

# Early Years Entitlement

## Parent Information Factsheet 2017-2018

### Funding for 2, 3 and 4 year olds



#### What is the Early Years Entitlement? (EYE)

The Government provides a free entitlement for all three and four year old children and some two year old children to attend an early years provider.

This is called the Early Years Entitlement. The entitlement is designed to be flexible so you can choose where you want your child to attend and what hours they will attend (subject to availability). The entitlement is for regular attendance agreed between the parent/carer and provider.

#### Who can access the EYE?

All 3 & 4 year olds can claim some funding the term after their 3<sup>rd</sup> birthday. Some 2 year olds can claim the term after their 2<sup>nd</sup> birthday.

Terms are split into the traditional 3 academic periods September-December, January-March, April-August):

| Child's 3rd birthday ( or 2nd for eligible 2 year olds) between: | Can have the free entitlement from: |
|--|-------------------------------------|
| 1 <sup>st</sup> April and 31 <sup>st</sup> August                | the following Autumn term (Sep-Dec) |
| 1 <sup>st</sup> September and 31 <sup>st</sup> December          | the following Spring term (Jan-Mar) |
| 1 <sup>st</sup> January and 31 <sup>st</sup> March               | the following Summer term (Apr-Aug) |

#### How many hours of EYE can I have for my child?

All children who have turned 3 in England by 3 fixed dates in each year can access up to 570 hours of early education per calendar year from the start of their eligibility or until they start reception in primary school (usually at some point in their 4<sup>th</sup> year of age.) It is often taken as 15 hours a week for 38 weeks of the year although some providers who open for more than 38 weeks may choose to stretch the offer by reducing the weekly hours to cater for families that require childcare all year round e.g. 12 hours over 47.5 weeks, 11.5 hours over 50 weeks.

From September 2017 some families with 3 and 4 year old children will be able to apply for up to another 15 hours per week extending their entitlement to a maximum 1140 hours. This has also been referred to as "30 hours a week."

Some 2-year-olds are also eligible for up to 570 hours of early education.

#### How do I know if I can have 30 hours for my 3 & 4 year old?

A separate Factsheet is available showing eligibility Criteria for the extended (30 hour) entitlement .

## **How do I know if I can have funding for my 2 year old?**

A separate Factsheet is available showing eligibility Criteria for 2 year funding.

## **How do I get funding for my child?**

Funding is claimed by your childcare provider so if your child is not already attending childcare you will need to find a provider who offers the funding.

Your chosen provider will give you the necessary forms to claim the funding and they are responsible for sending these forms back to the Local Authority. The funding for your child's hours is then paid directly to the provider.

When your child starts with the provider, or at the start of the term after your child's birthday (or any time after this when you want to start claiming), ask your provider for a new starter form (EYE2 form). The form should be fully completed, signed and handed to your provider with a copy of your child's birth certificate. This only needs to be completed once for any child attending a provider.

At the start of each subsequent term (September, January and April), you will be asked to sign a pre-populated form to confirm the number of hours your child is attending. **You MUST sign each term to confirm your child's attendance for the entitlement to be paid.**

## **How can I find a childcare provider?**

In Bath and North East Somerset, there are over 90 private or voluntary run providers where your child can attend. In addition many childminders offer places as do school nursery classes (not all schools have these classes.) For 2 year old funding, the provider must be graded "good" or "outstanding" by Ofsted.

These providers, along with details of their provision, can be obtained from the [Bathnes 1 Big Database](#)

You should contact the individual provider yourself to check availability, how many funding hours they can offer you and if there are any additional charges during the funding.

## **Can my child attend more than one provider?**

Yes, your child can claim the funding at a maximum of 2 providers in any one day and up to 3 providers in total during the one term.

## **Can I use providers in any local authority?**

You can attend a nursery in any authority irrespective of where you live. The claim for funding is done through the provider/s where you attend. If you are attending provider/s outside Bath and North East Somerset Council, you will need to declare this on your form for any claim at a provider in Bath and North East Somerset Council.

However, you should be aware that other authorities' funding entitlements may not be available at the time Bath and North East Somerset allocations are made, so adjustments to your Bath and North East Somerset funding may be necessary later in the term if incorrect information has been provided on your claim forms.

## When can my child start claiming the funding?

All children become eligible for universal funding at the start of the term after their 3rd birthday. Terms are split into the traditional 3 academic periods September-December, January-March and April-August. The start date for 3 year olds is the same for the universal (15 hour) offer and the extended (30 hour) offer.

2 year olds eligible for 15 hours funding can also start claiming from the term after their 2<sup>nd</sup> birthday.

|                         | <b>Eligible 2 year olds</b>           | <b>3 and 4 year olds (universal or extended offer)</b> |
|-------------------------|---------------------------------------|--|
| <b>Autumn term 2017</b> | 1st September 2014 - 31st August 2015 | 1st September 2012 - 31st August 2014                  |
| <b>Spring term 2018</b> | 1st January 2015 - 31st December 2015 | 1st January 2013 - 31st December 2014                  |
| <b>Summer term 2018</b> | 1st April 2015 - 31st March 2016      | 1st April 2013 - 31st March 2015                       |

## What does the Early Year Entitlement cover?

The EYE is paid to provide early education opportunities at Ofsted registered provision. It does not cover all of the services at your provider may offer. For example meals and snacks, consumables, additional services and additional hours are not covered by the EYE. A provider's normal hourly/sessional/daily rate will include charges for their complete service. You should discuss with your chosen provider/s what the additional charges will be during your funded hours.

## What can my childcare provider charge for?

- Providers can charge you for any extras which the EYE funding is not intended to cover during the funded hours e.g. meals, snacks, consumables and so on.
- If your child attends more than the maximum entitlement per week, your provider is entitled to charge you for the extra hours.
- If the provider's term is longer than 38 weeks, they are entitled to charge you for the extra weeks.
- Your provider's fee policy should clearly state the charge for all additional hours offered.

## How do I find out about what I have to pay for that is not covered by the EYE ?

You will be able to find out what each provider offers when you are choosing a place for your child. Their terms and conditions will be available to you within the contract you will be asked to

sign. They should provide a breakdown of additional charges or an example invoice so you can understand what the EYE provides for and what charges will be applied.

### **What hours and weeks can I use the entitlement for?**

All providers can offer up to 15 hours early years provision each week for up to 38 weeks a year for 3 & 4 year olds. Some (but not all) can also offer this for 2 year olds. This is often offered as 15 hours per week during school term-time.

If your provider is open for less than 38 weeks, the total number of weeks paid will be reduced to match the total number of weeks they are open.

If your provider is open for more than 38 weeks, your provider may optionally choose to spread the full entitlement of hours over more weeks e.g. 12 hours a week for 47.5 weeks of the year or 11 hours a week for 52 weeks of the year. Not all providers can offer a spread of the entitlement over the year so you should check with your provider.

If you are eligible for the 3 & 4 year old extended 30 hour offer, the provider may also offer to spread this over more weeks of the year. You should check what your provider can offer. Not all will offer the 30 hours or some will offer between 15 and 30 hours.

### **Are there any maximum or minimum hours I can use?**

The forms submitted to us will ask you to confirm the total number of hours your child attends and the number of days they attend. There is a minimum of 2.5 and maximum of 10 hours which can be taken in any one day, but your provider may structure their day to designate hours during the day or week when the entitlement can be taken.

EYE can be taken anytime between 6am and 8pm on any day of the week (subject to your provider's opening hours) and it can be taken by a maximum of 2 providers in any one day (or 3 different providers over the week).

### **What if my provider is not open or offering EYE for the number of hours I want to take?**

If your chosen provider is not offering the number of hours you can take, you can take any of your unused funded hours at another provider. Funding at each provider should be taken for a regular attendance pattern and you can choose which hours you can use at each provider up to the maximum funded hours you are allowed for each term.

You will need to fill out forms with each provider to claim the funding and state on each form the hours you are claiming with each of your providers. This will also apply for children using provider/s in B&NES and another authority.

### **How can I split my hours between different providers?**

You can choose how you split your hours between providers and you should declare this on each provider's form.

For the universal (15 hour) entitlement, you cannot claim more than 15 hours total in any week or for the extended (30 hour) entitlement you cannot claim more than 30 hours total in any week.

If one or more of your providers is offering funding in term time only and the other/s is spread all year round, you should look at the maximum total number of hours available for each term and choose how you want your hours to be claimed at each provider:

Maximum hours you can claim are shown below:

|                         | <b>Term time Only maximum</b> | <b>All year round maximum (15 hours)</b> | <b>All year round maximum (30 hours)</b> |
|-------------------------|-------------------------------|--|--|
| <b>Autumn Term 2017</b> | 14 weeks x 15 or 30 hours     | 210 Total                                | 420 total                                |
| <b>Spring Term 2018</b> | 11 weeks x 15 or 30 hours     | 165 Total                                | 330 total                                |
| <b>Summer Term 2018</b> | 13 weeks x 15 or 30 hours     | 195 Total                                | 390 total                                |

### **What if I claim more than the maximum available to me?**

If your claim at all your providers exceeds the maximum allowed for that term, the funding will be reduced at each provider in proportion to the hours claimed and you will be billed for the difference.

### **What happens if my child switches providers in the middle of a term?**

If you have not claimed the maximum entitlement, any unused hours could be claimed by your new chosen provider.

Any transfer of your free entitlement already paid is at the discretion of the old provider and their local terms and conditions. Many have a notice period during which they are entitled to keep any funding they have received for a child.

You should discuss this with your provider. The providers may negotiate with each other as to whether they wish to retain or transfer funding in respect of your child. However, any decision regarding transferring the funding is at the provider's discretion and cannot be enforced by Bath and North East Somerset.

### **What happens if my child changes the number of hours they attend?**

If your child's hours have changed at the start of a term, this can simply be noted at the start of the term with a confirmation signature. If your child changes part way through a term, ask your provider for an amendment form (EYE3 form) to confirm the change. The completed form should be handed to your provider who is responsible for returning the form to us.

### **What happens to the funding if my child is absent for an extended period?**

A child is expected to attend for the funded hours on a regular basis. Where a child has recurring absences or is absent for an extended period without agreement with the provider, Bath and North East Somerset reserve the right to withdraw the funding.

## **Is there any extra funding for children with special educational needs?**

Bath and North East Somerset recognises that some children with special educational needs may require additional support during their early education. Please contact the Special Educational Needs Coordinator (SENCO) at the provision your child attends for further information. You may also contact the P & C Communications Team for advice on [p\\_c\\_comms@bathnes.gov.uk](mailto:p_c_comms@bathnes.gov.uk)

## **Where can I find further information should I require it?**

You can ask your provider or contact the Bath and North East Somerset Council Early Years Entitlement team on 01225 395348 or [eye@bathnes.gov.uk](mailto:eye@bathnes.gov.uk)

### **Find further information here:**

Childcare Choices: <https://www.childcarechoices.gov.uk/>

1BigDbathnes: <https://www.bathnes1bd.org.uk/>

Ofsted: <https://www.gov.uk/government/organisations/ofsted>

Bath and North East Somerset Council: <http://www.bathnes.gov.uk/>