



## **Free Entitlement Policy**

### **Including 2 Year Offer, 3 Year old Universal Funding and 30 Hours Free**

Millers Dene Day Care offers funded places for eligible 2 and 3 year olds including 30 hours.

#### **2 Year Offer Eligibility**

Eligible children are entitled to 15 free hours per week/ 570 hours over 12 months. Children who meet the criteria will be eligible for funding the term after their 2<sup>nd</sup> birthday.

#### **2 Year Offer Criteria**

If you claim one of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit
- tax credits and you have an annual income of under £16,190 before tax
- the guaranteed element of State Pension Credit
- support through part 6 of the Immigration and Asylum Act
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

A child can also get free early education and childcare if any of the following apply:

- they're looked after by a local council
- they have a current statement of [special education needs \(SEN\)](#) or an education, health and care (EHC) plan
- they get [Disability Living Allowance](#)
- they've left care under a special guardianship order, child arrangements order or adoption order

#### **3 Year Old Universal Funding**

All children aged 3 years old are eligible for 15 free hours per week/ 570 hours over 12 months the term after their 3<sup>rd</sup> birthday.

## **30 Hours Free for 3 Year Olds of Working Parents.**

Eligible children will be entitled to 30 hours free per week / 1140 over 12 months. Children who meet the criteria will be eligible to access 30 free hours the term after their 3<sup>rd</sup> birthday.

### **Eligibility**

You can usually get 30 hours free childcare if you (and your partner, if you have one) are:

- in work - or getting parental leave, sick leave or annual leave
- each earning at least the [National Minimum Wage or Living Wage](#) for 16 hours a week - this is £120 if you're over 25

This earnings limit doesn't apply if you're self-employed and started your business less than 12 months ago.

You're not eligible if:

- your child doesn't usually live with you
- the child is your foster child
- either you or your partner has a [taxable income](#) over £100,000

You can get 30 hours free childcare at the same time as claiming Universal Credit, tax credits or childcare vouchers.

Visit this website to check your eligibility: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### **If you can't work**

You may still be eligible if your partner is working, and you get Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance or Employment and Support Allowance.

### **Term Dates**

#### **A child born between the dates below**

- 1 April to 31 August will be eligible for a free place from the start of the Autumn school term (early September)
- 1 September to 31 December will be eligible for a free place from the start of the Spring school term (early January)
- 1 January to 31 March will be eligible for a free place from the start of the Summer school term (early Easter)

### **How to access a funded place at Millers Dene Day Care**

Millers Dene operates a waiting list for all children including fee paying and funded children.

Before a funded place is offered a day care application form and parent agreement form must be completed and eligibility confirmed.

Existing children who become eligible must also complete a parent agreement form to access funding.

Places will be offered according to availability and our admissions criteria. Places will be offered no more than 4 weeks in advance of start date.

### **Funded Places Only**

Children accessing funded only sessions will have their entitlement stretched over the year as we are unable to offer term time only places. A stretched place ensures that children are able to access their full entitlement over the course of the year.

15 hours will be stretched up until the beginning of the summer holidays when accessing 3 sessions per week.

Accessing 2 sessions per week will enable funding to be stretched for the full year.

30 hours will be stretched for 51 weeks equating to children accessing 22 hours per week.

### **Combined Places**

Children will access their funded sessions and pay for additional sessions. This may mean having additional sessions during the week over and above their entitlement; or using their entitlement during term time and then paying for their allocated sessions during school holidays.

### **Changes in attendance**

Changes in attendance must be requested at the day care office and authorised by the Day Care Manager or the Deputy Day Care Manager. Changes in attendance will only be authorised if there is availability and a change of attendance form is completed. An admin fee of £5 may be charged for change of attendance as per the nursery terms and conditions.

### **Decreasing attendance**

4 weeks' notice must be given to decrease attendance, the notice period will take effect only after a change of attendance form has been completed at the day care office and authorised by the Day Care Manager or the Deputy Day Care Manager.

### **Increase attendance**

Fee paying places are able to increase attendance with immediate effect providing there is availability and a change of attendance form has been completed and is authorised by the Day Care Manager or the Deputy Day Care Manager.

Children accessing their full entitlement either as a stretched place or combined place will be charged for the additional sessions if there is no funded hours left to access.

### **Existing Fee Paying Children Who Become Eligible For Funding**

Children who become eligible to access 2 year offer, 3 year old universal funding or 30 hours free whilst already attending Millers Dene will continue to keep their allocated sessions and their fees adjusted accordingly.

Existing children who wish to increase their attendance after becoming eligible will need to complete a ***request to increase attendance form***. This does not guarantee an increase in attendance, additional sessions will be offered subject to availability.

The increase will be formally agreed once a change of attendance form is completed and authorised by the Day Care Manager or the Deputy Day Care Manager.

Additional sessions will only be confirmed 4 weeks prior to the requested increase date as Millers Dene are unable to hold places open.

### **Funded Places Charges**

Children accessing funded hours will be charged for lunch and/or tea.

Late collection charges will also apply if a child is collected late according to our late collection policy.

| <b>This policy was adopted on</b> | <b>Signed on behalf of the nursery</b> | <b>Date for review</b> |
|-----------------------------------|--|------------------------|
| 27/01/2023                        | C.wardle                               | 27/01/2024             |