PHOENIX EARLY LEARNERS ADMISSION POLICY FOR EARLY YEARS FUNDING

OFSTED NUMBER: 2881579 VERSION: NOVEMBER 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:

- 2-Year Old Working Entitlement (2YWO) *: 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.

The setting is registered to accept government funding must have a funded offer for 2, 3 and 4-year-olds.

Phoenix Early Learners Preschool Free Offer & charges for additional time and/or consumables

	Term Time Offer: **MONDAY to FRIDAY** **37 Weeks of the year**
Under 2-Year-Old Families (30)	N/A
2-Year Old Working Families (30)	10 AM to 4 PM (6 Hours) X 5 Days = 30 HOURS 9AM to 3PM (6 Hours) X 5 Days = 30 HOURS
Early Learning for 2-Year-Olds	10 AM to 4 PM (6 Hours) x 2 DAYS (12 HOURS) AND 9 AM to 12 PM (3 HOURS) x 1 DAY Or 9 AM to 3 PM (6 Hours) x 2 DAYS (12 HOURS) AND 9 AM to 12 PM (3 HOURS) x 1 DAY Or 1 PM to 4 PM (3 HOURS) x 1 DAY = 15 HOURS
3-&-4-Year Old Universal Funding (15)	10 AM to 4 PM (6 Hours) x 2 DAYS (12 HOURS) AND 9 AM to 12 PM (3 HOURS) x 1 DAY Or 9 AM to 3 PM (6 Hours) x 2 DAYS (12 HOURS) AND 9 AM to 12 PM (3 HOURS) x 1 DAY 1 PM to 4 PM (3 HOURS) x 1 DAY = 15 HOURS
3-&-4-Year Old Working Families (30)	10 AM to 4 PM (6 Hours) X 5 DAYS = 30 HOURS Or 9 AM to 3 PM (6 Hours) X 5 DAYS = 30 HOURS

Our optional additional charges are:

	FOOD	**NON-FOOD**	**ACTIVITIES**	**PRIVATE HOURS**	**EMERGENCY ITEMS**
Under 2-Year-Old Families (30)	N/A	N/A	N/A	N/A	N/A
2-Year Old Working Families (30)	N/A	N/A	N/A	£7.50 per hour	N/A

Early Learning for 2-Year-Olds	N/A	N/A	N/A	£7.50 per hour	N/A
3-&-4-Year Old Universal Funding (15)	N/A	N/A	N/A	£7.50 per hour	N/A
3-&-4-Year Old Working Families (30)	N/A	N/A	N/A	£7.50 per hour	N/A

Our optional additional charges include:

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

Extra Sessions

- Extra days will be offered where there is availability and also to children attending for a second academic year before offers are made out to the new cohort.

Children with known Special Educational Needs and Disabilities (SEND)

We accept children with known SEND where we can make reasonable adjustments to staff ratios, policies and physical features which put disabled children at a disadvantage compared with non-disabled children and can do all that is reasonable in all the circumstances for the purposes of safeguarding or promoting the welfare of the child within finances made available to the setting.

Settling in

- Prior to admission each child will be offered one morning session in the preceding term, accompanied by **one** parent or carer, to familiarise them with the routine of the preschool and ease their transition into the group.
- When absolutely necessary a parent or carer may support their child over a small number of sessions as agreed with the Manager/Leader in order for their child to settle.

Please also refer to our Funding Policy Statement.