

Published Funded Place Terms & Agreement

1. We operate an **application window system**, not a waiting list.
2. Where we offer **funded only hours** over 38 weeks, we optimally plan our places. (See **Admissions Policy** for more information about **Place Allocation**)
3. Any additional private paid hours are optional.
4. Any additional days booked are charged at the day rate shown in our Pricelists, any additional ad hoc hours are charged at the bespoke rate for your child's age.
5. We have a range of options within two offers: 1. **all-inclusive Extended pattern** for full day care early education over 52 weeks and 2. **all inclusive Term Time pattern** for parents requiring early education for 38 weeks only - you cannot mix patterns. (see 27. For support in deciding)
6. You choose the attendance pattern you need and sign to confirm your agreement and choice, unless you decide to change the pattern (see clause 7 below).
7. Your choice of pattern is guaranteed to your child until they leave for school
8. Any change to a **funding pattern** requires half-a-term's notice.
9. Should we not be able to claim funding or have funding withdrawn for any reason e.g. incorrect information, non-attendance, claiming at more than one nursery or leaving before the Local Authority Headcount date, then you agree to pay any fees that are due at the private rate.
10. You agree to us being able to apply to the Local Authority to claim additional funding as appropriate to support economic and inclusive practice such as **Early Years Pupil Premium (EYPP)**, **Disability Access Fund (DAF)** and specific inclusion or high needs funding and will provide all relevant details to allow this to happen (NI Numbers and DOB for parents living with the child).
11. If you are claiming Working Families Entitlement for 30 hours funding then you will be required to set-up a childcare account and obtain an Eligibility Code [Best Start in Life](#) This must be re-confirmed every 3 months with HMRC. Should you lose your eligibility, you agree to pay private fees for any period not covered by the funding claim.
12. Please note that HMRC state a fine between £300-£3000 for a false funding claim
13. A **Grace Period** exists to protect your funded status until it reaches the end date. If you have a 2 year old you may be eligible for 15 hours funding or for a 3-4 year old you will receive 15 hours universal funding.
14. If you are unable to pay the extended hours chosen under this Agreement due to a change in eligibility or personal circumstances, then you will be asked to change hours or days in order to ensure places remain optimally filled. You will be offered Term Time Only, however, we cannot guarantee the same days and hours offered will change to 6 hours a day (9am – 3pm) extendable to 4pm only.

You will be required to confirm any of the following that apply

- 15 hours for government Early Learning for 2 year olds
- 15 hours for 3-4 year old Universal Entitlement
- 30 hours Working Families entitlement for 9 months and above
- Disability Access Fund i.e. in receipt of DLA
- Early Years Pupil Premium*

*To be awarded EYPP under Adoption or Special Guardianship, a photocopy of the relevant Court Order or Adoption Birth Certificate must be given to us (or can be sent direct to the LA if preferred) and sent to the funding office as supporting evidence. The child must have:

- Been Looked After by the local authority for at least one day
- Been Adopted from care
- Left care through Special Guardianship
- Been or is subject to a child arrangement order (formerly known as residence order)

15. This agreement is set to cover a period from when you start funding to the August prior to your child starting school. Should you wish to cancel this agreement prior to that time then you may give notice no less than 6 weeks before the end of the current term (i.e. during the relevant half term week).

16. In the event half term has passed, one full calendar month's notice period will remain and private fees will be charged.
17. If you book 22 hours a week or greater, we offer 30 hours funding.
18. We do not offer 30 hours funding to bookings less than 22 hours a week.
19. If your booked hours are **less than 22 hours** a week, we offer 15 hours funding.
20. If you plan to split **30 hours** between **two settings**, we will only offer 15 hours funding. We do not share any part of the 15 additional / extended hours with another setting.
21. A **funded place offer** at Saplings cannot be confirmed until we receive your eligibility code.
22. It is your responsibility to send us the details required as soon as you are given them.
23. The eligibility code does not change throughout the funding period.
24. As soon as your child starts school in reception, the code is no longer valid for any of our breakfast & after school clubs. (Summerville School & Birchanger)
25. You will be required to complete two parts for this agreement with Saplings Nursery
26. Part 1 are these Terms + Funded Place Choice; Part 2 is the Declaration between us as the 'Provider' and 'you' the parent. This requires a signature and is sent via Signable
27. You will be offered a private zoom meeting with Linda Davies (Owner) to discuss your funding options once you have completed the application process with a confirmed offer of a place at Saplings and have received an eligibility code from HMRC.

This Agreement is in addition to the local authority Parent Agreement Form (PAF) which is to be completed every year in Feb/March or upon starting at Saplings part way through a year.

Check our Calendar to find dates for the next **Funding Meeting for Parents**. We encourage everyone to attend at least one meeting a year.
These meetings are all via Zoom from 1 April 2026