

NURSERIES: Early Years Free Entitlement (Admissions) POLICY AND PROCEDURE

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1 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.

University Hospitals Sussex NHS Foundation Trust 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 through termly newsletters and noticeboard messages.

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

2 UHSUSSEX NHS FT NURSERIES FORMULAS

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

- 2.1 Parents and Carers are required to give information of how many sessions they wished to claim for at the nursery or any other childcare/education setting.
- 2.2 University Hospitals Sussex NHS Trust nurseries claim a maximum of 12 hours per week as a whole or in partnership with another provision in Local Education Authority (LEA) or grant maintained schools or nurseries.
- 2.3 The nursery will request a copy of your child's birth certificate or passport number as part of the ID process on the funding form.
- 2.4 The nursery will process the claim with the Local Education Authority through the online portal system.
- 2.5 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.
- 2.6 Free Entitlement details will be outlined on your monthly invoice.

3 SESSION TIMES & CORE LEARNING

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

Morning session 9am – 12 noon

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.

4 2 YEAR OLD FREE ENTITLEMENT:

Your 2-year-old can get free childcare if you live in England and get one of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- child tax credits, and your household income is £16,190 a year or less before tax
- the guaranteed element of Pension Credit
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

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

5 EXTENDED EARLY YEARS ENTITLEMENT 3-4 YEARS OLDS

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.

6 FREE ENTITLEMENT HOURS ONLY

As UHSussex FT nurseries predominately provides a service for employees of the 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 9hrs 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.

UHSussex FT 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 University Hospitals Sussex NHS Foundation Trust reserve the right to offer Free Entitlement Sessions Only to ensure the child continues to attend an early years setting.***

7 ASSOCIATED POLICIES & PROCEDURES

- UH Sussex Nursery Admission Policy
- UH Sussex Nursery Fees Policy

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Written Amendments 03/09/2013	Tracey Gregory, Childcare Services Manager
Reviewed Amendments	
Next Review Date	April 2023

Approval and Amendment History	Details
Written 15/06/2017	Tracey Gregory, Childcare Services Manager
Reviewed	
Notes	