



GATEWAY SCHOOL

— GREAT MISSENDEN —

Gateway School Early Years Universal Funded and Entitlement policy (Applicable from January 2026 onwards)

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.
- At Gateway School, from January 2026 onwards, afternoon sessions are eligible for the application of Universal Funding Entitlement.
- Universal Funded Entitlement funding is non-means tested and provides up to 15 hours of free childcare per week for the 36 weeks that the school (including the nursery) is in operation.
- We do not currently provide any year-round places.
- 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 Gateway School pupils seeking a full-time place
2. Non-siblings, who are registered to attend Gateway School when they reach Reception
3. Non-siblings seeking a full-time place
4. Funded only children

- No child is guaranteed a place until the written contract has been completed and signed by all parties and the full deposit has been received. 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 If a pupil for whom a vacancy has been reserved, is withdrawn before the agreed starting date, the deposit will be forfeited.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 adhere to equality legislation.

Early Years Universal Funded Entitlement at Gateway School

- Gateway School is registered with Buckinghamshire 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 Gateway School, children can access their Early Years Universal Funded Entitlement in the following pattern:

Day	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	Maximum number of EY Universal Funding Entitlement hours that can be claimed per day for children eligible for up to 30 hours
Monday	07:30-18:00	09:15-13:15	3 or 4	0
Tuesday	07:30-18:00	09:15-13:15	3 or 4	0
Wednesday	07:30-18:00	09:15-13:15	3 or 4	0
Thursday	07:30-18:00	09:15-13:15	3 or 4	0
Friday	07:30-18:00	09:15-13:15	3 or 4	0
Saturday	CLOSED	CLOSED	0	0
Sunday	CLOSED	CLOSED	0	0

Gateway School currently offers EYFE for 36 weeks per year and is open 47 weeks per year. Funding is allocated on a 4/4/4/3 hour basis over 4 mornings.

Accessing Early Years Funded Entitlement at Gateway School's Preschool

- 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).
- Children are required to attend their EYFE sessions prior to and at headcount for Gateway School to claim EYFE funding from Buckinghamshire for them.

Should you choose to withdraw your child, Gateway School requires one term's written 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 Gateway School is unexpectedly closed during your child's regularly scheduled EYFE sessions, due to illness or other unforeseen circumstances, Gateway School will offer these hours at an alternative time subject to availability and where reasonable.

Registration/Administration fees

- Upon registering your child with Gateway School's Preschool, we ask for a Registration/Administration fee of £75.00.

Deposits

- We charge a deposit of £600 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 lunch, tea and snacks.
- Extra optional activities such as events, celebrations, specialist tuition or other activities that are not directly related or necessary for the effective delivery of the Early Years Foundation Stage (EYFS) statutory framework.
- Trips, outings, and extra classes (agreed in advance where possible).

For EYFE only, 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 Gateway School's Preschool'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 Gateway School's main kitchen 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 fee structure
Consumables per funded hour - snack, lunch,	£3.20 per funded hour

specialist teaching, disposable consumables.	

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

- Gateway School's Preschool 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, Gateway School's Preschool will assess their needs during their settling in period and their regular attendance and consult with you about any needs you or Gateway School's Preschool identify.

Setting Support

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