

Count me in!

for Early Years Funding and Pupil Premium



Information for parents 2017/18

What is Early Years Funding?

There are three strands of early years funding for 2, 3 and 4 year old children.

- **2 year old entitlement** - some two year olds are entitled to a maximum of 570 hours free early education per year.

To find out if you are eligible, you will need the National Insurance Number, date of birth and surname of the person in receipt of the qualifying benefit. You can:

- Apply online cambridgeshire.gov.uk/free2s
- Apply by phone to Education Welfare Benefits Team on 01223 703200
- Check eligibility at a Children's Centre

- **Universal entitlement** - All three and four year olds are entitled to a maximum of 570 hours free early education per year. Check the table below for the eligible dates of birth.

- **Extended entitlement** - Three and four year olds of working parents may be able to access an additional 570 hours free early education per year if they meet certain criteria. For more information and to check eligibility, go to the website childcarechoices.gov.uk

If you are eligible, you will be directed to the HMRC webpage to apply and will be issued with an 11 digit eligibility code which you **must** take to your early years provider.

The eligibility code will allow you to access an extended place where available. Your childcare provider will check the validity of the code before you take up your place. You will be reminded every three months by HMRC to confirm that your details haven't changed. The Local Authority will continue to make checks on the validity of codes and let your provider know if your code is no longer valid. You will then

have a 'grace period' before your extended entitlement is no longer funded. Your provider will talk to you about this. You could lose your place if your job circumstances change and you no longer meet the criteria.

What is a free place?

Providers will work in different ways and it is important that you check with them to see what their offer is. They must provide you with details of your free entitlement, what hours they have available, and any charges you may incur for additional hours. It may be that not all hours you have agreed to take up with your provider will be free hours. Paid for hours outside of the free hours are a private arrangement between you and the provider providing it does not affect your ability to take up their child's free place.

The free hours cover and can be taken

- between 6 am and 8 pm
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- no session longer than 10 hours per day
- a maximum of two sites in a single day

Entitlement for free hours are spread evenly over the year and a maximum is set each claim period. Ask your provider about their offer. Hours can be shared across multiple providers but no more than two sites per day.

The provider may have an additional charge to cover meals etc but this cannot be a barrier to taking up a free place. Each provider will have their own policy and you should discuss this with them. Any additional hours you take outside of a free place will be charged at the provider's own rate.

When is my child eligible?

The table below shows the claim period when your child will be eligible.

Table of eligibility dates

When is my child eligible?	A child born in the period	becomes eligible from the claim period
Children become eligible from the claim period <u>after</u> they turn two or three through to the claim period they turn five.	1 Apr to 31 Aug	1 Sept to 31 Dec
	1 Sept to 31 Dec	1 Jan to 31 Mar
	1 Jan to 31 Mar	1 Apr to 31 Aug ¹

¹ Children accessing a place in summer claim period may start later than 1 April depending on Easter dates.

How do I find a childcare provider?

It may be that one provider does not offer all of the hours that you need so you may use a mix of settings to take up the offer. Places are available at a range of early years settings including nursery schools and classes, day nurseries, play groups, pre-schools and childminders. Hours can be shared across multiple providers but no more than two sites a day.

If you need help to find a provider who offers free early years places, telephone the Families Information Service on 0345 045 1360 or access their website at

cambridgeshire.gov.uk/info/20064/childcare

What do I have to do to take up my free place?

Your provider will support you to complete the *Parent/Carer Declaration for free entitlements*. You must provide proof of your child's identity, address and date of birth (e.g. a short form birth certificate or NHS card) and agree when you will take up your free hours. Your provider will not be able to claim funding for your place without this form.

If you have signed a *Parent/Carer Declaration for free entitlements* and either decide not to take up your place or to change provision partway through the term, you will need to discuss this change with your current provider. They will need to agree a change before you can be funded at another provision. It may be that you will need to pay the new provider until the following term.

Early Years Pupil Premium

What is Early Years Pupil Premium?

Early Years Pupil Premium (EYPP) is extra government funding for your childcare provider to support the educational outcomes for eligible children. Your provider will use the money in ways they think will support your child's learning and development and enhance their learning experience by improving the teaching, learning, facilities and resources with the aim of impacting positively on your child's progress and development. They may combine the payments for several children, or work with other providers, in order to fund specific activity or training.

Is my child eligible?

Your child will be eligible if they are 3 or 4 years old, accessing a free place, and you meet qualifying criteria.

To find out if you are eligible, complete the Parent Details section of the *Parent/Carer Declaration for free entitlements*. Your information will be checked on a secure government benefits system and you should receive a letter from the County Council telling you (yes or no) whether your child is entitled. If your child qualifies, a payment will be made direct to your childcare provider. For more information on EYPP please go to Cambridgeshire.gov.uk/eypp

What if my circumstances change?

The Council will make periodic checks to see whether a family has become eligible. For those who are already eligible, they will remain so until a yearly check is made in September. There is no need to reapply as the information provided on your original application will be used to check eligibility and also when they start school. You will be informed of any change to your eligibility.

Special Needs and Disability

If your child is in receipt of Disability Living Allowance, your childcare provider may be able to obtain Disability Access Funding (DAF) to support the access of your child. Please speak to your childcare provider. Disability Access Funding is to support early years settings to make initial reasonable adjustments and to build the capacity of their setting to support disabled children.

Starting School

My child is starting school on a part-time basis, may I claim a free place until they are in school full-time?

No. Once your child has started in Reception year at a school you are no longer entitled to access funding for their childcare no matter how many hours are being taken there. If, due to your family's circumstances, your child is eligible for Pupil Premium funding, this funding will also go to the school.

Taking up a free place with a childminder who is related

My sister-in-law (aunt, uncle, any other in-laws or related persons) is a childminder. She childminds my son when I work. Can she claim funding for my child?

No. Government guidance published by the DfE clearly states that this is not permitted (page 40) gov.uk/government/uploads/system/uploads/attachment_data/file/596460/early_education_and_childcare_statutory_guidance_2017.pdf

How do I complain?

Please call 0345 045 5200 or access our website cambridgeshire.gov.uk/council/contact-us/ for details on our complaints procedure.