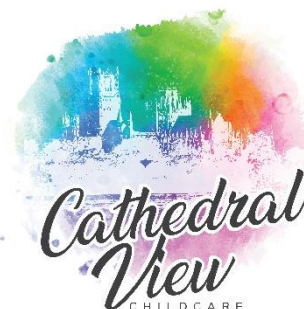


Early Years Funding Handbook



How does funding work?

Government-funded childcare is calculated over 38 school-term weeks. Cathedral View Childcare operates on a stretched model across the full year, with funded hours divided into equal weekly amounts.

From September 2025, children entitled to the full funded offer will receive 22.8 funded hours per week for a maximum of 50 funded weeks per year. Our setting is open 51 weeks each year, so one week cannot be covered by funding. The first week of December is designated as the non-funded week. Children accessing funded-only hours may choose not to attend this week. Attendance during this week is optional and is charged at the full private hourly rate.

Eligibility & Funding Start

Funding starts the term after your child reaches the required age (9 months, 2 years or 3 years). Parents must meet the required criteria to qualify. You can apply for your childcare code as soon as your child is 23 weeks old.

Child 9 months old between	Earliest funded term start	Deadline to apply
1 Sep – 31 Dec	1 January (Spring term)	31 December
1 Jan – 31 Mar	1 April (Summer term)	31 March
1 Apr – 31 Aug	1 September (Autumn term)	31 August

Note: Parents returning from maternity/paternity/shared parental/adoption leave must return to work within the first month of the term to be eligible. If not, funding will be deferred to the following term.

Using Tax-Free Childcare

Tax-Free Childcare is a government savings scheme that can be used alongside funded entitlement. For every £8 you contribute, the government adds £2 (up to £2,000 per year).

Universal Credit

For families meeting the criteria, universal credit will cover up to 85% of childcare costs. Note: This cannot be claimed in conjunction with tax-free childcare and does not cover any optional consumable costs.

Visiting and Registering

Nursery Tours

Contact us via our website to arrange a tour with the nursery management.

Attendance Plans

At Cathedral View Childcare we have a choice of attendance plans available. Each plan has a limited number of spaces available. Admissions are prioritised in line with our admissions policy.

Fully-Funded 15 hour Spaces

We have a small number of funded 15 hour childcare spaces available at each of our sites*. These are for children accessing only the 15 hours entitlement (stretched to 11.4 hours per week for 50 weeks of the year). These spaces are delivered in the following way:

2 days per week – 09:00-14:45 – One of these sessions must be taken on a Monday or Friday.**

There are no required sign-up fees for these spaces – but parents may opt to pay our registration fee to cover the cost of branded uniform items. Meals and consumables charges are outlined below.

*Where no 15 hour spaces are available, families will be offered the option of the lowest part-funded plan available. Families may choose to remain on the waiting list for a fully funded-only place if they do not wish to take up a part-funded plan.

**Required to ensure continuity, curriculum balance and staffing ratios.

For all other plans our minimum attendance is 2 days per week. Minimum daily attendance is 8 hours per day. Waiting lists may exceed 18 months.

30 hours fully funded/Part-Funded / Mixed Spaces

We have a number of plans that allow for fully funded 30 hour space or a combination of funded and privately paid hours. These sessions can be taken on any day of the week between 08:00 and 18:00 in line with minimum attendance requirements. Plans are subject to registration costs as outlined below.

Attendance Changes

Any changes depend on availability, require one month's notice, and are not guaranteed.

Registration Fee & Deposit (Part funded or Private hours only)

Registration fee: £75 (includes administration and uniform pack). Non-Refundable.

Deposit: One month's fees based on privately paid hours only. Applied to first month's invoice. Adjusted for changes in privately paid hours prior to start date. If a child's hours are reduced or they do not join the deposit is not refunded.

Monthly Fees

Invoices are issued by the middle of the month. Fees must be cleared into our account by the last day of the month. Tax-Free Childcare payments may take up to 3 working days to clear.

Fees are based on actual days attended each month. No refunds for illness or absences, this includes holidays.

Extra Days & Notice

Extra days available at the standard daily rate subject to staffing. One month's written notice required to end or reduce attendance.

Funded Hours and Additional Charges

Funded hours apply between 8:00am and 6:00pm. 7:30–8:00am is non-funded, charged at £5.50 per half hour.

Meals are charged for both funded and privately paid hours.

On occasion, we may arrange optional extracurricular activities (e.g., Zoo Lab, trips, events). These activities provide valuable educational experiences and are designed to enrich the children's learning. We always strive to keep the costs of these activities as minimal as possible. Participation in optional activities requires payment, but children who are eligible for the Early Years Pupil Premium (EYPP) may utilise this funding to cover associated costs.

Meals & Snack Charges

Item	Price
Breakfast (before 8:30am)	£1.00
Lunch	£2.00 (Not applicable for Merivale Way as parents must provide lunch)
Tea (after 5:00pm)	£2.00
Snacks (morning/afternoon)	£0.50 each / £1.00 per day

Automatically charged unless parents opt out in writing and provide suitable packed meals/ snacks in line with our meal policy.

Refunds and Credits for Meals

No refunds for missed sessions. Planned holidays with at least two weeks' notice may have meal fees credited to the next invoice.