

Spilsby Playgroup



Early Years Entitlement Policy *2026*

Our Aim

Spilsby Playgroup values its ability to provide quality, affordable childcare to children from 2 years to school age **and** as such is registered to provide funded childcare to those children eligible as set out by the Government and supported by Lincolnshire **County Council and Ofsted**.

Below; further guidance and information on the funded places we offer to children from 2 years of age.

We are happy to help with any query you may have so please speak to us.

For further information, advice and route to application for funding you may be eligible to click on...

[Best Start in Life - Best Start in Life](#)

Funded Childcare for all Three and Four-year-olds

- All 3- to 4-year-old children can receive, with us, up to 15 hours universal funded childcare per week for 38 weeks a year, term time, assuming we have spaces within playgroup.
- These universal funded hours can only start from the term after your child's third birthday starting on 1st January, 1st April or 1st September.
- No application is needed.
- A parental declaration form (we provide) will need to be completed to access the funding with us.
- You will need to show your child's birth certificate

Funded Childcare for Two-Year-Olds

- Spilsby Playgroup is registered to receive funding for eligible 2-year-old children.
- You may be able to claim 15- or 30-hours childcare over 38 weeks per year, depending on your personal circumstances.
- 15 hours available for families who get extra support, e.g. those on Universal Credit or children with an Education, Health Care Plan.

30 Hours Funded Childcare for working families

- Eligible working families can apply for up to 30 hours of childcare to use from the term after their child turns 9 months until they reach school age
- 30 hours funded childcare can be redeemed at Spilsby Playgroup from when a child reaches 2 years of age if the funding code was in place prior to the beginning of the term in which the child turned 2 years of age.
- You must meet the criteria and submit an application to get an entitlement code.
- Go to [Childcare Eligibility Checker - Best Start in Life](#) to check your eligibility and apply.
- Once accepted you will receive a unique ID code that you need to pass to Spilsby Playgroup to claim the funding.

If you are eligible for funded childcare, as a working family, you must sign in to your childcare account every three months to re-confirm your details to continue to receive the funding.

Sharing of Data

Spilsby Playgroup will share your details relating to your 15- or 30-hours funding with Lincolnshire Early Years Entitlement Team who administer the funding for your child. In signing the parental contract, you provide us with this permission to share these details.

For all children

When you book a place within our setting;

We will check original copies of birth certificates to confirm a child has reached the eligible age on initial registration for all free entitlements. For LA audit purposes a copy of the birth certificate will be retained. This document will be locked away securely and will be destroyed once your child moves on to their next setting.

You will be asked to complete a Child Registration form which includes a raft of information needed to help us keep your child safe and well e.g. contact details, allergies, permissions etc

For children in receipt of early years funding, a parent declaration form will need to be completed in full showing the number of hours for that funding period. This document requires a signature. This information will be shared with Lincolnshire County Council.

Once all of the relevant documentation is received your child's place within Spilsby Playgroup will become available to you

Please inform Spilsby Playgroup if your child is attending another setting, please provide setting name and telephone number. The Business Manager may need to contact that provider and obtain information about funding to ensure funds are allocated across the settings correctly.

If you wish to increase or decrease your hours in a funding term, please talk to Playgroup's Manager so that this can be arranged. A new parent declaration form will need to be completed and signed.

If your child's hours exceed the EYE funding, then you will be invoiced at our hourly rate for additional hours. See Fee Charging Policy.

All information on your child and your personal details are completely confidential and will be stored safely as long as needed, as described in our Data Protection Policy.

Linked Policies;

Our early years entitlement policy links directly to the following other policies within our setting:

Admission Policy

Confidentiality Policy

Fee Charging Policy

Data Protection Policy

This policy was agreed by the Spilsby Playgroup Management in November 2025.