

# Peques Early Years Funding Policy

Peques is registered with the London Borough of Hammersmith and Fulham (LBHF) to receive early education funding for eligible children. Depending on the entitlement type and the child's eligibility, funded hours may be available from the term after a child turns 9 months old until the child starts school. This government funding is provided for 38 weeks of the year. As Peques operates for 50 weeks of the year and does not offer term-time only places, funded hours are stretched across the nursery's operating year. Funded hours are provided free at the point of delivery and are shown on the invoice as free hours. Only unfunded hours are charged. Any additional extras, including meals, consumables and other optional services, are clearly itemised separately where applicable. Government funding covers funded childcare hours only and does not include meals, consumables or extra-curricular activities.

## Types of funding offered at Peques

### **1. Universal entitlement for all 3- and 4-year-olds (15 hours)**

This entitlement is not means-tested and is available from the term after a child's third birthday until school age. It provides up to 15 hours per week for 38 weeks of the year, equivalent to 570 funded hours per year. Where Peques applies a stretched model across 50 weeks, this equates to 11.4 funded hours per week, or 47.5 funded hours per calendar month, subject to the nursery's attendance pattern and invoice structure. Parents should provide the required documentation within the timescales set by Peques and LBHF.

### **2. Working parent entitlement (30 hours)**

This entitlement is available to eligible working families from the term after a child turns 9 months old until the child starts school. It provides up to 30 hours per week for 38 weeks of the year, equivalent to 1,140 funded hours per year. Where Peques applies a stretched model across 50 weeks, this equates to 22.8 funded hours per week, or 95 funded hours per calendar month, subject to the nursery's attendance pattern and invoice structure.

Parents must apply through their childcare account and provide a valid eligibility code, together with any supporting information required by the nursery and LBHF. Eligibility must be reconfirmed in line with HMRC requirements. If a valid code is not held by the relevant deadline, funding cannot be claimed for that period.

## Working parent entitlement – general eligibility summary

Parents are responsible for checking their own eligibility through the official government childcare service. Eligibility is determined by HMRC and may change. Broadly, the working parent entitlement is for families where the parent, or both parents where applicable, meet the relevant work and income requirements and neither exceeds the maximum income threshold set by government. Full eligibility rules are determined by the official government scheme and not by Peques.

## Applications and parent process

Peques uses its approved digital platform, Funding Loop, to support the collection of funding information and parent declarations. Parents will normally receive communication in advance of the relevant funding term. All requested forms and supporting information must be completed by the stated deadline.

Parents can check childcare support and apply through the official government childcare service:

<https://www.gov.uk/free-childcare-if-working/check-youre-eligible>.

## Terms and conditions applying to funded places

### **Headcount day**

To be eligible for funding for a given term, the child must be attending the setting on the relevant LBHF headcount day for that term, subject to LBHF funding rules.

### **Application of funding**

Peques may apply the expected funding deduction to a child's account before the actual payment is received from LBHF. The formal claim is submitted in line with LBHF procedures after headcount day.

If a child leaves before headcount day, any provisional funding deduction already applied for that term will be removed and the full published fees for that period will remain payable.

If a child leaves after headcount day but before the end of the relevant funded period, any funding adjustment will be made in accordance with LBHF rules, and any overclaimed amount will be returned where required.

### **Invoices and transparency**

Invoices will clearly itemise:

- funded hours
- additional paid hours including ad hoc days
- funding meal supplements
- any applicable sibling discount
- total amount payable

### **Meals, consumables and optional extras**

Government funding covers funded childcare hours only. It does not cover meals, snacks, consumables, additional private hours or optional extra services. Any charges for these items are voluntary and will be clearly itemised and are not made a condition of accessing funded hours. Parents are offered a reasonable alternative so that they can access their funded entitlement free of charge, including where appropriate supplying their own food, subject always to the nursery's health, safety, allergy and operational requirements.

Where parents choose to provide food from home instead of purchasing a nursery food option, this must comply with Peques' separate food safety, allergy and inclusion requirements.

This is necessary because:

- some children have severe allergies; and
- Peques seeks to promote inclusion and a shared mealtime experience for all children.

To support this:

- parents will be provided with the daily nursery menu.
- any food brought from home should, as far as reasonably possible, reflect the type of meal being served at Peques that day, while remaining suitable for the individual child.
- parents will be informed of any known allergens relevant to their child's group and must ensure that food brought from home does not contain prohibited allergens or otherwise create a risk to other children; and
- all food brought from home must comply with Peques' separate food safety, allergy and operational requirements.

If these guidelines are not followed, Peques may need to review whether the opt-out arrangement can continue, in line with EYFS requirements and the nursery's health, safety and inclusion responsibilities.

### Optional activities

Yoga is provided free of charge for all children. Any other optional activities, outings or additional services arranged by Peques remains optional and, where applicable, separately identifiable on invoices. A child's access to their funded entitlement does not depend on participation in optional extras.

Sports club is delivered by an external provider. It is not included within the funded entitlement, is not charged by Peques and does not appear on Peques invoices. Any charges for sports club are invoiced directly by the external provider.

### Monthly Fee Payments

Monthly fees must be paid by standing order on the 24th of each month, one full calendar month in advance of the month your child will attend. By way of example, September fees will be due on 24 July.

### Funding at Peques

Funded hours are provided free at the point of delivery and are shown on the invoice as free hours. Only unfunded hours are charged.

### Changing settings

Funding claimed by Peques applies only to the funded place accessed at Peques and cannot also be claimed at another setting for the same hours.

### Unattended Sessions

Funded hours cannot be refunded, exchanged or carried forward for:

- bank holidays
- holidays
- sickness-related absences

### Meal Supplements

Meal supplement charges remain payable for the full month, including periods of:

- bank holidays
- holidays
- sickness-related absences

### Sibling Discount

The sibling discount is applied to chargeable hours only after funded hours have been identified on the invoice.

### **This policy should be read in conjunction with:**

- Admissions Policy & Procedure
- Partnership with Parents Policy
- Settling in Policy
- Early Years Pupil Premium (EYPP) Policy
- Peques Privacy Notice

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**Approval route:** Head Office