

Nurseries Early Years Free Entitlement Administration Policy

Sussex House Nursery and Wendy House Nursery

Nurseries Policies

Sussex House Nursery
Sussex House
1 Abbey Road
Brighton
BN2 1ES

Tel: 01273 664583
Ofsted No130674

Wendy House Nursery
Princess Royal
Hospital
Lewes Road
Haywards Heath
RH16 4EX

Tel: 01444 441881 ext
8451

Ofsted No. EY231358

Standard Early Years Entitlement for 3-4 year olds

The nursery will claim Local Authority 3 and 4 year 'Free Entitlement' on behalf of your child.

Each child is eligible for the entitlement the term after their third birthday.

Parents are requested to complete and return the Local Authority form providing information such as name, DOB and address of the child. This will be given to you by the Nursery Manager

Since September 2010 a Free Flexible Entitlement has been implemented in the Local Education Authority for all settings registered with Ofsted.

The BSUH NHS Trust nurseries will be offering Parent and Carers of children eligible up to 12 hours per week free entitlement of a period of 47 weeks.

The entitlement will be reduced over the Christmas period, Easter and of a shorter period in August. During the non-funded weeks a normal nursery rate will be charged. Parent/Carers will be informed of dates.

A sample of the grant is below:

- Please note dependent on dates either Christmas or Easter will be 2 weeks non funded

Number of Weeks	Hours per Week	Hours per session
<p>47wks 1 /2 weeks at Christmas no FE 1/2 weeks at Easter no FE 2 weeks Aug no FE (dates will be given)</p>	12hrs	3hrs of the 4.5hr nursery session will be free
Total	Max 570 hours per year given by the Local Education Authority	

Example of how the entitlement will work for you:

Day	Session hours	Free Entitlement
Monday	4.5 am/pm	3hrs free – pay remaining 1.5hr
Tuesday	4.5 am/pm	3hrs free – pay remaining 1.5hr
Wednesday	4.5 am/pm	3hrs free – pay remaining 1.5hr
Thursday	4.5 am/pm	3hrs free – pay remaining 1.5hr
Friday	4.5 am/pm	Normal nursery fee

Example if your child attends for a full day;

Day	Session hours	Free Entitlement
Monday	Full Day	6hrs entitlement – remaining 3hrs of day fee to pay
Tuesday	Full day	Normal nursery fee
Wednesday	Full day	6hrs entitlement – remaining 3hrs of day fee to pay
Thursday	Full day	Normal nursery fee
Friday	Full day	Normal nursery fee

Parents and Carers are required to give information of how many sessions the parent wishes to claim for at the nursery or any other childcare/education setting.

BSUH NHS Trust nurseries claim a maximum of 12 hours per week as a whole or in conjunction with any provision in Local Education Authority (LEA) or grant maintained schools or nurseries.

The nursery also requests a copy of your child's birth certificate or passport number.

The nursery can then process the claim with the Local Education Authority.

The early years 'Free Entitlement' hours will be deducted from your fees per month and will not exceed 570 hours per year within the formula stated.

Free Entitlement details will be outlined on your monthly invoice.

In accordance with the Free Entitlement the core teaching times at the Wendy House and Sussex House Nursery are:

Morning session 9am – 12noon

Afternoon session 1.30pm – 4.30pm

Children are offered a huge amount of learning experiences during their nursery day, though between the above times the level of adult/child interaction maybe less therefore teaching maybe reduced. This is due to meal and quiet times.

2 year Old Free Entitlement:

To qualify, the child must be of eligible age and the family in receipt of one of the following benefits:

- Income Support
- Guaranteed element of State Pension Credit
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (and you have an annual gross income of no more than £16,190)
- Working Tax Credits (and you have an annual gross income of no more than £16,190)*

OR:

- The child is looked after by the Local Authority
- The child has left care through Special Guardianship or through Adoption or Residence Order
- The child has a special educational needs or a disability (SEND). These children are eligible if the child either: Receives Disability Living Allowance*

- Has a current Statement of Special Educational Needs (SEN)* or
- an Education, Health and Care (EHC) Plan*
- Is known to the Early Years Planning and Review Meeting (EYPARM) group.

*You will need to provide evidence when you apply

Those eligible for 2 year funding must provide the Nursery Manager with an Eligibility Number (E number) to ensure the child / family meets the funding criteria. The nursery is unable to proceed with the claim unless this has been given. For further information or to apply please contact your Local Education Authority:

Brighton and Hove Council

Family Information tel: 01273 293545

Email: familyinfo@brighton-hove.gov.uk

To apply online / enquiry form: <http://www.brighton-hove.gov.uk/>

West Sussex County Council

Family Information Services (FIS) tel: 01243 777100

Email: free.childcare@westsussex.gov.uk

Extended Early Years Entitlement 3-4 years olds (September 2017)

As from September 2017 this entitlement will be doubled to 30 hours per week or in the case of our BSUH Nurseries it will be converted to 24 hours per week extended over 47 weeks.

Those children eligible for the additional free hours will have to meet the criteria of:

- Where both parents are working
- Or Sole Parent is working in a lone parent family
- Each Parent earns the equivalent of 16 hours a week national minimum wage or living wage and earns less than £100,000 per year

To apply for the Extended Entitlement you will need to apply online www.childcare-support.tax.service.gov.uk

Example of how the funding can be used

Total 24 hours funding

Day	Session hours	Free Entitlement
Monday	Full Day	6hrs entitlement – remaining 3hrs of day fee to pay
Tuesday	Full day	6hrs entitlement – remaining 3hrs of day fee to pay
Wednesday	Full day	6hrs entitlement – remaining 3hrs of day fee to pay
Thursday	Full day	6hrs entitlement – remaining 3hrs of day fee to pay
Friday	Full day	Normal nursery fee

Day	Session hours	Free Entitlement
Monday	Full Day	6hrs entitlement – remaining 3hrs of day fee to pay
Tuesday	Full day	6hrs entitlement – remaining 3hrs of day fee to pay
Wednesday	4.5 am/pm	3hrs free – pay remaining 1.5hr
Thursday	4.5 am/pm	3hrs free – pay remaining 1.5hr
Friday	Agreed session	Non Attendance or Normal nursery fee

The formula of 47 weeks per year will be the same for the extended Free Entitlement hours, however during non-funded weeks a charge of the normal fee rate will be charged.

Free Entitlement Hours Only

As BSUH Nurseries predominately provides a service for employees of Brighton & Sussex University Hospitals NHS Trust the sessions offered in the nurseries are designed to support the working patterns of the varying departments within our hospitals. Sessions are of 4.5hrs and 9 hrs per day and the entitlement formula allows 3 or 6 hours free entitlement hour with the remaining hours to be paid at the normal nursery rate relating to your salary bracket. Therefore there is a restriction of offering only funded hours within the service agreement of sessions.

BSUH Nurseries are able to offer a limited amount of funded only places with an increase offer if there is a lack of fulltime spaces for working Parents and Carers on our waiting list. A Free Entitlement Hours Only waiting list will be created if we are unable to accommodate all places and offered when there is availability.

Free Funded Hours will be offered to parents and carers over a period of 47 weeks per year only.

Session Times	Hours Claimed
Morning 9am -12noon	3 hours
Afternoon 1.30 pm – 4.30pm	3 hours
Day 9am – 3pm	6 hours

*Hours requested to attend out of the above will be charged within the normal sessional pattern and not given as top up hours of attendance

Weeks when there is no funded hours from the Local Authority the Nursery Manager / Childcare Services Manager will inform the Parent or Carer to discuss whether they will be paying for the attendance at rate of which they fall within the fee scale or the child does not attend

****Please note if a Parent or Carers accrues payment arrears within our nurseries then Brighton & Sussex University Hospitals reserve the right to offer Free Entitlement Sessions Only to ensure the child continues to attend an early years setting.***

Reviewed and Written 15th June 2017

Mrs Tracey Gregory, Brighton & Sussex University Hospitals Childcare Services Manager