

Count me in!

for Early Years Funding and Pupil Premium

Information sheet and Application Forms 2016/17

Early Years Funding

What is Early Years Funding?

All three and four year olds are entitled to 15 hours of free early education up to a maximum of 570 hours per year.

Free early education places are available at a range of early years settings including nursery schools and classes, day nurseries, play groups, pre-schools and childminders.

Free place summary

Early years providers will not charge you for the free hours and you do not need to pay for any additional goods or services, unless you wish to, if you are only taking up free hours. Any additional hours you take outside of a free place will be charged at the providers' own rate.

The 570 hours are spread evenly over the year and a maximum is set each claim period, see the table below. Hours can be shared across two providers. The free hours cover:

- A maximum of 15 hours a week over 38 weeks*; or
- A maximum of 11.4 hours a week, across 50 weeks

And can be taken

- Between 7 am and 7 pm
- As a minimum 2 ½ hours per day
- As a maximum 10 hours per day

* this is generally aligned with school term dates .

Be sure to ask if you will be expected to pay for any of the hours you have requested. It may be that not all hours you have agreed to take up with your provider will be free hours.

When is my child eligible?

The table below shows the claim period when your child will be eligible and the maximum weeks and hours you can take up in each claim period if they are available at your provision. No more than 570 hours can be funded across the year.

Table of eligibility dates and maximum claims per payment period

When is my child eligible and what can I claim each period?	A child born in the period	becomes eligible from the claim period	Maximum total hours and weeks each claim period if taken over 38 weeks period	Maximum total hours and weeks each claim period if taken over 50 weeks period
Children become eligible from the claim period <u>after</u> they turn two or three through to the claim period they turn five.	1 Apr to 31 Aug	1 Sept to 31 Dec	15 hours x 14 weeks	11.4 hours x 16 weeks
	1 Sept to 31 Dec	1 Jan to 31 Mar	15 hours x 11 weeks	11.4 hours x 13 weeks
	1 Jan to 31 Mar	1 Apr to 31 Aug ¹	15 hours x 13 weeks	11.4 hours x 21 weeks

Is my 2 year old entitled?

Your 2 year old child may be entitled to access a free place if you are in receipt of qualifying benefits.

To find out if you are eligible, you will need the National Insurance Number, date of birth and surname of the person in receipt of the qualifying benefit. You can:

- Apply online <http://www.cambridgeshire.gov.uk/free2s>
- Apply by phone to Education Welfare Benefits Team on 01223 703200
- Check eligibility at a Children's Centre

How do I find a childcare provider?

If you need help to find a provider who offers free early years places, telephone the Families Information Service on 0345 045 1360 or access their website at

<http://www.cambridgeshire.gov.uk/info/20064/childcare>

What do I have to do to take up my free place?

After you have found a childcare provider, this form will be given to you for your information and completion. In order for your childcare provider to make a claim for your free place, you must complete the *Funding Application* attached to this document and return it to your provider by the deadline they give you. You must provide proof of your child's identity and date of birth (e.g. a short form birth certificate or NHS card) and agree when you will take up your free hours. Your childcare provider will not be able to claim funding for your place without this form.

The table below shows the maximum number of hours you can take in each claim period for 2016/17.

If you have signed a *Funding Application* and either decide not to take up your place or to change provision partway through the term, you will need to discuss this change with your current provider. They will need to agree a change before you can be funded at another provision. It may be that you will need to pay the new provider until the following term.

¹ Children accessing a place in summer claim period may start later than 1 April depending on Easter dates.

Early Years Pupil Premium

What is Early Years Pupil Premium?

Early Years Pupil Premium (EYPP) is extra government funding for your childcare provider to support the educational outcomes for eligible children. Your provider will use the money in ways they think will support your child's learning and development. They may combine the payments for several children, or work with other providers, in order to fund specific activity or training.

Is my child eligible?

Your child will be eligible if they are 3 or 4 years old and accessing a free early learning and childcare place with any Ofsted registered early years/nursery provider, and you are in receipt of qualifying benefits.

To find out if you are eligible, complete Part 3 *Early Years Pupil Premium (EYPP)* of the *Funding Application Form*.

Your information will be checked on a secure government benefits system and you should receive a letter from the County Council telling you (yes or no) whether your child is entitled. If your child qualifies, a payment will be made direct to your childcare provider.

For more information on EYPP, please go to the webpage below:

www.cambridgeshire.gov.uk/info/20064/childcare/249/free_childcare_for_3_and_4_year_olds/2

Terms and Conditions

You will find a list of terms and conditions below which you will sign up to on page 4. You may keep this *Information Sheet* for your records and give the *Funding Application* to your provider.

Terms and Conditions

- You are required to complete a funding application and provide proof of identity and date of birth for your child to support the funding claim. This must be submitted by your childcare provider's deadline.
- The provider is not obliged to end the claim without reasonable notification and negotiation unless there are exceptional circumstances.
- Your free place may be withdrawn if your child is absent, or does not attend regularly unless there are special circumstances and these are agreed with the provider².
- Being in receipt of free childcare gives an automatic registration with your local Children's Centre giving access to regular information on activities in your area.
- Your information will be held by Cambridgeshire County Council in accordance with the Data Protection Act 1998 and will be shared with other bodies administering public funds to determine the support available, to verify initial and ongoing entitlement and also for the prevention and detection of fraud in connection with your claim. The Education Welfare Benefit Service will make periodic checks using the secure benefit checking system to confirm your entitlement to education benefits. For information on how the Local Authority handles personal data please see a copy of the Early Years Privacy Notice

http://www.cambridgeshire.gov.uk/info/20044/data_protection_and_foi/148/information_and_data_sharing/5

What if my circumstances change?

The Council will make periodic checks to see whether a family has become eligible. For those who are already eligible, they will remain so until a yearly check is made in September. There is no need to reapply as the information provided on your original application will be used to check eligibility and also when they start school. You will be informed of any change to your eligibility.

Starting School

My child is starting school on a part-time basis, may I claim a free place until they are in school full-time?

No. Unless you have made special arrangements with the school, confirmed by the County Council, once your child has started in Reception year at a school the free place is provided by the school no matter how many hours are being taken there. If, due to your family's circumstances, your child is eligible for Pupil Premium funding, this funding will also go to the school.

² Ask your provider for a copy of the leaflet *Attendance Matters – Is your child missing out?*

Funding Application Form 2016/17

The completion of this application is required in order to process your claim for government funded early learning and childcare for your 2, 3 or 4 year old. Please provide proof of identity, complete and sign this application form, and give the form to your childcare provider by their deadline.

1) Child details

Legal Forename in full
(no nicknames or
middle names)

Legal Surname

Date of birth

Authorisation Code 2+ only

		Address:
		Post Code: <input style="width: 100px;" type="text"/>

Child's ethnic group (please tick appropriate category from the choice below).

Please note that language is not collected or required.

White British	WBR	White/Black Caribbean	MWBC	Indian	AIND
White Irish	WIRI	White/Black African	MWBA	Pakistani	APKN
Traveller of Irish Heritage	WIRT	White and Asian	MWAS	Bangladeshi	ABAN
Gypsy/Roma	WROM	Any other mixed background	MOTH	Any other Asian background	AOTH
Any other White background	WOTH	Black Caribbean	BCRB	Chinese	CHNE
Refuse to provide	REFU	Black African	BAFR	Any other background	OOTH
Info not obtained	NOBT	Any other Black background	BOTH		

2) Claim details

Please use the tables below to complete your claim in each claim period. Refer to the table on page 1 for the maximum number of hours and weeks that you can claim in each time period.

Name of provider
and Ofsted URN No

Child funding start
date

September to December	Monday	Tuesday	Wednesday	Thursday	Friday	Hrs/week	Weeks
No of hours attending							
Free hours and weeks							
Claim by another provider							
Name of other provider							
Amendments Period 1							
Parent signature and date				Amendment signature			

January to March	Monday	Tuesday	Wednesday	Thursday	Friday	Hrs/week	Weeks
No of hours attending							
Free hours and weeks							
Claim by another provider							
Name of other provider							
Amendments Period 2							
Parent signature and date				Amendment signature			

April to August	Monday	Tuesday	Wednesday	Thursday	Friday	Hrs/week	Weeks
No of hours attending							
Free hours and weeks							
Claim by another provider							
Name of other provider							
Amendments Period 3							
Parent signature and date				Amendment signature			

3) Early Years Pupil Premium (EYPP) The information below allows an eligibility check to be made for EYPP. If you qualify on an economic basis, information must be the eligible parent/carer's details. Complete clearly in block capitals. (Your personal information below will be redacted from this form by your provider by crossing through with a dark marker once it has been provided for an eligibility check).

	Parent/Carer Details Applicant 1	Parent/Carer Details Applicant 2
Parent/carer's title		
Parent/carer's full name		
National Insurance or NASS No.		
Parent/carer's Date of Birth		
Parent/carer's telephone No.		
Address (if different from child's)		
Parent/carer signature to confirm application for EYPP entitlement		

Please tick and complete if you are able to let us know if the child meets one of these criterion. Your provider may ask to see legal documentation so that they can obtain the funding for you.

- Currently in care, state which Local Authority →
- Previously in care in England or Wales
- Has been adopted from care in England or Wales
- Has left care under a special guardianship order or residence order in England or Wales

4) Confirmation (terms and conditions on page 2). Please tick the box to confirm that by signing below, you agree with the conditions of the Early Years Funding and Pupil Premium and the use of your data.

- [] I understand that my provider is not obliged to end the claim without reasonable notification and negotiation unless there are exceptional circumstances.
- [] My free place may be withdrawn if my child does not attend regularly unless there are special circumstances and these are agreed with the provider.
- [] I understand that being in receipt of free childcare gives an automatic registration with my local Children's Centre.
- [] I understand that my information is being held by Cambridgeshire County Council in accordance with the Data Protection Act 1998 and will be shared with other bodies administering public funds to determine the support available, to verify my initial and ongoing entitlement and also for the prevention and detection of fraud in connection with this claim. I give permission for the Education Welfare Benefit Service to make periodic checks using the secure benefit checking system to confirm my entitlement to education benefits. Information on how the Local Authority handles personal data is given in the Early Years Privacy Notice http://www.cambridgeshire.gov.uk/info/20044/data_protection_and_foi/148/information_and_data_sharing/5
- [] I confirm that I have read and fully understand the guidance in this document.

I confirm that the information above is to the best of my knowledge true. I understand that any false or incorrect information could lead to funding being withdrawn or reimbursed. Please be aware that to certify false information could be viewed as making a false claim.

Parent/carer Signature _____ Date _____

Name (printed) _____ Relationship to child _____

Admin use only

Type of identity seen for child	Checked by whom?	Date seen
Legal Name of child as shown on document	Date of birth as shown on document	