



## LITTLE ANGELS FUNDING INFORMATION

The following information is regarding the 'Free Early Years Education Entitlement' (FEEE)

### Eligibility

Your child is eligible for funding from the start of the term following your child's 3<sup>rd</sup> Birthday. The eligibility table is below:

A child born between :	Will be eligible for a free place from:
01 <sup>st</sup> April – 31 <sup>st</sup> August	The start of the Autumn term following their 3 <sup>rd</sup> Birthday until statutory school age
01 <sup>st</sup> September - 31 <sup>st</sup> December	The start of the Spring term following their 3 <sup>rd</sup> Birthday until statutory school age
01 <sup>st</sup> January – 31 <sup>st</sup> March	The start of the Summer term following their 3 <sup>rd</sup> Birthday until statutory school age

### **Process of Claiming:**

We claim the funding on your behalf from Leicestershire County Council. You are required to complete a form called Parents Statement of Undertaking (PSOU) stating how many hours of funding you wish to claim. This form needs to be completed at the beginning of every term (even if you are claiming exactly the same hours as the previous term). You also need to provide us with a copy of your child's birth certificate when your child initially qualifies for funding. (This only needs to be provided once) The funding is then deducted from your invoice. This does not cover the provision of meals/food at the nursery for which a charge is still made.

Funding is paid across three terms for a total of 38 weeks per year. Each term has a different number of weeks; therefore the funding amount per term varies. The funding for the academic year from Sept 2013 – July 2014 is as follows:

Term	Dates	Weeks
Autumn Term	Sept – Dec	15
Spring Term	Jan – April	13
Summer Term	May – July	10

You may claim a maximum of 15 hours funding per week and a minimum of 2.5 hours per week.

To claim the maximum of 15 hours your child must attend a preschool for a minimum of 2 days. This may be here and at another provision.

The maximum hours per day which may be claimed is 10 and the minimum is 2.5.

The maximum hours per session are as follows:

Full day (8am-6pm) = 10 hours



School day (8.30am-4pm) = 7.5 hours  
AM session (8am-1pm) = 5 hours  
PM session (1.30pm-6pm) = 4.5 hours

Please note these are the maximum amount of hours per session and your child must be at Nursery for the full session for you to claim. E.g. If you wish to claim 5 hours for a morning session you must ensure that your child is at nursery from 8am-1pm. Similarly if your child attends for only 1 day and you wish to claim for 10 hours, your child must attend from 8am-6pm. This will be monitored by the finance department at County Hall who check our attendance registers. They will claim funding back if your child has not attended for the hours you stipulated on a regular basis. Odd occasions of arriving late or leaving early together with sickness or holiday are permitted. Should you not attend regularly for the sessions you have claimed for, you will be required to 'pay back' the money to Leicestershire County Council when they complete their annual audit. It is your responsibility to claim only for those hours your child attends nursery.

### Non Attendance

It is the requirement of the funding that your child attends nursery regularly and that we are made aware of any reasons for any non-attendance. If your child is off sick or has the occasional holiday or non-attendance, this is acceptable but must not be on a regular basis.

You will be required to sign a non-attendance log by your room staff- again this is a requirement of Leicestershire County Council that we keep this.

### Pilot Scheme

In past years (except last year when pilot scheme began) funding was deducted every month at a different rate dependant on the number of weeks of term time per month. This has meant different invoice totals per month and a substantially higher invoice during July & August. To improve the flexibility of funding offered to parents we have opted to continue on the pilot scheme from September 2013. The flexible offering & guidelines for this are below. In essence there are now 3 different options for claiming funding. The above amounts of a maximum of 15 hours etc. are still relevant; it is the method by which you claim that has different options.

### Option 1 – Term Time Funding

Eligibility: All children regardless of the number of hours claimed per week  
Method: Funding is deducted monthly dependent on the number of term weeks each Month. This usually results in a different invoice total each month and no funding is deducted for 'school holidays' such as half terms, Easter & Summer holidays.

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Example: September 2013 – 4 weeks of funding deducted this month  
December 2013 – 3 weeks of funding deducted this month  
April 2014 – 2 weeks of funding deducted this month  
August 2014 – no funding deducted this month

## Option 2 – Termly Stretched Offer

Eligibility: All children regardless of the number of hours claimed per week.  
Method: The funding per term is averaged across each month in that term. This means the amount of funding deducted monthly is the same for each month in that term.

Example: The Autumn term has 15 weeks of funding and runs from September to December, therefore the maximum amount of funding for the autumn term is  $15 \text{ weeks} \times 15 \text{ hours} = 225 \text{ hours}$ . This is then divided equally across 4 months meaning a total of 56.25 hours funding is deducted per month. (Obviously this amount varies dependent upon how many funded hours per week you claim)  
The benefit of this option means that your invoices for each month of the term are the same. It also means that your funding is 'stretched' across the months that are school holidays such as Easter/Summer Holidays where previously as per option 1 no funding is deducted, meaning higher cost invoices.

## Option 3 – Banked Offer

Eligibility: This is for children claiming **less than** 15 hours funding per week. This allows you to claim for up to 15 hours (even though your child is not eligible to claim this amount due to their attendance) and 'bank' these additional hours to be used during school holidays.

Example: The child attends for 1 x full day per week. Based on the times they arrive and leave nursery, they are eligible to claim for 9 hours per day. Therefore they can claim during term time:

$9 \text{ hours} \times 38 \text{ weeks} = 342 \text{ hours}$  (This is deducted from the invoice in the same way as option 1 – term time basis)

The maximum number of hours that may be claimed annually based on 15 hours is 570 hours. ( $15 \text{ hours} \times 38 \text{ weeks} = 570 \text{ hours}$ )

Based on this example there is a difference of 228 hours (570 hours – 342 hours)

This option allows you to claim up to 15 hours and 'bank' them to use during the school holidays when you wish to claim. For example, you may wish to claim:

9 hours in October half term (1 x week)



9 hours in February half terms (1 x week)  
18 hours in the Easter holidays (2 weeks)  
36 hours in the summer holidays (9 hours per week x 4 weeks)  
Total 72 hours.  
This allows you to then claim an additional 72 hours within the year.

## Rules:

If you attend another provision and split your funding between ourselves and the other provider, you cannot bank hours. This may only be accessed at this setting only.

The same access rules apply to parents who wish to take up the banked offer – i.e. taking no less than 2.5 hours per day or more than 10 hours per day and a maximum of 15 hours per week.

When planning when you wish to take banked hours, you must be in attendance at the setting during this time. You are unable to use banked hours for sickness/holidays.

You are not confined to accessing the banked hours in the same pattern of attendance as those accessed during the term time. For example a child may access 12 hours across 2 days in term time and 5 hours across 1 day during the holiday periods.

You must also be aware that when using the banked hours option, it is **your** sole responsibility and not that of the nursery to ensure that your child attends for the correct number of hours you are claiming.

For example if you are claiming 9 hours per week and banking the remaining 6 hours, your child **must** be in nursery for the **full 9** hours each session. We monitored children's attendance very closely last year for those on the banked hours option and found that some children were not consistently attending the full sessions for which funded hours have been claimed, therefore we were having to change the hours claimed according to their attendance. This was as we hope you can appreciate, an administrative nightmare and highly time consuming.

This year we will not be doing this, so it will be your responsibility to manage your child's attendance and let us know how many banked hours you wish to use during each non funded period.

Please be aware that we are audited regularly by Leicestershire County Council and if you have claimed funding when your child has not been in attendance, you will be liable to pay back the funding costs to which you were not entitled.

## What to do next:

You need to determine how you wish to claim your funding (i.e. options 1, 2 or 3) If you are unsure of this please contact either Bridget, Sarah or Carmen to discuss this. You need to download and complete one of the attached PSOU



forms stating the hours you wish to claim. There are 2 PSOU forms which are different.

PSOU 1 is for option 1 & 2 (term time & stretched offer) and PSOU 2 is for option 3 (banked hours offer – please ask at the office for a form for this option)