



Flexible Free Entitlement Policy Little Stars Day Nursery

Change Control

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|---------------------------------------|------------------------|
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Revision History

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Flexible Free Entitlement policy.

As a setting we aim to offer the flexible free entitlement (FFE) as flexibly as we can to enable children to access their full entitlement however these sessions need to suit the needs of the business too.

The following policy will set out clearly how as a setting we offer this entitlement.

- If you are entitled to 15 or 30 hours we offer the following sessions:

| Session: | Hours: |
|----------|--------|
| 8am-6pm | 10 |
| 8am-1pm | 5 |
| 1pm-6pm | 5 |
| 9am-12pm | 3 |
| 1pm-4pm | 3 |
| 9am-3pm | 6 |

- If you are term time only your funding will be used over 38 weeks and your child/ren will not be at nursery during the school holidays
- As a setting we only offer 8 spaces for a 9-3 session per pre-school room and 4 spaces per toddler room. This is for us to maximise our ratio's. These places are issued on a first come first served basis.
- If your sessions equal more than either the 15 or 30 hours you will obviously pay a top up in terms of your fees. The invoices you receive will have taken into account the funding allocation and the amount on the invoice is the payable amount.
- If you attend the setting on a term time basis but attend more than just your funded sessions whereby you pay a top up the half terms will be payable at 50% of your additional hours as stated within our payment policy.
- Please note that if you remove your child from our setting prior to 'headcount' day you will be liable for the 15 hours each week for each week your child attended. For example – if your child started nursery on 3rd September but left 2 weeks later, your child will not have been here for headcount day which is usually around the middle of the month then we as a setting cannot claim 15 hours funding for your child and you will be invoiced for 2 weeks of the sessions equalling 15 hours. This will apply for the 30 hours funding too.
- We offer 'stretched funding' at nursery for 49 weeks of the year. This means your funded hours will be calculated so your child is able to attend all year round for the same fee each week. The formula for stretched funding is calculated as follows:
The amount of hours per week x 49 weeks per year (this includes the 2 weeks holiday you're entitled to plus the week at Christmas for which we are closed).
Divide this amount by 38 weeks (the usual amount of weeks for funding).

Flexible Free Entitlement Policy

For example, if a child is eligible for 30 hours funding but wanted to use stretched funding and attends the nursery for 19 hours per week:

$$19 \times 49 = 931$$
$$931 / 38 = \mathbf{24.5}$$

We would claim for **24.5** hours so the child could attend all year round for the same price. Please note stretched funding only applies if your child has an 'all year round' place and is eligible for 30 hours.

- If you choose to have meals additional to your funded sessions these are payable either on a weekly or monthly basis. Please also note that these are still payable if your child does not attend the session as meals are ordered on a weekly basis so would have been ordered the week before.
- If you claim for 30hrs please note that it is your responsibility to renew your code. We will remind you near the time renewal is due, however the overall responsibility lies with the parents/carers.
- If your child is eligible for 30 hours, the DERN code will need to be checked on the funding portal by the nursery before a place can be offered. We will ask you to either sign a slip or fill in a Parental Declaration form to give us permission to check your DERN code. The result of this quick check will determine what happens next regarding your child's place at nursery.
- Each new funding term we require you to fill in a 'Parental Declaration' form. The form must be fully completed, with no exceptions, so we are able to claim funding for your child.
- Headcount day requires us as a setting to enter the funded children's details onto the funding portal, which is managed by North East Lincolnshire Council's Funding team. Once Headcount has closed on the portal, we **WILL NOT** be able to accept or claim for any **NEW 30 HOUR CODES**.
- if children are entitled to Early Years Pupil Premium (EYPP) parents will be consulted on how they would like to use the funding for their child. **Entitlement:**

Please refer to the table below to check when your child will be eligible for their 3 year 15 hours universal funding...

Three and four year old funding

Universal 15 hours funding – ALL 3 and 4-year-old children are eligible for 570 hours a year (15 hours a week for 38 weeks a year), the term after their 3rd birthday, up until they enter reception or they are Statutory school age (the term after they are five). This is known as the Universal offer of Flexible Free Entitlement

| A Child born on or between | Will become eligible for a free place |
|-----------------------------|--|
| 1 April and 31 August | 1 September following their third birthday |
| 1 September and 31 December | 1 January following their third birthday |
| 1 January and 31 March | 1 April following their third birthday |

(Table taken from www.childcarechoices.gov.uk)

For all other queries regarding all types of funding, including how and when to apply, please visit:

www.childcarechoices.gov.uk Or call the funding team on:

(01472) 326292 and choose **option 1**.