



The Friendly Fish Day Nursery & Beach School

Free Entitlement Funding 3-4 yrs olds (Including EYPP) (inclusive of 30hours free info)

The Friendly Fish is currently registered to offer Free Entitlement Funding (FEF). A headcount of all eligible children is submitted by the nursery Manager, on a termly basis, to the relevant Local Authorities (WSCC).

The free entitlement is term time only (38 weeks) but we at The Friendly Fish, in accordance with Government guidelines, spread the entitlement over 51 weeks and a deduction is made to the fees every month. The maximum number of hours parents can claim is 30** hours per week for 38 weeks. We do however understand that this does not meet the needs of all children – wanting our childcare to be available to all; we also have a number of term time only spaces. This means if your child is eligible for FEF they can attend up to 30** hours per week for 38 weeks of the year. If you are able to receive one of these spaces with us, no fee is payable from yourselves.

**** Note** that every 3 & 4 years old is entitled to receive 15 hours free entitlement, this is universal. However to receive an additional 15 hours free entitlement (making a total of 30 hours) parents must meet the following eligibility criteria. Please note the additional 15 hours is only for 3 & 4 year olds, not 2 year olds.

Eligibility of Additional 15 hours free entitlement.

- To qualify for the additional 15 hours of free childcare, each parent (or the sole parent in a single parent family) will have to be in work, and expect to earn on average at least £115.00 a week (the equivalent of 16 hours on the national minimum wage) and no more than £100,000 per year.
- Self-employed parents and parents on a zero-hours contract will be eligible if they meet the average earnings threshold.
- Families where one parent is not in paid employment (or neither parent works) will usually not be eligible for these additional hours
- Parents who are studying or in training will not be eligible unless this is combined with paid work which meets the minimum average earnings threshold.

When you claim FEF in your first term,

Please complete the Parent Declaration Form and return it to the Nursery Manager as soon as you are given it.

- Parents check eligibility with HMRC either online or via phone, NOT the local authority. Eligible parents will be given an 11 digit code which will normally be valid for 3 months at a time.
- Funding can only be accessed from the term following their eligibility e.g. If a parent checks and is eligible in September, they will not be able to take up the funding until January so parents need to apply the term before they want to access the free childcare.
- To check eligibility and to apply for the 30 hours extension funding you will need to visit www.childcarechoices.gov.uk
- HMRC will remind the parent to re-confirm their eligibility as their valid period draws to a close. It is a parent's responsibility to do this, without it the additional funding will stop.

What is FEF?

FEF stands for Free Entitlement Funding and is a government scheme which allows The Friendly Fish to offer up to 15 hours/ 30 hours if eligible for the additional 15 hours (see eligibility criteria) of free childcare each week during school term time.

How much free childcare does FEF provide?

Here are the different ways we offer the funding:

Stretched Offer (51 WEEKS) 15 hours only:

We are able to spread your funding entitlement over 51 weeks of the year. This means we will claim 11 hours per week for 51 weeks of the year. These 11 hours will be completely free to you, with no additional fees required for meals. Please note that this must be spread over a minimum of two days with us resulting in 5.5 hours of free care would be provided per day per week. Any additional hours booked will be charges at our normal fee rate – this can also be discussed with our Nursery Manager who will inform you of the most cost effective way for you to do this. The funding can be taken on any day of the week; funded hours must fit with a current nursery session i.e. AM 8-1, PM 1-6. Parents can access just the funded hours with us (Please see term time option below for more details).

Term Time option (38 WEEKS) 15 hours only:

At The Friendly Fish we open all year round, however understand the need that some families may have to only require childcare on a term time only basis (38 weeks of the year based on academic school year). For this reason we do allocate a small number of term time only places with us, this number can fluctuate and are offered where possible but are limited to suit the needs of the nursery. This means that you can claim a maximum of 15 hours free with us for 38 weeks of the year. Please note that this must be spread over a minimum of two days with us, and whilst we will do our very best to accommodate your preferences for sessions you require, it will be at the discretion of the Manager on what sessions are available for fully funded placements. At The Friendly Fish the minimum amount of hours you are able to claim per day is for 5 hours (8am – 1pm, or 1pm-6pm), with a maximum of 10 hours per day which must be spread over a minimum of two days with us. If you wish to discuss this further please talk to a member of our management team who will be happy to talk through your needs and just how we can help.

Stretched Offer (51 WEEKS) claiming full 30 hours:

We are able to spread your funding entitlement over 51 weeks of the year. This means we will claim 22 hours per week for 51 weeks of the year. These 22 hours will be completely free to you, with no additional fees required for meals. Please note that this must be spread over a minimum of three days with us. Any additional hours booked will be charged at our normal fee rate – this can also be discussed with our Nursery Manager who will inform you of the most cost effective way for you to do this. The funding can be taken on any day of the week, funded hours must fit with a current nursery session i.e. AM 8-1 , PM 1-6. AD 8-6 Parents can access just the funded hours with us (Please see term time option below for more details).

Term Time option (38 WEEKS) claiming full 30 hours:

At The Friendly Fish we open all year round, however understand the need that some families may have to only require childcare on a term time only basis (38 weeks of the year based on academic school year). For this reason we do allocate a small number of term time only places with us, this number can fluctuate and are offered where possible but are limited to suit the needs of the nursery. This means that you can claim a maximum of 30 hours free with us for 38 weeks of the year. Please note that this must be spread over a minimum of three days with us, and whilst we will do our very best to accommodate your preferences for sessions you require, it will be at the discretion of the Manager on what sessions are available for fully funded placements. At The Friendly Fish the minimum

amount of hours you are able to claim per day is for 5 hours (8am – 1pm, or 1pm-6pm), with a maximum of 10 hours per day (AD 8-6) which must be spread over a minimum of three days with us. If you wish to discuss this further please talk to a member of our management team who will be happy to talk through your needs and just how we can help.

When does a child become eligible for FEF?

Children are eligible for FEF from the first term after the date they turn three years old to the last term before they attend school.

- Children born between 1 January — 31 March become eligible in summer term (May — Aug).
- Children born between 1 April — 31 August become eligible in Autumn Term (Sept — Dec).
- Children born between 1 September — 31 December become eligible in Spring Term (Jan — Apr).

How is FEF claimed?

FEF can be claimed via The Friendly Fish by parents or guardians by signing a declaration before the term the child is due to receive funding, and in addition to this checking eligibility for the additional 15 hours every 3 months if they are entitled to the additional 15 hours (making a total of 30 hours). These declarations confirm the child details and the number of hours of FEF funding being claimed.

For each term claim, a child must be in attendance at the nursery on or before the term Headcount Date advised by the Local Education Authority. The Headcount Date is a specific date usually towards the beginning of each term.

If a child starts at the nursery after the Headcount Date, we will submit a late claim to the Local Education Authority but cannot provide free childcare until approved. Please understand this is normally only permitted by the local authority for exceptional circumstances.

If a child leaves The Friendly Fish during a term then the FEF claimed through The Friendly Fish will be adjusted to reflect the actual hours attended at the Nursery.

How is FEF reflected in invoices and payments?

In line with the government Code of Practice, The Friendly Fish administers the FEF “free at point of delivery”. This means that the FEF hours are deducted from parents’ invoices and parents are never charged for those FEF hours.

What happens if booking patterns change?

If a parent wishes to change their booking pattern during the course of a term this must be agreed with the Nursery Manager. It will be subject to availability. Parents will need to complete a new FEF declaration if the number of FEF hours changes.

The change in FEF hours may change the value of the monthly invoice. This depends on the fee rates and number of new sessions booked compared to previous sessions booked. The first invoice to reflect the change will be the one for the month after the month of changed booking pattern.

If I have a fully funded space do I need to give notice to leave?

If you have a fully funded space with us, by signing appropriate registration forms with The Friendly Fish you are obliged to complete the current half term period that you are in when you wish to give notice to leave.

Where can I find out more on FEF?

www.childcarechoices.gov.uk

The early Years Pupil Premium.

The pupil premium was put into place from 1st April 2015. This will allow eligible children from disadvantaged backgrounds to have childcare settings access additional funding which will support their development. The aim of the Early Years pupil premium (EYPP) is to close the gap between children from disadvantaged backgrounds and their peers by providing funding to early years providers to help them to raise the quality of our provision.

To see if families are eligible they should complete relevant sections on free entitlement form, and the Nursery can send through a claim – we will be informed if any child is eligible, and will of course confirm this with families. To access this we will need the National Insurance number of the main carer – we will ask for this on a Parent declaration form for the free entitlement ready for when your child first accesses 3 & 4 year old funding – as detailed above. Please read for further guidance on how this funding is allocated – noting that it is not us that make this decision – is it to do with a family's house hold income and will be calculated by Department for Education.

Children that are eligible for this EYPP the Friendly Fish will be provided with the appropriate funding. The funding provided by EYPP to The Friendly Fish will be used in a variety of ways, which we have listed some of below. Any funding allocated will be allocated as we see fit, and the impact on any funding will be reviewed annually – this looking at progression of individual children, seeking parents/carers reviews of anything we have implemented – as well as those of staff. We will want to ensure that the funding is used both appropriately and most importantly to make a difference to those children who require it the most.

Of course all children will benefit from this; however EYPP aims to specifically bridge the gap between children from disadvantaged backgrounds and their peers.

How EYPP may be used within the setting:

Staff training in specific areas identified i.e. speech and language

Identified lacking resources – that specifically will have an impact on those identified children

Home learning packs

Identify with parents areas the children might lacking outside of the nursery and arrange for the opportunity to them within the setting