

## Early Education Entitlement (EEE) Policy

This policy relates to the 15 (universal entitlement) and 30 hours (extended entitlement) per week free entitlement for 3 and 4 year olds and the 15 hours per week free entitlement for 2 year olds (where eligible) which is available for 38 weeks per year (term time only).

No EEE session:

- Can be longer than 10 hours
- Can be before 6am or after 8pm
- Can be taken over more than 2 sites in one day

Birmingham City Council state that “Parents will have a choice of provider, but the entitlement to a funded place does not offer a guarantee of a place at any one provider or funded hours outside the model being offered by the chosen provider.” Whilst Aston University Nursery and Pre-school will try to offer the free entitlement as flexibly as possible we have set sessions that can be offered which fit in with the usual session times of the nursery. EEE sessions will need to be taken within the standard nursery session times and availability may restrict options.

### *Early Education Entitlement eligibility*

All children are eligible for the universal entitlement the term after their third birthday:

<b>Child’s third birthday</b>	<b>When you can claim</b>
1 January to 31 March	The beginning of term on or after 1 April
1 April to 31 August	The beginning of term on or after 1 September
1 September to 31 December	The beginning of term on or after 1 January

The nursery will offer two types of contract when the free entitlement is being used to pay for nursery care. There will be a fee paying contract and a free entitlement contract.

### *Fee Contract*

The fee contract will be an all year round nursery place based on the 51 weeks per year that the nursery is open. This contract will reduce the total number of hours that you are charged for and the free entitlement is ‘stretched’ over the 51 weeks that the nursery is open. The fee contract will include all meals and is the only contract which allows children to attend from 7:30am.

To determine the deduction from fees the following hourly rate calculation is used for all year round nursery places:

£38 (external weekly rate / 5) + £44 (external daily rate) = £82  
 £82 / 2 = £41 (average daily rate including food)

£41 – Lunch	£1.60
Breakfast	£0.80
Tea	£1.10
Snacks	£0.25

= £37.05 (average daily rate minus food)

£37.25 / 10.5 (hours per day) = £3.54 (average hourly rate)

The nursery applies a £3.56 deduction per funded hour.

#### *Free entitlement contract*

This contract offers a totally free place for either the universal or extended entitlement, depending on parent's eligibility, over 38 weeks per year. There is no option to purchase additional sessions on a term time only basis. This contract does not include the lunchtime meal which can either be provided from home or purchased from the nursery at the current cost of £1.65 per meal.

Places on a free entitlement contract will be allocated for one term, depending on space availability. Parents will need to reapply each term if they wish to continue the free entitlement at Aston University Nursery and Pre-school.

#### *Extended Entitlement (30 hours)*

Eligible children of working parents will be entitled to the extended entitlement. It is the parent's responsibility to check their eligibility. This can be checked during the term that the child turns 3:

- <http://www.chilcarechoices.gov.uk>
- <https://www.gov.uk/childcare-calculator>

Children who attend the nursery all year round and who access the extended entitlement will be charged the following monthly rate depending on their booking pattern:

Days per week	3 days	4 days	5 days
<b>Cost per month (staff, students and affiliates)</b>	£197.30	£375.80	£426.80

<b>Cost per month (external customers)</b>	£222.80	£409.80	£469.30
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If your child attends for half day sessions please speak to a member of staff to confirm the monthly rate.

The extended entitlement only can be stretched over:

51 weeks per year which can be taken as five morning (8:30am – 1pm) or afternoon sessions (1pm – 5:30pm). The final week would be 7.5 hours.

46 weeks per year which can be taken as two full days (8am – 6pm) and one morning or afternoon session (8am – 1pm or 1pm – 6pm). The final week would be 15 hours. The 46 weeks will run consecutively from the beginning of the autumn term.

If you are no longer eligible for the extended entitlement Birmingham City Council will notify the nursery with the end date for the free entitlement which will be implemented by the nursery.

<b>Date Parent receives ineligible decision on reconfirmation</b>	<b>LA audit date</b>	<b>Grace period end date</b>
1 January – 10 February	11 February	31 March
11 February – 31 March	1 April	31 August
1 April – 26 May	27 May	31 August
1 September – 21 October	22 October	31 December
22 October – 31 December	1 January	31 March

You will then be moved to the universal entitlement and charged appropriately if you are on a 'Fee Contract'. If you attend more than one provider and choose not to take up the universal entitlement at Aston University Nursery and Pre-school you will be charged the usual rate depending on your booking pattern or you will need to provide notice to terminate your nursery place.

### *Universal entitlement*

All 3 and 4 year old children are eligible for the universal entitlement (38 weeks per year).

Children who attend the nursery all year round and who access the universal entitlement will be charged the following monthly rate depending on their booking pattern:

Days per week	2 days	3 days	4 days	5 days
<b>Cost per month (staff, students and affiliates)</b>	£187.90	£366.40	£544.90	£595.90
<b>Cost per month (external customers)</b>	£204.90	£391.90	£578.90	£638.40

If your child attends for half day sessions please speak to a member of staff to confirm the monthly rate.

If your child attends for the universal entitlement only the sessions must be taken over a minimum of 2 days. The following sessions are available:

- 8am – 1pm (5 hours)
- 1pm – 6pm (5 hours)
- 8:30am – 4pm (7.5 hours)
- 8am – 6pm (10 hours)

#### *2 Year Old free entitlement (15 hours)*

Children will be entitled to 15 hours free entitlement the term after their second birthday if they meet certain eligibility criteria. These places will be treated the same as the universal entitlement, depending on which contract is signed up to.

You can check your eligibility here:

[https://www.birmingham.gov.uk/info/20130/childcare\\_and\\_early\\_years/629/free\\_childcare\\_and\\_education\\_for\\_2\\_to\\_4\\_year\\_olds](https://www.birmingham.gov.uk/info/20130/childcare_and_early_years/629/free_childcare_and_education_for_2_to_4_year_olds)

Your child will remain eligible for the 2 year old free entitlement until they become eligible for the universal entitlement for 3 and 4 year olds.

#### *Completion of free entitlement paperwork*

Parental declaration forms will be provided to all parents at the start of each term. Parents must complete and return the forms by the date specified in the letter. Failure to do so may result in the free entitlement being withdrawn for that term and the usual nursery fees being charged for hours taken so far. Parents must also provide proof of address which is required by Birmingham City Council to allocate the funding.

When accessing multiple providers the signed parental declaration form must also confirm which provider is supplying the universal and extended entitlement (if eligible).

The booking pattern must stay in place for the whole of the term. Changes within the term will not be supported by Birmingham City Council (unless extenuating circumstances apply and are agreed by the Local Authority). If you choose to 'stretch' your entitlement over 51 weeks you will be unable to change this until the next academic year. If you have stretched your entitlement and your child leaves the nursery towards the end of the summer term you will be able to take the remaining hours but there is no monetary value that would be returned to you if you choose to not take up the remaining hours. The nursery will inform Birmingham City Council that your child has not taken their full entitlement.

#### *Business Planning and Audit Arrangements*

Parents must notify the nursery of any absences. If your child is absent on their days of attendance there is no facility to use the EEE hours at another time.

The maximum absence of a child from a provision when claiming EEE funding is four consecutive weeks. The nursery must notify the Early Years Team when a child permanently leaves, or is absent for two or more week for their EEE sessions. Providers must phone the early years duty line 0121 675 4996 or 0121 675 1943 within 2 weeks of the child's first absence to request a missing child form. Failure to do so may result in the removal of EEE funding.

Internal use only

<b>This policy was adopted on</b>	August 2017
<b>Signed on behalf of the nursery</b>	
<b>Date disseminated to staff</b>	August 2017
<b>Date for review</b>	August 2018