



Little Angels

Terms and conditions of funded hours

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

Eligibility

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

| | |
|---|--|
| A child born between : | Will be eligible for a free place from: |
| 1 st April - 31 st August | The start of the Autumn term following their 3 rd Birthday until statutory school age |
| 1 st September - 31 st December | The start of the Spring term following their 3 rd Birthday until statutory school age |
| 1 st January - 31 st March | The start of the Summer term following their 3 rd 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 the academic year (i.e. Sept) if your child is eligible then. Other children are required to complete a PSOU from the beginning of the term in which they are eligible. There is no requirement to complete a new PSOU at the beginning of each term unless you have made any changes to your funding hours claimed. 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. We will deduct funding by complete weeks only. Any part weeks will fall into the month that the majority of days are within. Eg. If there are 2 days at the end of March and 3 days in April we will deduct the funding from April.

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 2018 - July 2019 is as follows:

| Term | Dates | Weeks |
|-------------|-------------|-------|
| Autumn Term | Sept - Dec | 15 |
| Spring Term | Jan - April | 12 |
| Summer Term | May - July | 11 |

Funding - 15 hours universal funding and 15 hours additional funding

Every child is entitled to claim a maximum of 15 hours universal funding per week and a minimum of 2.5 hours per week.

To claim the maximum of 15 hours universal funding your child must attend a preschool for a minimum of 2 days. (This may be here and at another provision although the maximum that can be claimed is 15 hours in total and NOT 15 hours at each setting).

In addition some children may be eligible for a further 15 hours additional funding making a total of 30 hours funding. To be eligible for the additional 15 hours funding certain criteria must be met which is as follows:-

- * Both parents are working (or the sole parent is working in a lone parent family);
- * Both parents are working. This includes circumstances where;
 - One or both parents are temporarily away from the workplace on parental, adoption, maternity or paternity leave;
 - One or both parents are temporarily away from the workplace on statutory sick pay;
 - One parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring; or
 - One parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits.
- * Each parent has a weekly minimum income equivalent to 16 hours at national minimum wage or living wage; Parents do not necessarily need to actually work 16 hours per week, but rather their earnings must reflect at least 16 hours of work at national minimum wage or national living wage, and;
- * Neither parent has an income of more than £100,000 per year.

The definition of 'working' will include employed and self-employed persons and parents on zero hours contracts who meet the criteria. Parents who are studying, and grandparents or other family members with parental responsibility for a child aged 3 or 4, will be eligible for the extended entitlement if they meet the above criteria.

Both 15 hours universal funding and 15 hours additional funding is paid for term time only for 38 weeks of the year. Funding for both can be claimed at more than one setting however the maximum that can be claimed is either the 15 hours universal funding or the additional 15 hours funding .i.e. you cannot claim 30 hours funding in 2 settings.

Claiming hours for funding

The maximum hours per day which may be claimed is 9 hours and the minimum is 2.5 hours

The maximum hours per session are as follows:-

- Full day (7.30am-6pm) = 9 hours
- School day (8.30am-4pm) = 7.5 hours
- AM session (7.30am-1pm) = 5.5 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 TOTAL AMOUNT OF HOURS THAT YOU 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 EVERY DAY. Similarly if your child attends for only 1 day and you wish to claim for 9 hours, your child must attend for 9 hours (e.g. from 8am-5pm) EVERY WEEK.

We cannot stress the importance of only claiming for the hours your child is actually attending nursery. When reviewing the preschool registers/funding and we notice that children are not attending for the hours claimed we will reduce their hours claimed to correspond to those which they attend. We will also go back over previous invoices to deduct hours that you have over claimed. In addition this is also monitored by the finance department at County Hall who check our attendance registers during our annual audit. They will claim funding back from you if your child has not attended for the hours you claim for on a regular basis and you will be required to pay the monetary value of this back. Please note that this may also be taken back even if your child has left the nursery. Odd occasions of arriving late or leaving early together with sickness or holiday are permitted.

Additional Costs

The funding **DOES NOT** cover the provision of meals/snacks/consumables/additional services at the nursery for which a charge will be made which will be added to invoices on a monthly basis. The funding does not also cover additional hours accessed outside the number of hours you are claiming. The funding only covers 38 weeks of the year. The Nursery is **NOT** a 'term time only' setting and is open all year round. We do not offer term time only places, therefore you will still be required to pay for attendance/sessions for the weeks not included in the funding.

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 when your child returns to Nursery. This asks for the reason that your child did not attend nursery. Again it is a requirement of Leicestershire County Council that we keep this.

Process for claiming universal 15 hours funding

If you do not meet the eligibility criteria for the additional 15 hours funding and therefore will be claiming the 15 hours universal funding you will need to complete the PSOU (Parents statement of undertaking form) and return it to the nursery together with your child's birth certificate. You only need to complete this form at the beginning of the Autumn term for the full academic year. However if there are any changes to your funding amount that you claim during the year you will be required to complete a new PSOU form.

Process for claiming additional 15 hours funding

If you meet the eligibility criteria for the additional 15 hours funding the following process needs to be followed:-

You will need to be registered with the HMRC eligibility checker. For the Spring term 2019 you need to be registered by 31st December 2018. Should you not register by then you will only be entitled to the 15 hours universal funding for the autumn term. To enable you to register you will first need to have a Government Gateway account. This can take 3 weeks to set up therefore we recommend you apply asap. To register you need to access the website www.childcarechoices.gov.uk and choose the 30 hours option.

When you successfully register and your eligibility is validated you will be given a DERN number (Department for Education Reference Number). You will need to provide us with a copy of this number together with the National Insurance Numbers of both parents. If you are a single parent we require only your National Insurance number.

You will need to complete the PSOU (Parents statement of undertaking form) and return it to the nursery together with your child's birth certificate. You only need to complete this form at the beginning of the Autumn term for the full academic year. However if there are any changes to your funding amount that you claim during the year you will be required to complete a new PSOU form. The PSOU form has a section for you to put the DERN number and your national insurance numbers.

Please note that you have to re-check your eligibility for the additional hours funding every 3 months.

The last dates for checking your eligibility for each term are below:-

| TERM | LAST DATE |
|-----------------------------|--------------------------------|
| Autumn Term (Sept - Dec) | 31 st August 2018 |
| Spring Term (Jan-April) | 31 st December 2018 |
| Summer term (April to July) | 31 st March 2019 |

Please note it is your responsibility to check your eligibility EVERY term. If your DERN number has expired then we cannot deduct the 15 hours additional funding for that term.

Funding deductions from invoices

Your funding will be deducted from your invoice based on how many weeks of funding may be claimed per month. For example, if there is 4 weeks in June then 4 weeks of funding will be deducted from your invoice. No funding will be deducted for the months that have a school holiday. For example, October, February and May all have a week for half term where no funding will be deducted. Similarly April has Easter holidays. The summer term ends at the end of the second week in July therefore no funding will be deducted after this date meaning August has no funding deducted. Your invoices will vary from month to month dependant on the number of weeks funding available.

Banking hours

Should you not attend sufficient hours per week to use all of your entitled funding hours you can 'bank' these additional hours to be used during school holidays.

For 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 hours x 38 weeks = 342 hours (This is deducted from the invoices on a monthly basis)

The maximum number of hours that may be claimed annually based on 15 hours is 570 hours. (15 hours x 38 weeks = 570 hours).

Based on this example there is a difference of 228 hours (i.e. 6 hours x 38 weeks) 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.

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 9 hours per day and a maximum of 15 hours per week.

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.

It is your responsibility to manage your child's attendance and let us know how many banked hours you wish to use during each non funded/holiday period. Please do not claim banked hours if your child will not be attending sufficient sessions during the holidays to use them.

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:

If you are eligible for the additional 15 hours funding please register with the website above and obtain your DERN number.

All parents need to complete the PSOU form (including parents' national insurance numbers) and return this to the office together with a copy of your child's birth certificate. Please note that if your child was eligible for funding last year we do not require you to bring another copy of their birth certificate.