




Appendix B - Table Showing Eligibility for Early Years Entitlement
in 2010/2011

Funding Period	Spring 2010 1 st Jan - 31 st Mar	Summer 2010 1 st Apr - 31 st Aug	Autumn 2010 1 st Sept - 31 st Dec	Spring 2011 1 st Jan - 31 st Mar	Summer 2011 1 st Apr - 31 st Aug	Autumn 2011 1 st Sept - 31 st Dec
Date of Birth						
1 st Jan - 31 st Mar 2006	Eligible for EYE Funding	Eligible for EYE Funding	School age or EYE Funding	School age or EYE Funding	Compulsory school age	Compulsory school age
1 st Apr - 31 st Aug 2006	Eligible for EYE Funding	Eligible for EYE Funding	School age or EYE Funding	School age or EYE Funding	School age or EYE Funding	Compulsory school age
1 st Sept - 31 st Dec 2006	Eligible for EYE Funding	Eligible for EYE Funding	Eligible for EYE Funding	Eligible for EYE Funding	Eligible for EYE Funding	School age or EYE Funding
1 st Jan - 31 st Mar 2007		Eligible for EYE Funding	Eligible for EYE Funding	Eligible for EYE Funding	Eligible for EYE Funding	School age or EYE Funding
1 st Apr - 31 st Aug 2007			Eligible for EYE Funding	Eligible for EYE Funding	Eligible for EYE Funding	School age or EYE Funding
1 st Sept - 31 st Dec 2007				Eligible for EYE Funding	Eligible for EYE Funding	Eligible for EYE Funding
1 st Jan - 31 st Mar 2008					Eligible for EYE Funding	Eligible for EYE Funding
1 st Apr - 31 st Aug 2008						Eligible for EYE Funding
1 st Sept - 31 Dec 2008	EYE Funding can start from 1st January 2012					
1 st Jan - 31 st Mar 2009	EYE Funding can start from 1st April 2012					

Key:

	Eligible for EYE Funding
	School age or EYE Funding
	Compulsory school age

If you have any questions about the Early Years Entitlement,
please contact us on 01225 395394 or email
eye@bathnes.gov.uk

Early Years Entitlement

Information for Parents and Carers

Autumn Term 2010 and Spring Term 2011

For parents whose child(ren) attend a
registered provider located in
Bath & North East Somerset

Making Bath & North East Somerset an
even better place to live, work and visit

Background

The Government provides a free entitlement for **all** 3 and 4 year old children to attend an early years provider, starting the term after the child's 3rd birthday. This is called the Early Years Entitlement (formerly the Nursery Education Grant). 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).

How does the free entitlement work?

You will need to register your child with a childcare provider. They will then provide you with forms to fill out to apply for the entitlement. They will send these forms to us in order for you to receive your allocation.

To claim the free entitlement in Bath & North East Somerset, your child does not have to live in the county, but they need to attend an early years provider in the county. If you live in Bath & North East Somerset, but attend a provider in another county you should make your claim in the other county.

When can my child have this free entitlement?

All children become eligible for this funding at the start of the term **AFTER** their third birthday. (Terms are split into the traditional 3 academic periods September-December, January-March, April-August):

Child's 3rd Birthday	Can have the free entitlement
Between 1 st April and 31 st August	From the following 1st September
Between 1 st September and 31 st December	From the following 1st January
Between 1 st January and 31 st March	From the following 1st April

Full eligibility by date is shown in Appendix B.

Is there any extra help for children with Additional Needs?

Bath & North East Somerset recognises that some children with special educational needs may require additional support during their early education. Please contact the Special Education Needs Coordinator (SENCo) at the provision your child attends for further information. You may also contact the Family Information Service for advice on 0800 073 1214.

Appendix A

- 1. For providers open more than 38 weeks** - your provider will be paid for 38 weeks (i.e. $15 \times 38 = 570$ hours a year). Some providers may be willing to spread the entitlement over all the weeks they are open, but a smaller number of hours per week will then be allocated so the same total number of hours per year are provided free.
- 2. Important dates** – in order to claim the free entitlement for your child, your provider must submit your signed forms to us by published dates (check with your provider). There is an allocated headcount week at the start of each of the 3 terms during which you must sign. If you miss this, there is a subsequent amendment week just after the traditional $\frac{1}{2}$ term break during which you can sign a form to indicate any new claims or changes to your free entitlement.
- 3. If your child attends more than 2 providers**, you must choose your 2 main providers and the free entitlement will be split between them on a pro-rata basis. You will not have any free entitlement at any other providers.

Can my child attend more than one provider?

Yes, your free entitlement can be split between 2 different providers. This will be done by sharing the entitlement on a pro-rata basis between them. You must inform your provider if your child attends more than one early education provider. See note 3, Appendix A, if your child attends more than 2 providers

Can I choose how the Entitlement is split?

No, the grant will automatically be apportioned between your 2 chosen providers when your entitlement exceeds the maximum (15 hours). There are 2 exceptions to this:

- If your child attends more than 90% of their hours at one provision, the whole entitlement can be paid to them.
- If your child attends one provider in a different authority, we will liaise with them to agree the split of the entitlement.

Can I use a provider in Bath & North East Somerset and another in a different authority?

Yes, you can. You must make your claim for your child's attendance in Bath & North East Somerset as described above and declare on your form what other provision your child attends. Your chosen provider in the other authority will also require a similar claim form to be filled out and signed. The entitlement will then be split between the 2 providers.

However, you should be aware that other authorities funding entitlements may not be available at the time Bath & North East Somerset allocations are made, so adjustments to your Bath & North East Somerset funding may be necessary later in the term.

What provider can I use?

In Bath and North East Somerset, there are over 90 private or voluntary run providers where your child can attend, and also some childminders (but not all). A list of these providers, along with details of their provision, can be obtained from the Family Information Service on 0800 073 1214. You should contact the individual provider yourself to check availability and what they are able to offer you.

What about Local Authority Nurseries?

There are 8 nurseries attached to schools in Bath & North East Somerset. These can also provide free, early education places up to your full entitlement. If your child is attending a school nursery, and another provider, your entitlement will be split between the providers.

How much is the entitlement worth?

All providers can now offer funding for up to 15 hours early years provision each week. A small number may offer less than this if they are not able to open for a full 15 hours per week.

The entitlement will provide for up to 38 weeks a year in school terms only. This will be paid in 3 termly amounts as follows:

- Autumn - 13 week term
- Spring - 12 week term
- Summer - 13 week term

If your provider is open for less than 38 weeks, the total number of weeks provided 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 choose to spread the full entitlement of hours over more weeks (see Appendix A).

Will I need to pay for anything else?

- Providers cannot charge you any additional fee for the entitlement hours, although any extras could be billed for e.g. meals and snacks.
- If your child attends more than the maximum entitlement per week (15 hours), your provider is entitled to charge you for the extra hours.
- If the provider's term is longer than 38 weeks, your provider is entitled to charge you for the extra weeks (see note 1 in Appendix A).
- Your provider's fee policy should clearly state the charge for all additional hours offered.

Note – the value and payment of fees for any additional hours not funded by the free entitlement is a matter between the parent and the provider.

How do I get the entitlement for my child?

At the start of the term after your child's 3rd birthday (or any time after this when you want to start claiming), ask your provider for a new starter form EYE 2 (Early Years Entitlement Starter). 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 form to confirm the number of hours your child is attending or any changes to this (see note 2, Appendix A).

You must sign each term to confirm you child's attendance for the entitlement to be paid. This will be paid for the whole term unless otherwise stated.

What hours can I use the entitlement for?

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. In order to claim the full 15 hour entitlement, your child must attend 3 or more days. If your child only attends on 2 days, the entitlement is reduced to 12.5 hours. Please note that some providers may structure their day to designate 'core' hours during which the entitlement can be taken. You should check a providers local terms and conditions.

If your child attends for more than the maximum entitlement, the provider must clarify on any bill your free entitlement and additional hours for which fees are due.

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 on the pre-populated form with a confirmation signature. If your child changes their hours part way through a term, ask your provider for a EYE 3 (Early Years Entitlement Amendment form) to confirm the change. The completed forms should be handed to your provider by the dates shown in note 2, Appendix A

What happens if I move my child to another provider 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 allocated is at the discretion of the provider and any contract signed with the provider. Many have a notice period during which they are entitled to keep any allocation they have received for a child.

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