

Free Entitlement

What is Free Entitlement?

Free Entitlement (F.E.) is effectively 570 Universal or 1140 Extended hours of free childcare a year for 2, 3 and 4-year olds funded by the government.

You may have heard the entitlement referred to as '15 (Universal) hours per week' or '30 (Extended) hours a week'. This is because in term time only nursery settings the entitlement is given as 15 or 30 hours for the 38 school weeks each year.

Green Roots is registered as a provider of the Free Entitlement. The funding is received directly to Green Roots and enables you to receive your free childcare.

As Green Roots is not a term time setting, we claim funding for 51 weeks of the year, the non-funded week will be during the last week in August. Your entitlement is therefore worked out as 11 or 22 hours a week (an annual total of 561 Universal or 1122 Extended).

| Term | Start of term | End of term | Number of weeks |
|-----------------|--------------------------------|------------------------------|-----------------|
| Autumn | 7 th September 2020 | 1 st January 2021 | 17 |
| Spring | 4 th January 2021 | 16 th April 2021 | 15 |
| Summer | 19 th April 2021 | 27 th August 2021 | 19 |
| Non funded week | 30 th August 2021 | | 1 |

Eligibility

Some 2-year olds and all children from the term after their 3rd birthday are entitled to Universal hours, and some 3 and 4-year olds are eligible for Extended hours. To check eligibility please use the following website: www.childcarechoices.gov.uk Once your child becomes eligible for the Extended hours you will need to inform us by providing us with your unique code and following our checks we will be able to claim the additional hours.

Once your child has started to receive 2-year-old or standard 3 and 4-year-old F.E, it continues until the end of term before your child starts full time school, however **with the Extended hours you need to check your eligibility every 3 months.**

When can my child begin their Free Entitlement?

We recommend you apply at least the term before your child will be able to take the extra hours. For example, if your child turns 3 in the spring term you will be able to use your extended entitlement from the beginning of the summer term and therefore, we advise you apply in the autumn or spring term.

Children can begin to receive their F.E. hours from the term after their 3rd birthday or 2nd birthday if they meet the Eligibility Criteria (please see chart below). Sessions must have started by the headcount date and after this date we are unable to reduce or increase the number of funded hours until the following term.

| Child's birthday | When you can claim from |
|--------------------------------|-------------------------|
| 1st April to 31st August | Autumn term |
| 1st September to 31st December | Spring term |
| 1st January to 31st March | Summer term |

Grace Periods

The grace periods apply when a parent either loses eligibility or does not revalidate their code in time. The length of the grace period will depend on at which point in a term the code becomes invalid. If a code runs out due to ineligibility or failure to revalidate during the first half of a term, you will continue to receive your extended entitlement until the end of that term. If the code runs out during the latter half of a term, you will receive your extended entitlement until the end of the following term.

Should a parent fail to regain eligibility or revalidate their code they will continue receive the universal 11 hours for their child. You must inform us immediately if your child is no longer eligible for the Extended hours.

| Date parent receives ineligible decision on reconfirmation | Grace period ends |
|--|---------------------------|
| 1 st January - 10 th February | 31 st March |
| 11 th February - 31 st March | 31 st August |
| 1 st April - 26 th May | 31 st August |
| 27 th May - 31 st August | 31 st December |
| 1 st September - 21 st October | 31 st December |
| 22 nd October - 31 st December | 31 st March |

What are the eligibility criteria for parents to be entitled to 30 hours' free childcare?

Eligibility will be determined by HMRC and the criteria are as follows;

1. Both parents are working (or the sole parent is working in a lone parent family) and each parent earns on average: a weekly minimum equivalent to 16 hours at National Minimum Wage (NMW) or National Living Wage (NLW) and less than £100,000 per year.
2. One/both parent/s is away on leave (paternal, maternal, adoption leave etc.)
3. One parent is employed, and other parent has either: substantial caring responsibilities and/or disability

What do I have to do to access the Free Entitlement with Green Roots?

Shortly before the beginning of each term, we identify which children become eligible for F.E. you will be asked to sign a Parent Declaration, setting out the agreed hours and patterns of access to the FE. Your entitlement may be split with one other provider if you wish, as long as you do not exceed your entitlement of 570 or 1140 hours, if you have already claimed the full hours at provider 1, you cannot claim at any other provision. If you decide to access your F.E. at more than one provider, you must inform us and will be asked to sign a Parent Declaration at both settings. You must ensure your child is registered and have started their sessions with us by Headcount date.

What happens if my child already attends Green Roots?

If your child already attends Green Roots, once you are eligible for funding, we will assume you want to continue accessing the same sessions and we will automatically convert some of your childcare sessions to funded sessions. Any changes you wish to make to your child's sessions we ask that this is done prior to the term starting. Please note that you will still be required to sign a Parent Declaration, you will also be required to bring your child's Passport or Birth Certificate for us to take a copy.

Can I claim funding after Headcount?

In exceptional circumstances claims for Free Entitlement after Headcount may be accepted. To make a Post Headcount claim we will require you to complete the relevant forms, the Local Authority will then decide whether to approve the funding. We will not be able to provide your child with funded hours until we have received approval from the Local Authority.

What are the associated charges?

We offer the ability to book any of our session, the first 11 or 22 hours your child attends each week are free. However, you will be charged for the following;

Additional hours

- You will be charged for any additional hours of childcare your child has over and above the free entitlement. (If your child attends a second nursery setting, your childcare funding will be split between settings and therefore you will be liable for any hours over and above the funding.)

Additional services charge

- An additional services charge (A.S.C) is applicable (please see chart below), this is to cover the costs of the additional services we provide for example meals, snacks and drinks, toiletries such as sun cream and nappies, also extra activities such as workshops, visits and outings.

Non-funded week

- The last week in August is a non-funded week, you will be required to pay for this week in full.

| Session | | Number of hours | 2-year-old A.S.C | 3-year-old A.S.C |
|--|-------------|-----------------|------------------|------------------|
| Morning | 08:00-13:00 | 5 | £11.00 | £11.40 |
| Afternoon | 13:00-18:00 | 5 | £7.00 | £8.40 |
| School Day | 08:00-16:00 | 8 | £14.70 | £15.14 |
| Full Day | 08:00-18:00 | 10 | £15.50 | £16.30 |
| Stand-alone funded session (am session for extended hrs only in addition to afternoon session) | 09:15-11:30 | 2hrs 15 mins | £0 | £0 |
| | 13:30-15:45 | 2hrs 15mins | £0 | £0 |
| Additional hours (hours over first 11 or 22 funded hours each week) | | | £5.10 | £4.42 |

Stand Alone Free Entitlement sessions

We offer a limited number of Stand Alone F.E sessions Monday to Friday during our 249 open days each year. You can book a maximum of 5 sessions a week if claiming Universal hours and 10 sessions a week if claiming Extended hours. These are offered in line with our Admissions policy on a term by term basis. No additional services are provided during these sessions and so no charges apply. We do not offer top up hours for these sessions.