



Duncombe
School

An Independent Preparatory
School and Nursery

The Free Early Education Entitlement at Duncombe School

Date Policy Reviewed	Policy Reviewed By	Reason/Outcome	Next Review Due
29 th May 2019	Karen Morrell	Created	Summer 2020

The national Free Early Education Entitlement scheme (FEEE) which is administered by Hertfordshire County Council (HCC) enables access to one of a limited number of free places that are available for 3 and 4 year old children at Duncombe School in the Kindergarten and Nursery classes and only apply to sessions during term time on a Monday to Friday between 12.30pm and 3.30pm. The FEEE entitlement is not available in our Reception year.

Your child becomes legally entitled to receive the FEEE for up to 15 hours of childcare a week, from the term after their third birthday.

For clarity, the relevant dates / terms are set out below:

A child born between	Becomes eligible for funding on the
1 st September and 31 st December	1 st January following their 3 rd birthday (Spring Term)
1 st January and 31 st March	1 st April following their 3 rd birthday (Summer Term)
1 st April and 31 st August	1 st September following their 3 rd birthday (Autumn Term)

We have a limited number of places available in which parents / carers can access Kindergarten and Nursery classes at Duncombe free of charge for up to 15 hours each week FEEE as payment.

However, parents/carers who only wish to access these hours free of charge should note:

- The hours are only available from 12.30pm until 3.30pm each afternoon.
- The FEEE places are only available term time which is approximately 35 weeks per academic year

- Places are limited and priority is given to siblings of children currently on roll or children currently on roll who will be turning 3 in the future.
- The limited number of FEEE places are allocated at the start of each term with priority given to those children already accessing a place.
- If you have been offered a FEEE place at Duncombe we will send a Parent Declaration Form to you which you will need to complete and return to the Admissions Manager. If you do not complete and return the form by the required date, you may not be able to access the place.
- In order to accept the offer of a FEEE funded place, a returnable deposit of £500 is payable together with the Acceptance of Place form, the Home – School agreement and the Parent Declaration form. The £500 is refunded, less any outstanding expenses, at the end of the term when the child leaves. We require one full term's notice for children who do not wish to continue their education at Duncombe
- Children on a FEEE place are not guaranteed a place at reception. If a child only accessing FEEE wishes to apply for a place in reception (where 15 hours are not available), they will need to pay a registration fee and follow our admissions procedures.