Your policies must clearly articulate compliance to the Statutory Guidance and Funding Agreement in relation to the funded entitlements.

As part of the Funding Agreement process, the following documentation must be submitted so that key areas can be checked for compliance.

* **Charging Policy**
  + Fees and Chargeable Extras
  + Deposit
  + Registration
* **Admission Policy**
  + Eligibility (DOB, Working Parent, DAF, EYPP)
  + Funding Offer (times)
* **Complaints Procedure**
  + Early Education Concerns
* **Sample Invoice**
  + Itemised from January 2026

The following guidance is also provided to help draft the content of these policies.

* [Charging Policy](https://www.schools.norfolk.gov.uk/media/13584/Charging-policy/doc/5sEY_Info_-_GUIDANCE_Policy_Charging.docx?m=1709104220057)
* [Chargeable Extras](https://www.schools.norfolk.gov.uk/media/41859/Chargeable-Extras-Guidance/doc/s4GUIDANCE_-_Chargeable_Extras.docx?m=1750856271967)
* [Admission Policy](https://www.schools.norfolk.gov.uk/media/14047/Admissions-policy/doc/4aEY_Info_-_GUIDANCE_Policy_Admissions.docx?m=1709104187133)
* [Complaints Procedure](https://www.schools.norfolk.gov.uk/media/14043/Complaints-Procedure/doc/58EY_Info_-_GUIDANCE_Policy_Complaints.docx?m=1709104283187)
* [Sample Invoice](https://www.schools.norfolk.gov.uk/media/14031/Childcare-invoices/doc/52EY_Info_-_GUIDANCE_Policy_Invoice_Guidance.docx?m=1709104255443)

A provider may choose to combine policies for Early Education to reduce the admin burden, and therefore we expect the agreement requirements to be stated in at least one policy which is written for and shared with families.

These documents should enable families to make an informed decision about their childcare arrangement and ability to pay additional fees before committing to a contract.

**What we will be looking for as part of the compliance check**

* **Charging Policy**
  + **Fees and Chargeable Extras**
  + What charges form part of your fee structure
  + Families can opt in and out
  + The alternative options where families opt out
  + **Deposit**
  + If the charge applies to secure a place
  + When it is returned for a fully funded place
  + **Registration**
  + If the charge applies
  + It is voluntary for a fully funded place
* **Admission Policy**
  + **Eligibility (DOB, Working Parent, DAF, EYPP)**
  + The DOB is checked to confirm eligibility
  + Consent is obtained as needed
  + Families are identified who may attract additional funding
  + **Funding Offer (times)**
  + Times funding is offered to families
  + National parameters are met
  + Families have fair access to a funded place - there are no conditions
* **Complaints Procedure**
  + **Early Education Concerns**
  + Families direct their funding concerns initially with the setting
* **Sample Invoice**
  + **Itemised from January 2026**
  + Providers full details
  + Invoices must be itemised as follows where charges apply:
    - Funded Hours
    - Private Paid Hours
    - Food Consumables
    - Non-Food Consumables
    - Optional Activities and Services

**The following wording is offered as guidance only.**

Your setting is unique and if you plan to use any that is suggested, please adapt to suit your offer to families.

Your policies must clearly articulate compliance to the Statutory Guidance and Funding Agreement.

**[IMPORTANT] For the Fee and Chargeable Extras section, please refer to the guidance for additional wording that you may wish to use.**



|  |
| --- |
| Charging Policy |

**Fees and Chargeable Extras**

* **Additional hours (Private Paid Hours – not funded by the local authority)**

Insert fees

* **Food Consumables**

Insert fees

* **Non-Food Consumables**

Insert fee

The following items will be supplied –

* **Optional Activities and Services**

Insert fee

The following will be available –

If you wish to opt out of these charges, please speak with x to discuss the alternative options available.

The alternative options include –

* Insert your options

**Deposit**

A deposit of £0.00 will be charged to secure a place at this setting.  For funded only children, the fee will be returned in full within 6 weeks following the first day of attendance for early education. Where families have agreed a contract for more hours than the early education entitlement, the deposit will be returned when the contract is terminated, and any outstanding fees have been paid in full.

The deposit will not be returned where a place is no longer required.

**Registration Fee**

A registration fee of £0.00 is charged once a childcare place has been offered.  This is voluntary for those families whose child(ren) only access a funding entitlement.

|  |
| --- |
| Admissions Policy |

**Eligibility Checks**

As part of the registration process, parents/carers will be required to provide documentation to evidence their child’s date of birth. This is to confirm they have reached the eligible age for the funded entitlement. A copy will not be retained but may be requested again later by the Local Authority for audit or fraud investigation purposes.

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. This will be in partnership with families and consent will be sought prior to submitting a claim/application.

**Funding Offer**

Early Education is offered within the national parameters to families x weeks of the year.

Funding can be claimed as follows –

Insert times

|  |
| --- |
| Complaints Policy |

Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the x.