

## FREE EARLY EDUCATION AND CHILDCARE FOR 2,3 & 4 YEAR OLDS

### INFORMATION FOR PARENTS/CARER- PARENTAL AGREEMENT

- Your child is eligible for up to 570 hours per year of free early education and childcare. This is usually provided as 15 hours over 38 weeks per financial year. (April-Mar)
- For a comprehensive guide to the free provision your child is entitled to please visit the North Yorkshire County Council (NYCC) CYPS.info website and search for delivery of free early education and childcare. Alternatively, the hyperlink below will direct you to the relevant webpage:-  
<http://www.northyorks.gov.uk/article/24354/Early-education-places-and-funding>
- For your child to be eligible for the free entitlement you must complete a parental agreement. The key terms and conditions of free entitlement, along with guidance on how to complete the parental agreement are set out below.

We are required by law to pass some of your information to the local authority and the Department for Education (DfE). They will use it to ensure the quality of early years services, and that public money is accounted for properly, including the prevention of fraud and error. For further information email [datamanagement.officer@northyorks.gov.uk](mailto:datamanagement.officer@northyorks.gov.uk)

### Child's Eligibility

When completing the parental agreement you must provide evidence of your child's date of birth to prove they are eligible for the free provision.

**Two year old** children who are either looked after by a local authority, left care, receive Disability Living Allowance; or families with low income, become eligible from the beginning of the term following their second birthday. Details of eligibility criteria and application forms are available from NYCC Families Information Service ☎ 01609 533483. If a child is eligible for 2 year old funding, a letter of eligibility will be sent to you for you to show to your chosen provider to enable them to claim the funded hours on your behalf.

**Three & Four year old** children are entitled to free early education and childcare provision from the beginning of the term after they turn three years old up until the term that they turn five years old. This ensures that every child taking up funded, early education is able to access at least two years of early education before they reach statutory school age (the term after they turn five years old).

The table below shows when your child will be eligible for the free provision.

|                                     | <u>Spring Born</u>    | <u>Summer Born</u>        | <u>Autumn Born</u>      |
|-------------------------------------|-----------------------|---------------------------|-------------------------|
| Children Born Between               | 01 Jan to 31 Mar      | 01 Apr to 31 Aug          | 01 Sep – 31 Dec         |
| Becomes Eligible for a Funded Place | 1 <sup>st</sup> April | 1 <sup>st</sup> September | 1 <sup>st</sup> January |

### **When the free early education and childcare can be taken**

The 38 weeks entitlement is split into 3 terms. The number of funded weeks for each term in 2015/16 financial year is broken down in the following way:-

**Summer 2015 13 - Weeks**

**Autumn 2015 - 14 Weeks**

**Spring 2016 – 11 Weeks**

N.B. It is common for Providers and childminders to offer the free entitlement broadly in-line with mainstream school terms, however a Provider does not have to operate in this manner, they only have to offer the number of weeks funding within the periods set out in the table above. **For example: A setting can offer 11 weeks in the Spring term anytime between 01 January 2016 – 31 March 2016.**

### **Sharing of Funding**

Your child may claim their free entitlement at 2 Providers. It is advisable that you discuss the split of funded hours with each Provider so that it is clear where you want to take the funded hours.

A parental agreement must be completed for each Provider a child attends.

You must state the number of funded hours being taken at an alternative Provider. The total hours funded must not exceed 15 hours per week. Section B should be completed detailing the number of hours being taken at an alternative Provider.

### **Additional Provision**

If your child attends a setting for more than 15 hours per week and/or 38 weeks of the year then you should be aware of, and agree to, the settings terms and conditions relating to charging etc. There should be no conditions placed on the 15 hours. Please speak to your setting for details of their terms and conditions.

### **Questions or Complaints**

If you have any questions about the arrangements for your child accessing their free entitlement please discuss these with the setting in the first instance.

If you wish to complain about the arrangements for your child accessing their free entitlement please contact; email [eyfunding@northyorks.gov.uk](mailto:eyfunding@northyorks.gov.uk) or ☎ Joanne Webster, Early Years Funding Officer, Children & Young People's Finance, North Yorkshire County Council on 01609 532970.

### **Early Years Pupil Premium (EYPP)**

Your child's early years provider, childminder or school can receive up to £300 each year to support your child's learning. Please complete the EYPP section with one parents details in Section D.

If your child meets the criteria of;

- looked after by the Local Authority for at least one day,
- have been adopted from care,
- have left care through special guardianship
- subject to a child arrangement order - setting out with whom the child is to live(formerly a residence order).

You will not need to complete the Parent/Guardian details section, instead please discuss with your early years provider what evidence they need to see in order to claim the EYPP.

Your information will not be shared with anyone else and will not be used for any other purpose.

## **PARENTAL AGREEMENT - FREE EARLY YEARS PROVISION**

If any of your child's details change you should inform your Provider in writing, for example a change of legal surname

### **Section A – Child Details**

|                         |
|-------------------------|
| <b>Name of Provider</b> |
|                         |

|                                 |
|---------------------------------|
| <b>Child's Legal First Name</b> |
|                                 |

|                                |
|--------------------------------|
| <b>Child's Legal Last Name</b> |
|                                |

|                                |
|--------------------------------|
| <b>Child's Primary Address</b> |
|                                |

|                  |  |
|------------------|--|
| <b>Post Code</b> |  |
|------------------|--|

|   |
|---|
| <b>Child's Date of Birth</b> Evidence must be provided to the provider.<br>E.g. Birth Certificate or Passport |
|   |

|                      |  |
|----------------------|--|
| <b>Reference No.</b> |  |
|----------------------|--|

**Section B – Childs Expected Free Entitlement Take Up**

|  |
|--|
| <b>Term when free early education and childcare provision is expected to commence (e.g. Spring 2016)</b> |
|  |
| <b>Term when free early years provision is expected to conclude (e.g. Summer 2016)</b>                   |
|  |

**You should try to ensure your child attends their funded hours, However if this is not always possible you must notify the Provider of any reasons for absence.**

**ATTENDANCE DETAILS –  
FOR THE WHOLE PERIOD OF THE AGREEMENT**

|                            | Provider 1 |    |   |    |   |       | Provider 2 (if applicable) |    |   |    |   |       |
|----------------------------|------------|----|---|----|---|-------|----------------------------|----|---|----|---|-------|
| Name of Provider           |            |    |   |    |   |       |                            |    |   |    |   |       |
|                            | M          | Tu | W | Th | F | Total | M                          | Tu | W | Th | F | Total |
| Free early education hours |            |    |   |    |   |       |                            |    |   |    |   |       |
| Additional Childcare Hours |            |    |   |    |   |       |                            |    |   |    |   |       |

**Section C** *(only complete this section if a change is required)*

**AMENDED ATTENDANCE DETAILS**

| Term and Year:             |   | Provider 1 |   |    |   |       |   | Provider 2 (if applicable) |   |    |   |       |  |
|----------------------------|---|------------|---|----|---|-------|---|----------------------------|---|----|---|-------|--|
| Name of Provider           |   |            |   |    |   |       |   |                            |   |    |   |       |  |
|                            | M | Tu         | W | Th | F | Total | M | Tu                         | W | Th | F | Total |  |
| Free early education hours |   |            |   |    |   |       |   |                            |   |    |   |       |  |
| Additional Childcare Hours |   |            |   |    |   |       |   |                            |   |    |   |       |  |

| Term and Year:             |   |    |   |    |   |       |   |    |   |    |   |       |  |
|----------------------------|---|----|---|----|---|-------|---|----|---|----|---|-------|--|
| Name of Provider           |   |    |   |    |   |       |   |    |   |    |   |       |  |
|                            | M | Tu | W | Th | F | Total | M | Tu | W | Th | F | Total |  |
| Free early education hours |   |    |   |    |   |       |   |    |   |    |   |       |  |
| Additional Childcare Hours |   |    |   |    |   |       |   |    |   |    |   |       |  |

## Section D - Parent /Guardian

### Early Years Pupil Premium (EYPP)

If your child is any one of the following:

- looked after by the Local Authority for at least one day,
- have been adopted from care,
- have left care through special guardianship
- subject to a child arrangement order - setting out with whom the child is to live(formerly a residence order).

You will not need to complete the Parent/Guardian details on this section. Please discuss with your Early Years provider what evidence they need to see in order to claim the EYPP.

|  |   |  |   |   |  |   |   |  |  |  |  |  |
|--|---|--|---|---|--|---|---|--|--|--|--|--|
| Please complete this section with <b>one</b> parent's details to allow us to check if your child's provider can claim additional early years pupil premium funding to support the early education of your child<br>Parent/Guardian Last name |   |  |   |   |  |   |   |  |  |  |  |  |
| Parent/Guardian First Name   |   |  |   |   |  |   |   |  |  |  |  |  |
| Parent/Guardian Date of Birth  | D |  |   | M |  |   | Y |  |  |  |  |  |
| National Insurance Number  |   |  |   |   |  |   |   |  |  |  |  |  |
| National Asylum Support Service (NASS) Number(if applicable)   |   |  | / |   |  | / |   |  |  |  |  |  |

### Parent/Guardian Declaration

**I confirm that the total hours my child attends and all the Providers my child attends are shown above and confirm that the information I have provided is correct.**

**I agree to the terms and conditions of the Provider for any additional hours my child may attend over and above the free entitlement.**

**The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes.**

**I agree to the local authority using the information relating to the Early Years Pupil Premium to enable my child's preschool/Nursery/childminder to claim the Early Years Pupil Premium for my child.**

|                                       |  |
|---------------------------------------|--|
| <b>Name of Parent / Guardian</b>      |  |
| <b>Signature of Parent / Guardian</b> |  |
| <b>Date</b>                           |  |

## Consents

I understand that having a place at East Cowton CE (VC) Primary School does not guarantee a place in Reception Class at the school.

I understand that school staff will not administer medication to my child(ren).

I understand that my child is entitled to 15 hours Government funding per week which can be at two settings per day. At East Cowton CE School this can be taken as a 3 hour session in the morning (8.45am – 11.45noon) and parents must give notice of one school term when changing the sessions requested.

We also offer a funded session on Wednesday afternoon and wrap around care on the other afternoons and these sessions run from 12.30 – 3.30pm.

If a child attends two different settings for more than 15 hours per week, I understand that additional sessions at East Cowton CE (VC) Primary School (unfunded) will be charged at the rate of £4.16 per hour i.e. £12.48 per unfunded session. I agree to the terms and conditions of East Cowton CE (VC) Primary School for those additional hours.

Payment for additional sessions must be made a whole term in advance, although occasional 'individual' sessions can be purchased on an ad hoc basis.

In addition, lunch club is offered from 11.45am – 12.30pm at an additional cost of £3.50 per day. This includes a two course healthy lunch and the cost of a Nursery Club Midday Supervisor.

I understand that there will be a voluntary payment of £1 per week (20p for each day, or part day, attended) and £5 per term for baking.

Signed..... Name.....Date.....

The table below gives eligible dates of birth, number of funded weeks available and date of the termly headcount for the remainder of the 2015/2016 financial year.

| Dates of Birth for Eligible Children in Summer 15, Autumn 15 and Spring 16                |  |  |  |
|---|--|--|--|
| <b>4 Year Old Funding</b>   |  |  |  |
| Children born on or between   | Term 1 Funding                             | Term 2 Funding                           | Term 3 Funding                         |
| 1 April 2010 - 31 August 2010   |  |  | Summer 2015                            |
| 1 September 2010 - 31 December 2010   |  | Summer 2015                              | Autumn 2015                            |
| 1 January 2011 - 31 March 2011  | Summer 2015                                | Autumn 2015                              | Spring 2016                            |
| 1 April 2011 - 31 August 2011   | Autumn 2015                                | Spring 2016                              |  |
| 1 September 2011 - 31 December 2011   | Spring 2016                                |  |  |
| <b>3 Year Old Funding</b>   |  |  |  |
| Children born on or between   | Term 1 Funding                             | Term 2 Funding                           | Term 3 Funding                         |
| 1 April 2011 - 31 August 2011   |  |  | Summer 2015                            |
| 1 September 2011 - 31 December 2011   |  | Summer 2015                              | Autumn 2015                            |
| 1 January 2012 - 31 March 2012  | Summer 2015                                | Autumn 2015                              | Spring 2016                            |
| 1 April 2012 - 31 August 2012   | Autumn 2015                                | Spring 2016                              |  |
| 1 September 2012 - 31 December 2012   | Spring 2016                                |  |  |
| Nationally prescribed dates for determining eligibility for funding                       | Summer Born<br>1 Apr to 31 Aug             | Autumn Born<br>1 Sep to 31 Dec           | Spring Born<br>1 Jan to 31 Mar         |
| Will become eligible for a funded place   | 1st September following their 3rd birthday | 1st January following their 3rd birthday | 1st April following their 3rd birthday |
| <b>DATES FOR THE FINANCIAL YEAR 2015/2016</b>   |  |  |  |
| TERM  | NUMBER OF WEEKS FUNDED                     | HEADCOUNT DAY                            |  |
| SUMMER TERM 2015  | 13 Weeks                                   | 21 May 2015                              |  |
| AUTUMN TERM 2015  | 14 Weeks                                   | 01 October 2015                          |  |
| SPRING TERM 2016  | 11 Weeks                                   | 21 January 2016                          |  |
| <b>2 Year Old Funding (Must meet the criteria and have seen a letter of confirmation)</b> |  |  |  |
| 01 Apr 2012 - 31 Aug 2012   |  |  | Summer 2015                            |
| 01 Sep 2012- 31 Dec 2012  |  | Summer 2015                              | Autumn 2015                            |
| 01 Jan 2013 - 31 Mar 2013   | Summer 2015                                | Autumn 2015                              | Spring 2016                            |
| 01 Apr 2013 - 31 Aug 2013   | Autumn 2015                                | Spring 2016                              |  |
| 01 Sep 2013 - 31 Dec 2013   | Spring 2016                                |  |  |

*How to read the table - For example; Children funded for the Summer Term 2015 are those with DOB from 1 April 2010 - 31st March 2012 i.e.all boxes marked Summer 2015*