



Stoke Prior Primary School Pre-School

Funded Hours Policy

#SPR12

Last Amended 30th June 2026

To be reviewed no later than August 31st 2027

1. Purpose of This Policy

The purpose of this policy is to outline how Stoke Prior Primary School Pre-School delivers Early Education Funding for eligible, 3 and 4 year old children. It ensures transparency, fairness and compliance with Department for Education and Local Authority requirements.

2. Eligibility for Funded Hours

3 and 4 Year Old Funding

All children are entitled to:

- Universal 15 hours from the term after their 3rd birthday

Some families may also access:

- Extended 30 hours (working families entitlement)

Parents must provide:

- A valid 30-hour code (where applicable)
- National Insurance number
- Child's date of birth
- Proof of identity if requested

3. Funded Hours Offered at Stoke Prior Primary School Pre-School

We offer funded hours during **term time only (38 weeks)**.

Our Funded Sessions

- Morning session: 8.40am–12 noon (AM)
- Afternoon session: 12 noon–3.10pm (PM)
- Full day: 8.40am–3.10pm (AM & PM)

Parents may use:

- Up to 15 hours
- Up to 30 hours (extended entitlement)

Patterns of Attendance

We offer the following attendance patterns:

- Morning-only pattern
- Afternoon-only pattern
- Full-day pattern
- Mixed sessions

We aim to accommodate parental preference where possible, but places are subject to availability and staffing ratios.

4. Stretching the Offer

Stoke Prior Primary School Pre-School operates term-time only, therefore funded hours cannot be stretched across the year.

5. Additional Charges

The following optional charges may apply:

- Lunch Time (12–1pm – AM session only)
- Special events or trips

These charges:

- Do not affect access to funded hours
- Will be clearly itemised on invoices

6. Invoicing and Funding Claims

- Parents receive a termly invoice showing funded hours and any additional charges.
- The school submits funding claims to Herefordshire Local Authority each term.

- Parents must sign a Parent Declaration Form before funded hours can be claimed.
- If a parent fails to reconfirm their 30-hour code, the school will revert the child to 15 universal hours.

7. Changes to Attendance

Parents must give **four weeks' notice** for:

- Reducing sessions
- Increasing sessions
- Withdrawing a child

Changes are subject to availability and funding rules.

8. Absence

Funded hours continue to be claimed during:

- Short-term illness
- Occasional family circumstances
- School-agreed absences

Long-term or repeated unexplained absence may result in:

- A review of the child's place
- Notification to the Local Authority
- Adjustment of funded hours

9. Safeguarding and Welfare

All children are included in the school's:

- Safeguarding Policy
- SEND Policy
- Attendance Procedures

We work in partnership with families to ensure children's safety, wellbeing and access to early education.

10. Complaints

Concerns about funded hours should be raised in the following order:

1. Pre-School Leader
2. Headteacher
3. Governing Body

4. Herefordshire Local Authority

Complaints will be handled in line with the Three Counties Academy Trust's Complaints Policy and Procedure.

11. Review of Policy

This policy will be reviewed annually by the Headteacher and Governing Body or sooner if statutory guidance changes.