

11.1 FEEE Policy

Free Early Education Entitlement (FEEE) Policy, including FEEE 3&4 year olds, FEEE 2 year olds, the Extended Entitlement offering up to 30 hours funded childcare and EYPP

Policy statement

All three and four-year-olds are entitled to 15 hours of free early learning a week (up to 30 hours for eligible families) until they either go into reception class or reach compulsory school age (the term following their fifth birthday). Children will qualify from the term after your child turns three. At Springfield Bees this is calculated over a maximum of 38 weeks. Free Entitlement funding comes from central government to the local authority, who then set the funding rates and make payments to providers. No direct payments are ever made to parents. Some families may also be eligible to receive the Free Entitlement for 2 year olds, the criteria of which is set out below. Springfield Bees are committed to offering free early education to all qualifying children regardless of their family circumstances. We do not charge 'top up' fees or include compulsory costs during sessions. Free early education is delivered free at the point of delivery.

FEEE for 3 and 4 year olds

Free Early Education Entitlement for 3-4 year olds

All three and four-year-olds are entitled to 15 hours of free early learning a week (up to 30 hours for eligible families) until they either go into reception class or reach compulsory school age (the term following their fifth birthday). This free entitlement is usually paid from the term after your child turns three. To see when your child is eligible please see the cut-off dates below.

Born on or between	Terms for eligible funding
1 January – 31 March	Summer term (April onwards)
1 April – 31 August	Autumn term (September onwards)
1 September – 31 December	Spring term (January onwards)

Using Free Early Education Entitlement

The 15-hour entitlement can be used:

- over a minimum of two days or a maximum of five days, at a minimum of 2.5 hours a day and a maximum of 10 hours a day
- over 38 weeks, or pro-rata over a maximum of 50 weeks per year. Some providers, such as independent schools, may offer less than 38 weeks. However, they must offer a minimum of 33 weeks and 11 in any one term
- anytime between 7am – 7pm, depending on the sessions offered by your chosen provider
- through a maximum of two childcare providers – you should arrange this with your chosen provider
- without being subject to conditional additional payments.

How to claim Free Early Education Entitlement

Springfield Bees will be able to claim funding from Essex County Council. The funding is paid directly to us on a termly basis.

Each term we will ask you to sign a parent/carer agreement form. The form is your commitment to Springfield Bees for your child's place for that term. We will then submit the form to Essex County Council to claim the Free Early Education Entitlement for the next term.

The 30 Hours Extended Entitlement

The government has committed to doubling the amount of free childcare from 15 to 30 hours a week for **working parents of three and four year olds** from September 2017 to support parents who wish to work, or to work more hours.

The funding will be available for a child the term **after** their third birthday

Springfield Bees are able to accept children that qualify for the 30 hours extended entitlement subject to places being available.

Eligibility

Parents of three and four year olds will need to meet the following criteria in order to be eligible for 30 hours free childcare:

- Both parents (or one parent in lone parent household) earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months. This equates to £115 a week (or c.£6,000 a year) for each parent over 25 years old or £111.20 a week (or c. £5,700 a year) for each parent between 21 and 24 years old.
- This applies whether you are in paid employment, self-employed or on zero hours contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If a non-EEA national, the parent must have recourse to public funds.

A parent will **not** receive a 'yes' decision where:

- Either or both parents have an income of more than £100,000
- The parent is a non-EEA national and subject to immigration control (and has no recourse to public funds)

To check whether you could be eligible for a range of government childcare offers, including 30 hours, via Childcare Choices at: <https://www.childcarechoices.gov.uk> or the Childcare Calculator at: <https://www.gov.uk/childcare-calculator>.

How to apply and claim for the Extended Entitlement (30 hours)

HMRC and DfE have created a joint online application process for the entitlement and Tax Free Childcare <https://childcare-support.tax.service.gov.uk/par/app/applynow>

If you don't want to use Tax-Free Childcare you should still apply via the digital childcare service where you can choose to apply for the extended entitlement only. If you receive financial support through tax credits and only want to take up 30 hours, you can choose not to apply for Tax-Free Childcare (and keep your tax credits) as part of the application.

If you are only eligible/wish to claim the universal 15 hours entitlement for 3 and 4 year olds you **do not** need to apply via the digital service.

You will need to apply the term before your child turns 3. If you leave it late you will have to wait until the following term before you receive funding.

What happens if I am no longer eligible?

You will receive a 'grace period' – this means you will be able to keep your childcare for a short period. Once the 'grace period' has lapsed, you may be entitled to the universal 15-hour entitlement.

You **MUST** reconfirm your eligibility around **every three months** (when prompted by HMRC) in order to receive the funding. If you do not reconfirm you will become ineligible.

In order to apply you will need to pass the following onto Springfield Bees Pre-School:

- Your 11 digit 30 hour eligibility code (starting in 5000...).
- Parents National Insurance Numbers
- Child's Date of Birth.
- Consent that we can validate your code.

Springfield Bees will complete a short form for this purpose.

Once we have received notification that the code has been successfully validated and offered additional hours then your space will be confirmed.

Please note, Springfield Bees are unable to contact HMRC on your behalf to discuss individual issues regarding the 30 hours Extended Entitlement. If parents do not reconfirm their eligibility and supply the Pre-School with necessary information your child's place may be at risk and we will require payment in full to confirm your child's future place. If you are experiencing difficulties with your account please contact the HMRC Customer Interaction Centre on 0300 1234097.

FEEE for 2 Year Olds

Free Early Education Entitlement for qualifying 2 Year Olds.

The FEEE for two year olds is not a universal offer, only eligible children may access this funding via an application process. Families can apply for funding online, or through a childcare provider, Children's Centre/Family Hub, health visitor, social worker or specialist teacher.

To apply online the parent/carer should go to https://emsonline.essexcc.gov.uk/CitizenPortal_LIVE/ and register.

They then need to Log in and click on 'Funded Early Education for Two Year Olds' to complete an application. Once the application is submitted eligibility will be checked and if eligible the applicant will be given a reference number which they can take to a childcare provider to access the free place.

Two year olds who meet any one of the following criteria are eligible for the FEEE:

- They meet the criteria used to determine eligibility for Free School Meals as follows
- Their family receives Income Support
- Their family receives Income-based Job Seekers' Allowance
- Their family receives Income-related Employment and Support Allowance
- Their family receives Support under Part VI of the Immigration and Asylum Act 1999
- Their family receives The Guaranteed element of State Pension Credit
- Their family receives Child Tax Credit (but not Working Tax Credit) and have an annual income not exceeding £16,190
- Their family receives Working Tax Credit during the four week period immediately after their employment finishes or after they start to work less than 16 hours per week
- Their family receives Working Tax Credits and have annual gross earnings of no more than £16,190

- They have a current statement of Special Educational Needs (SEN) or an Education, Health and Care plan
- They are entitled to Disability Living Allowance
- They are looked after by a local authority
- They are no longer looked after by the local authority as a result of an adoption order, a special guardianship order or a child arrangements order which specifies with whom the child lives.

Early Years Pupil Premium

The early years pupil premium (EYPP) is additional funding for early years providers to improve outcomes for children by providing them with enhanced learning and development support. This means that for children from low income families accessing the Free Early Education Entitlement (FEEE), providers are entitled to receive additional funding of up to £300 per year. Springfield Bees will work in partnership with parents to carefully consider the learning and development needs of the child. To qualify for EYPP you will need be in receipt of one of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit

If you are eligible for one or more of the above specified benefits, you will need to enter the following details in the EYPP Parent Details Form for Providers. These details will then be forwarded to the local authority for approval.

- Parent's forename and surname
- Parent's date of birth
- National insurance number of qualifying parent, or
- Asylum seeker reference number of qualifying parent

Springfield Bees Pre-School use the funding in a variety of ways, including:

- Training
- Increasing adult ratios
- Specific intervention programmes such as small group activities
- High quality activities such as developing language
- Supporting additional needs or EAL
- Targeted resources

Please speak to the Pre-School Manager if you feel you may eligible for EYPP or any of the funding available.

This policy was adopted by	Springfield Bees Pre-School
On	_____ (date)
Date to be reviewed	_____ (date)
Signed on behalf of the provider	_____
Name of signatory	_____
Role of signatory (e.g. chair, director or owner)	_____

