE) in the following pattern:

Day	Opening Hours	Times EYFE can be accessed	Children eligible for up to 30 hours: Maximum number of EYFE hours that can be claimed per day	Times EYFE can be accessed	Children eligible for up to 15 hours: Maximum number of EYFE hours that can be claimed per day
Monday	08:00am – 6:00pm	08:00am – 6:00pm	10	08:00am – 6:00pm	10
Tuesday	08:00am – 6:00pm	08:00am – 6:00pm	10	08:00am – 6:00pm	10
Wednesday	08:00am – 6:00pm	08:00am – 6:00pm	10	08:00am – 6:00pm	10
Thursday	08:00am – 6:00pm	08:00am – 6:00pm	10	08:00am – 6:00pm	10
Friday	08:00am – 6:00pm	08:00am – 6:00pm	10	08:00am – 6:00pm	10
Saturday	Setting Closed				
Sunday	Setting Closed				

Miss B's Nursery offers **EYFE for 49 weeks** per year and is **open 49 weeks per year**. Miss B's nursery will be closed for the last week of August and for two weeks across Christmas and New Year in December. The specific term dates will be communicated to all parents at the start of each academic year.

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5.2.6.2 Term Dates

August 2026							September 2026							October 2026						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

November 2026							December 2026						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

January 2027							February 2027							March 2027						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				

April 2027							May 2027						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

June 2027							July 2027							August 2027						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30	31					

The setting is closed

Bank holiday

5.2.7 Pattern of Delivery of EYFE hours, in conjunction with Privately Extended Hours

If the parent/carer requires funding outside our EYFE allocated hours, these hours cannot be covered by EYFE funding and are charged as an inclusive fee for the day.

Miss B's Nursery will be open 49 weeks a year.

Please refer to section 5.2.6.2.

3- 5-year-olds accessing 30 hours EYFE funding:				
Session Options**		For 49 Weeks	Parent contribution	Voluntary meal/consumables charge*
Full Day: Day 1	8:00 am - 6:00 pm	Inclusive of 10 hours of EYFE	£0	£7.90
Full Day: Day 2	8:00 am - 6:00 pm	Inclusive of 10 hours of EYFE	£0	£7.90
Full Day: Day 3	8:00 pm - 6:00 pm	Inclusive of 3 hours of EYFE	£69.40	£7.90

3- 5-year-olds accessing 15 hours EYFE funding:				
Session Options**		For 49 Weeks	Parent contribution	Voluntary meal/consumables charge*
Half Day: Day 1	8:00- 13:00 OR 13:00 – 18:00	Inclusive of 5 hours of EYFE	£0	£4.50
Half Day: Day 2	8:00- 13:00 OR 13:00 – 18:00	Inclusive of 5 hours of EYFE	£0	£4.50
Half Day: Day 3	8:00- 13:00 OR 13:00 – 18:00	Inclusive of 1.5 hours of EYFE	£38	£4.50

3- 5-year-olds Non-Funded Private fee per day:	
Session Options**	Fee per day
Full Day: 8am-6pm	£84
Half Day: 8am-1pm/1pm-6pm	£46.50

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2-3-year-olds accessing 30 hours EYFE funding:

Session Options**		For 49 Weeks	Parent contribution	Voluntary meal/consumables charge*
Full Day: Day 1	8:00 am - 6:00 pm	Inclusive of 10 hours of EYFE	£0	£7.90
Full Day: Day 2	8:00 am - 6:00 pm	Inclusive of 10 hours of EYFE	£0	£7.90
Full Day: Day 3	8:00 pm - 6:00 pm	Inclusive of 3 hours of EYFE	£72	£7.90

2 – 3 -year-olds accessing 15 hours EYFE funding:

Session Options**		For 49 Weeks	Parent contribution	Voluntary meal/consumables charge*
Half Day: Day 1	8:00- 13:00 OR 13:00 – 18:00	Inclusive of 5 hours of EYFE	£0	£4.50
Half Day: Day 2	8:00- 13:00 OR 13:00 – 18:00	Inclusive of 5 hours of EYFE	£0	£4.50
Half Day: Day 3	8:00- 13:00 OR 13:00 – 18:00	Inclusive of 1.5 hours of EYFE	£39.50	£4.50

2-3 -year-olds Non-Funded Private fee per day:

Session Options**	Fee per day
Full Day: 8am-6pm	£90.50
Half Day: 8am-1pm/1pm-6pm	£52

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9 months – 2-year-olds accessing 30 hours EYFE funding:

Session Options**		For 49 Weeks	Parent contribution	Voluntary meal/consumables charge*
Full Day: Day 1	8:00 am - 6:00 pm	Inclusive of 10 hours of EYFE	£0	£7.90
Full Day: Day 2	8:00 am - 6:00 pm	Inclusive of 10 hours of EYFE	£0	£7.90
Full Day: Day 3	8:00 pm - 6:00 pm	Inclusive of 3 hours of EYFE	£74	£7.90

9 months- 2-year-olds accessing 15 hours EYFE funding:

Session Options**		For 49 Weeks	Parent contribution	Voluntary meal/consumables charge*
Half Day: Day 1	8:00- 13:00 OR 13:00 – 18:00	Inclusive of 5 hours of EYFE	£0	£4.50
Half Day: Day 2	8:00- 13:00 OR 13:00 – 18:00	Inclusive of 5 hours of EYFE	£0	£4.50
Half Day: Day 3	8:00- 13:00 OR 13:00 – 18:00	Inclusive of 1.5 hours of EYFE	£40.50	£4.50

9 months – 2-year-olds Non-Funded Private fee per day:

Session Options**	Fee per day
Full Day: 8am-6pm	£94
Half Day: 8am-1pm/1pm-6pm	£53

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Miss B's Nursery is pleased to offer care for children from as early as 3 months of age. While government-funded childcare is currently available from 9 months onwards (subject to eligibility and scheme criteria), places for children under this age fall outside of the funded provision. Therefore, families requiring care for children aged 3 to 9 months will be required to pay private fees. Full details of our fee structure are provided below for your reference.

Sessions options available Monday - Friday		Fees payable by parents for children aged 3 months – 9 months old
Session Option		
Full Day	8:00am – 6:00pm	£99
Half Day	8:00am – 1:00pm OR 1:00pm – 6:00pm	£61
<i>*If parents/carers prefer a consumable product, i.e., nappies used, parents/carers are asked to supply these. Due to varying preferences in formula parents are asked to supply this in sealed ready-made cartons.</i>		

5.2.8 Late Collection of Children

If a child is collected late, a charge of **£15 per 15 minutes** (and every 15 minutes after (1-15,16-30,31-45,46-60 min)) will apply as digitally recorded by the staff member on the day.

This reflects the requirement for **two members of staff to remain on site** with the child.

5.2.9 Late or Incomplete Payments

All invoices must be paid before sessions begin.

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Late payments automatically incur a charge of **£15, then an additional £15 for every week after (from day 8 onwards)**, until the balance is settled. Balance is settled when it appears in the nursery's bank account.

5.2.10 Payment by Instalments

Parents or carers may request a **payment plan**, usually involving **three instalments per term**, rather than one invoice for the term ahead.

Payment plans:

- are offered at the discretion of Miss B's Nursery
- Incur a **£15 administration fee per term, added to the first invoice sent in the first month**
- are reviewed each term.

Late instalments will incur standard late payment charges.

5.2.11 Session Changes

Parents may request changes to sessions at the end of each academic year **without charge**, subject to availability. I

If parents are accessing EYFE hours, no fee applies during the academic year; if they wish to make a change to their sessions booked, we will need a term's notice, provided there is staff availability.

Non-funded hours changes requested will incur a £15 administration fee per change, subject to availability, with 4 weeks' notice.

Once an extra session is booked, it is non-refundable if you choose to cancel or do not attend.

5.2.12 Fee Increases

Parents and carers will receive a **minimum of four weeks' notice** of any fee changes. Fee structure will be reviewed every 6 months, on the 1st of September and the 1st of April.

5.2.13 Cancellation of Nursery Place

For sessions accessing privately funded hours (in addition to the EYFE hours), parents must give a **term's written notice**.

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If only accessing EYFE hours, **four weeks'** notice is required, if they wish to:

- reduce sessions
- remove their child from Miss B's Nursery
- Cancel a confirmed place.

Alternatively, a terms' **fees must be paid in lieu of notice.**

5.2.14 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. Miss B's Nursery will consult parents and carers before applying and seek their input into the action plan for the child. Miss B's Nursery will share this action plan with West Sussex County Council, which will then determine whether Inclusion Funding can be provided and, if so, how much. Note that if your child has already been approved for Inclusion Funding at another West Sussex provider, some or all this funding may be made available for use at Miss B's Nursery. In this case, we will consult with you further regarding the best use of this funding.

5.2.15 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 Miss B's Nursery to be able to claim for your child, you will need to provide the following information:

Parent/carers details (the claimant)

- Full legal name
- Date of birth
- National Insurance Number **or** National Asylum Seeker Service (NASS) number
- Current address and postcode

Child details

- Full name
- Date of birth
- Address (if different)

Eligibility declaration

- Do you receive one of the qualifying benefits:

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- Income Support
- Income-based JSA
- Income-related ESA
- Universal Credit within the threshold
- Child Tax Credit within the threshold
- Support under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit run-on
- Confirmation of the child:
 - is **looked after** by a local authority, or
 - has **left care** through adoption, special guardianship order, or child arrangements order

Consent

- Explicit consent for you to **share data with the local authority** to verify eligibility and process funding

Miss B's Nursery will determine the best use of the funding by assessing the needs of eligible children, in consultation with parents. We may also seek advice from West Sussex County Council on the best use.

You can find out more about EYPP by viewing West Sussex County Council's EYPP guidance for more information, including funding amounts at westsussex.gov.uk/eypp.

Determining the best use of EYPP

Step 1: Identify priority needs

Typical high-impact areas:

- Speech, language & communication delays
- Social/emotional regulation
- Early literacy exposure

Step 2: Plan targeted interventions

Examples:

- Small-group language programmes (e.g. narrative skills, vocabulary enrichment)
- Key person-led targeted interactions (higher adult-child ratio time)
- Parent engagement packs (home learning, reading routines)

Step 3: Resource allocation

- Staff training
- Additional staffing hours for targeted children
- Specific resources (books, communication aids)

Step 4: Impact measurement

- Track progress termly against EYFS age bands guidelines

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- Adjust provision if progress is insufficient, to best support the child/ren.

5.2.16 Disability Access Fund (DAF)

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 Miss B's Nursery to be able to claim DAF for your child, you will need to provide the following:

Information required from parents

- A newly completed Parent Declaration, completed to confirm you would like Miss B's Nursery to apply for DAF on behalf of your child; and

Child eligibility evidence

- Confirmation that the child is in receipt of **Disability Living Allowance (DLA)**
- Copy of the DLA award letter

Parent/carers details

- Full legal name
- Date of birth
- National Insurance Number **or** National Asylum Seeker Service (NASS) number
- Current address and postcode

Child details

- Full name
- Date of birth
- Address (if different)

Provider declaration

- Signed agreement that **your nursery is the nominated setting** to receive the DAF payment (only one provider can claim)

You can find out more information by reading West Sussex County Council's DAF guidance for more information, including funding amounts, at [westsussex.gov.uk/daf](https://www.westsussex.gov.uk/daf).

Determining the best use of DAF

DAF is for **access**, not attainment.

Focus areas

- Removing **barriers to participation**

5. Organisation, information and documentation

- Enabling inclusion in daily provision

Typical uses

- Specialist equipment (e.g. sensory resources, adapted seating)
- Environmental adaptations (quiet spaces, visual supports)
- Staff training specific to the child's needs
- Additional staffing for transitions or routines

Process

1. Review child's needs (EHCP if present, or SEN Support plan)
2. Align with **graduated approach** (Assess → Plan → Do → Review)
3. Agree on the provision with SENCo and parents
4. Document intended impact on **access and inclusion**