PHOENIX EARLY LEARNERS ADMISSION POLICY FOR EARLY YEARS FUNDING

OFSTED NUMBER: 2881579
VERSION: JANUARY|2026

We operate an inclusion and equality policy and ensure that all children have access to childcare places and services irrespective of their gender, race, disability, religion, belief, or sexual orientation of parents.

My Funded Offers are below and will explain arrangements for the delivery and funding for the following entitlements:

- Under 2-Year-Old Working Entitlement (U2YOW) ***** :1140 hours per academic year for working parents of children 9months old+.
- 2-Year-Old Working Entitlement (2YOW) *****: 1140 hours per academic year for working parents of two-year-olds.
- Early Learning for 2's Entitlement (EL2YO) *****: 570 hours per academic year for families of two-year-olds receiving additional forms of support. Check www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds-claim-benefits
- 3 - & 4-Year-Old Universal Entitlement (3&4YO15): 570 hours per academic year for parents of all 3- & 4-year-olds.
- 3- & 4-Year-Old Working Entitlement (3&4YO30) *: 570 additional hours per academic year entitlement for working parents of 3- & 4-year-olds.

  ***** *Eligibility criteria apply*

The maximum number of funded hours your child can receive are:

- 1140 hours per academic year for working families of under 2-year-olds and 2-year-olds (U2YOW & 2YOW). This is 30 hours for 38 weeks of the year if taken over term time or 1140 hours divided by the number of weeks if stretched from 39-52 weeks. i.e. 10.96 hours for 52 weeks.
- 570 hours per academic year for 2-year-olds from families receiving additional forms of support (EL2YO). This is 15 hours for 38 weeks of the year if taken over term time or 570 hours divided by the number of weeks if stretched from 39-52 weeks.
- 570 hours per academic year for all 3- & 4-year-olds, (3&4YO15). This is 15 hours for 38 weeks of the year if taken over term time or 570 divided by the number of weeks if stretched from 39-52 weeks.
- 570 additional hours per academic year for working families of 3- & 4-year-olds, (3&4YO30). This is an additional 15 hours for 38 weeks of the year if taken over term time or 570 divided by the number of weeks if stretched from 39-52 weeks.

Additional charges*:*
Government funding is intended to deliver up to 30 hours of free, high quality, flexible early education and care each week to children under 5 years old. Funded hours must be accessible **free of charge** to parents/carers; that is, there must not be any mandatory charges for parents/carers in relation to the funded hours.

Government funding is **not** intended to cover the costs of meals, consumables, additional hours or additional services. Early Years Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

Emergency Charges:
An emergency charge can be applied by the Early Years Provider for parents/carers who opt in to pay additional charges, but do not supply the required item/food. These are also listed below if applicable.

All funded sessions: are in line with the Government's Statutory Guidance and Local Authority requirements. When you register your child for their funded place, we will discuss your needs and as far as possible with availability and staffing arrangements we will accommodate your wishes.

Notice Periods:
You are not obliged to give us notice for the funded hours however, we respectfully ask that you give as much notice as possible whilst also paying due regard to our notice period for non-funded hours.

Absences:
Your child may lose their funded entitlement if they have **three weeks** of absence in any one term. This refers to holiday or illness.

Deposits can be charged for funded hours to secure the place but this must be refunded in a reasonable time scale.

Deposit Amount	Refunded
£75.00	Once place is accepted or rejected

Our deposit applies to the following funding streams (tick as appropriate):

Under 2-Year-Old Working Families	2-Year-Old Working Families	Early Learning for 2's Funding	3- & 4-Year-Old Universal Funding	3- & 4-Year-Old Working Families
N/A	✓	✓	✓	✓

Our funded offers are:

	TERM TIME OFFER: MONDAY to FRIDAY 38 weeks of the year
Under 2-Year-Old Working Families (30)	N/A
2-Year-Old Working Families (30)*	10AM – 4PM (6 HOURS) X 5 DAYS **= 30 HOURS**
Early Learning for 2's Funding (15)	10AM – 4PM (6 HOURS) X 2 DAYS (12 HOURS) AND 9AM – 12PM (3 HOURS) X 1 DAY OR 1PM – 4PM (3 HOURS) X 1 DAY **= 15 HOURS**
3- & 4-Year-Old Universal Funding (15)	10AM – 4PM (6 HOURS) X 2 DAYS (12 HOURS) AND 9AM – 12PM (3 HOURS) X 1 DAY OR 1PM – 4PM (3 HOURS) X 1 DAY **= 15 HOURS**
3- & 4-Year-Old Working Families (30)	10AM – 4PM (6 HOURS) X 5 DAYS **= 30 HOURS**

**CHILDREN TAKEN FROM 2.5 YEARS OF AGE+*

Our optional additional charges are:

	FOOD	NON-FOOD	ACTIVITIES	PRIVATE HOURS	EMERGENCY ITEMS
Under 2-Year-Old Working Families	N/A	N/A	N/A	N/A	N/A
2-Year-Old Working Families	N/A	N/A	N/A	£7.50 per hour	N/A
Early Learning for 2's Funding	N/A	N/A	N/A	£7.50 per hour	N/A
3- & 4-Year-Old Universal Funding	N/A	N/A	N/A	£7.50 per hour	N/A
3- & 4-Year-Old Working Families	N/A	N/A	N/A	£7.50 per hour	N/A

Our optional additional charges include:

FOOD	NON-FOOD	ACTIVITIES	EMERGENCY ITEMS
N/A	N/A	N/A	N/A