

## TO HAND TO PARENTS/CARERS

### 3 & 4 Year old Early Years Entitlements Funding Terms and Parent/Carer Agreement

**Warwickshire County Council's (WCC) terms to provide the Early Years Entitlements for eligible 3 & 4 year olds. It is important that the parent and the provider read it BEFORE signing the Parental Declaration Form (PDF) and the Early Years provider makes a funding claim on behalf of the child.**

WCC will fund eligible children for the Universal and Extended entitlements for 570 Universal or 1140 Extended hours per year over no fewer than 38 weeks of the year. This equates to 15 hours per week for 38 weeks for each entitlement.

Children may take their entitlement over more than 38 weeks and up to 52 weeks of the year if taking a stretched offer. This can be outside of maintained school term times and at weekends.

#### **Terms of Funding:**

- A child will be eligible for the Universal and Extended entitlement from **the term after** the child has reached the age of three.
- A child will be eligible for the Extended entitlement from **the term after** The child has attained the age of three and the parent has an eligible 30 hour code from HMRC
- The government's term dates used are:
  - Children born in the period 1<sup>st</sup> January to 31<sup>st</sup> March: the start of term beginning on or after **1st April** after the child's 3<sup>rd</sup> birthday
  - Children born in the period 1<sup>st</sup> April to 31<sup>st</sup> August: the start of term beginning on or after **1st September** after the child's 3<sup>rd</sup> birthday
  - Children born in the period 1<sup>st</sup> September to 31<sup>st</sup> December: the start of term beginning on or after **1st January** after the child's 3<sup>rd</sup> birthday
- If a child is claiming the Extended 30 hours, they must also have a 30 hour code issued by HMRC with a validity start date the term **before** they wish to claim funding, in line with the term dates above
- The parent **must** re-confirm their 30 hour code every 3 months with HMRC
- The Local Authority will continue to fund a place if the parents no longer meet the eligibility criteria until the end of the code's Grace Period
- If the parent no longer meets the eligibility criteria for Extended 30 hours funding after the grace period has ended or if they do not re-confirm the code, they can continue to take up the child's Universal 15 hours entitlement at the provider of their choice as stated on the Parental Declaration Form (PDF)
- The Early Years Entitlement funded place should be delivered free of charge without paying 'top up' fees or registration fees as a condition of their funded place
- The parent must pay for any additional services provided which are not covered by the entitlements. Parents should be aware of the nursery's admissions policy and understand the hours/sessions which can be taken as funded provision

- The provider should give the parent full details of their pricing tariff, in writing, for the additional services taken
- The parent should be given clear written information to show how they have received their child's funded sessions
- The provider where the child is in attendance on the Headcount Day, as advised by WCC, will receive the funding entitlement for the whole of the term. Funded hours can only be increased after this date for exceptional circumstances
- If a child leaves before Headcount Day the parent will be liable to pay the provider for the sessions already taken
- If a child leaves after Headcount Day, to another setting in Warwickshire, an agreement should be made between the providers to transfer that proportion of funding to the new provider. This is an agreement between providers and is not obligatory
- The parent must make sure that their child attends the hours/sessions that they are claiming the funding for in an agreed pattern of attendance. If the child has persistent non-attendance, WCC reserves the right to re-claim those hours from the provider
- A child is allowed to take short term absences without the funding being withdrawn e.g. sickness or holidays but reference should be made to the Early Years Funding office for extended periods
- The parent should comply with any notice period requirement in accordance with the contract or agreement they have made with the provider
- The parent must sign the Parental Declaration Form (PDF) each term, any changes to the details in the PDF must be initialled and dated by the parent
- The parent should be made aware of the complaints procedure in relation to the funding entitlements

#### **Your Information Rights:**

This service provides child care funding for children attending early years placements. Our valid lawful basis for processing personal data is a legal obligation. To see how we use your personal data and what your information rights are, please read WCC's Education Services privacy notice at [www.warwickshire.gov.uk/childcarecosts](http://www.warwickshire.gov.uk/childcarecosts) . It should be read in addition to the council's overall customer privacy notice at [www.warwickshire.gov.uk/privacy](http://www.warwickshire.gov.uk/privacy) which includes the contact details if you have a complaint about your information rights. For general enquiries, please contact Warwickshire County Council 's Customer Service Centre on 01926 410410.

#### **Information may be shared to ensure effective safeguarding and promote the welfare and protection of children.**

Information can be shared with Warwickshire County Council and Department for Education, who will access information from other government departments to confirm a child's eligibility and enable the provider to claim 30 Hours Funding, Early Years Pupil Premium (EYPP) or Disability Access Fund

