



— Est. 1859 —
**THE ORATORY
PREP SCHOOL**
— Cor Ad Cor Loquitur —

Little Oaks Early Years Funded Entitlement Policy

What is Early Years Funded Entitlement?

- All 3 and 4 year olds are eligible to access up to 15 hours Universal Early Years Funded Entitlement (EYFE) a week (up to a maximum of 570 hours per year)
 - At The Oratory Prep School eligible working parents of children aged 2 can apply for EYFE for Working Families, providing access to:
 - Up to 15 hours per week (or up to 570 hours annually) EYFE for Working Families.
 - From January 2026, children can begin accessing funding if approved.

See the tables below for information on when children become age eligible for the various entitlements:

A child born on or between:	Will become eligible for Universal EYFE for 3 and 4 year olds and Extended EYFE for 3 and 4 year olds* from the start of term beginning in:
1 January and 31 March	The start of the Trinity Term
1 April and 31 August	The start of the Michaelmas Term
1 September and 31 December	The start of the Lent Term

*Subject to approval of application at childcarechoices.gov.uk

You can find out more about the above entitlements, including eligibility criteria and how to apply (if required) by visiting www.gov.uk/free-childcare-if-working.

Funded places and waitlist

A waitlist will be kept of any children who would like a funded place, with priority of places offered in the following order:

1. Siblings of existing OPS pupils
2. Non-siblings, who are registered to attend The Oratory Prep School
3. Children of Alumni
4. Full Time children
5. Non-siblings, who wish to attend another school setting for Reception
6. Funded hours only children

No child is guaranteed a place until the written contract has been completed and signed by all parties. Further, an Early Years Funded Entitlement (EYFE) place is not guaranteed until completion of the Council Parent Declaration form.

We ask for parents/carers to let us know as soon as possible if a place is no longer required prior to the child's scheduled start date. If a pupil for whom a vacancy has been reserved, is withdrawn before the agreed starting date, the deposit will be forfeited.

All admissions to the setting will ensure fair access to educational opportunity for all and will comply with all equality's legislation.

Early Years Funded Entitlement at The Oratory Prep School

The Oratory Prep School is registered with Oxfordshire County Council (OCC) to provide Early Years Funded Entitlement (EYFE) hours under the following schemes:

- Universal EYFE for 3 and 4 year olds
- EYFE for 2 year olds under the Working Families Entitlement

Parents/carers are advised to retain a copy of this policy for future reference and to review it in conjunction with our Fees Policy.

Pattern of Delivery

At The Oratory Prep School, children can access their Early Years Funded Entitlement (EYFE) during term time in the following patterns:

Full Day Provision	Opening Hours	Times EYFE can be accessed	Maximum number of EYFE hours that can be claimed per day for children eligible for up to 15 hours
Monday	07:30 - 18:00	12:00 - 17:00	5
Tuesday	07:30 - 18:00	12:00 - 17:00	5
Wednesday	07:30 - 18:00	12:00 - 17:00	5
Thursday	07:30 - 18:00	12:00 - 17:00	5
Friday	07:30 - 18:00	12:00 - 17:00	5
Saturday	Closed	Closed	Closed
Sunday	Closed	Closed	Closed

School Day Provision	Opening Hours	Times EYFE can be accessed	Maximum number of EYFE hours that can be claimed per day for children eligible for up to 15 hours
Monday	08:15 - 15:30	12:00 - 15:00	3
Tuesday	08:15 - 15:30	12:00 - 15:00	3
Wednesday	08:15 - 15:30	12:00 - 15:00	3
Thursday	08:15 - 15:30	12:00 - 15:00	3
Friday	08:15 - 15:30	12:00 - 15:00	3
Saturday	Closed	Closed	Closed
Sunday	Closed	Closed	Closed

The Oratory Prep School offers EYFE for up to 50 weeks per year and is open 50 weeks per year.

Stretch-funding

At The Oratory Prep School, we offer Early Years Funded Entitlement (EYFE) over 50 weeks per year. Children attending The Oratory Prep School for the 50 weeks instead of the 38 weeks, will be able to stretch their funding across the additional weeks of attendance at a lower number of hours claimed per week. The Oratory Prep School also offers EYFE over 38 weeks, commonly referred to as “term time only”.

Children eligible for up to 15 hours per week can access up to 570 hours per year. At The Oratory Prep School we stretch this to 11.4 hours of funding a week over 50 weeks a year.

Accessing Early Years Funded Entitlement

The provision of Early Years Funded Entitlement (EYFE) includes the delivery of early years education and childcare, and we deliver this in line with the requirements of the Early Years Foundation Stage (EYFS). Parents/carers will be required to complete a Council Parent Declaration form before they begin accessing their EYFE sessions at The Oratory Prep School. A new copy will need to be completed if your personal details or your child’s EYFE hours change. Children are required to attend their EYFE sessions prior to and at headcount for The Oratory Prep School to claim EYFE funding from OCC for them.

Note there are no conditions to accessing a EYFE only place at The Oratory Prep School, including:

- No requirement to access additional paid-for hours.
- No requirement to take up additional paid services, such as lunch, consumables, extra classes, and trips etc.
- No non-refundable administration fees for children accessing only EYFE.
- No requirement for children to use all their EYFE solely at The Oratory Prep School.

Children may access EYFE sessions at a maximum of two different sites per day.

Should you choose to withdraw your child, The Oratory Prep School requires a 4 week notice for paid hours. Funded only spaces require a 4 weeks' notice period that after the 4 weeks the funding then can be transferable to another setting. Notice periods are inclusive of holidays and periods of closure.

If your child misses EYFE sessions due to illness, holidays or any planned or unplanned absence, these hours will not be available at a later date. If The Oratory Prep School is unexpectedly closed during your child's regularly scheduled EYFE sessions, due to illness or other unforeseen reason, we will offer these hours at an alternative time subject to availability and where reasonable.

Registration Fee

Upon registering your child with The Oratory Prep School, we ask for a Registration/Administration fee of £85.00.

Deposits

We charge a deposit of £600.00 upon acceptance. This is returned within the first half term following your child leaving the school.

Additional Services

Parents are free to opt out of our additional services and provide their own food and consumables instead.

If you wish to provide your own, please be aware that:

- Food must adhere to The Oratory Prep School's healthy eating and allergy requirements.
- If children attend their EYFE session without sufficient food or consumables (i.e food that does not adhere to our requirements), then these will be provided by The Oratory Prep School at a cost to the parent.

For funded places only, any additional hours are subject to availability. Accessing additional paid-for hours is not a condition of accessing EYFE hours. For more information on charges for additional hours and services, please see our terms and conditions.

Please see below the charges per day for additional services for children who are accessing the 2,3 & 4 year old EYFE funding hours.

EYFE for 2 year olds under the Working Families Entitlement

Additional services *	Up to 5 hrs of funding used per day
Food consumables Disposable consumables	£2.00 per hour
Total cost per day for additional services	Up to £10 per day

Universal EYFE for 3 and 4 year olds

Additional services *	Up to 5 hrs of funding used per day
Food consumables Disposable consumables Extra curricular activities	£3 per hour
Total cost per day for additional services	Up to £15.00 per day

*Charges for additional services between September 2025 & August 2026

Support for children with Special Educational Needs and Disabilities (SEND)

The Oratory Prep School is welcoming of all children and will work with parents and carers to ensure the needs of their children are met, this is established during a pre entry meeting. To best support your child, we will assess their needs during their settling in period and their regular attendance and consult with you about any needs you or The Oratory Prep School identify.

Early Years Pupil Premium (EYPP)

EYPP is additional funding for early years settings to improve the education they provide for eligible children claiming Early Years Funded Entitlement (EYFE). EYPP is paid to settings alongside EYFE (Extended hours for 3 and 4 year olds are exempt). Children do not need to take up their full entitlement to receive it. EYPP will be paid in proportion to the child's actual EYFE hours.

For The Oratory Prep School to be able to claim for your child, you will need to provide the following information:

- Parent/carer's full legal name.
- Parent/carer's date of birth.
- Parent/carer's National Insurance (NI) number or National Asylum Support Service (NASS) number.
- Evidence that the child has been in local authority care for one day or more in England or Wales (if applicable).
- Evidence proving the child has been adopted from local authority care, left care through a special guardianship order or is subject to a child arrangements order (if applicable).

The Oratory Prep School will determine best use of the funding by assessing the needs of eligible children, and in consultation with parents. We may also seek advice from Oxfordshire County Council for best use. You can find out more about EYPP by viewing Oxfordshire County Council's EYPP guidance for more information, including funding amounts.

Disability Access Fund (DAF)

DAF is a measure which aids access to early years places by, for example, supporting providers in making reasonable adjustments to their settings and/or helping with building capacity, be that for the child in question or for the benefit of children attending the setting. DAF is a fund that can be paid once per year.

Children will be eligible for the DAF if they meet the following criteria:

- the child is in receipt of child Disability Living Allowance (DLA); and
- the child receives Early Years Funded Entitlement (EYFE).

For The Oratory Prep School to be able to claim DAF for your child, you will need to provide the following:

- A newly completed Parent Declaration, completed to confirm you would like The Oratory Prep School to apply for DAF on behalf of your child; and
- A copy of a letter confirming your child's current eligibility for Disability Living Allowance (DLA)

To determine best use of the funding, The Oratory Prep School will assess the needs of the child, consult with parents, and seek support from Oxfordshire County Council where required. You can find out more information by reading Oxfordshire County Council's DAF guidance for more information, including funding amounts.

This policy was adopted on 29th October 2025

Signed on behalf of Andrew De Silva

Date for review September 2026