

Early Years Universal Free Entitlement for 3 and 4 Year Olds (15 hours)

September 2022 - August 2023



All eligible 3 and 4 year olds are entitled to access up to 15 hours a week of free part-time early years education in an approved provider (day nurseries, pre-schools or independent schools in the private, voluntary and maintained sector). The entitlement starts the term after your child's third birthday.

The free entitlement of 15 hours per week over 38 weeks or pro-rata per year can be claimed over a maximum of two providers at any one time within Harrow or another Borough (If your child attends more than one setting it is **your responsibility** to inform them both).

The free entitlement must be taken over a minimum of 2 days per week, for example:

three hours a day over five days of the week,
five hours a day over three days of the week, or
15 hours over 2 days

It can be offered flexibly but in any one day, the limits are:

No session longer than 10 hours.
No session shorter than 2.5 hours.
Not before 7am or after 7pm.

When will my child be eligible for the free entitlement?

Children become entitled on 1 January, 1 April and 1 September.

Your child becomes eligible from the start of the term after they become 3 years old.

Child born between	Term they can start
1 September and 31 December is eligible from January	Spring Term
1 January and 31 March is eligible from April	Summer Term
1 April and 31 August is eligible from September	Autumn Term

For example, if your child is born on 1 April 2018, their third birthday will fall on 1 April 2021 and they will become entitled for the free entitlement from the beginning of the autumn term in September 2021. (Where the Easter holiday falls has no bearing regarding eligibility).

When will the free entitlement finish?

The free entitlement finishes at the end of the school term before they reach statutory school age (the term after the child's fifth birthday). However if your child starts school before this time (even if it is on a part time basis), then the free entitlement will stop at the early years education childcare provider (day nurseries, pre-schools or independent schools in the private, voluntary and maintained sector) as the child is receiving education at school which is free.

How do I arrange for my child to have their free entitlement?

- You will need to contact the early years education provider that you are currently using (or intend to use) for your child's care and education.
- The provider will check when your child will become eligible. If your child is eligible, you will be asked to complete a funding claim form and sign it by the headcount week (headcount week dates are listed on page 4). Children enrolled after this date but before the half term may receive half of the terms funding. You must satisfy yourself that your childcare provider has the full details of your child (including date of birth, home address and postcode), and check that the numbers of days/hours attended are correct and then sign the claim form. After signing the claim form, your child must be in attendance for at least two weeks in order to receive any funding.
- Your provider will then claim funding for your child's place from Harrow Council. The funding will go to the childcare provider direct.

- If you decide to change your childcare provider part way through a term - the free entitlement **will not** automatically transfer with your child to your new provider (talk to your provider before you make a decision or call the Families Information Service). Please make sure you check the notice period at your childcare provider before moving your child.
- You cannot be charged for any part of the funded hours, either directly or indirectly. Providers might ask you to pay the fees, but the fee will be returned to you later when the provider receives the grant. This is a matter of agreement between you and the provider. Please note, you may be charged a deposit or registration fee to secure a place. Extra hours taken in addition to the free entitlement will be charged at the provider's rate.
- The provider can charge for additional services (e.g. meals, trips, additional lessons/classes outside of the Early Years Foundation Stage). It is recommended that you discuss any additional fees with your chosen childcare provider prior to taking up the place.
- Your childcare provider should set out their invoices clearly, so you can easily recognise and understand your free entitlement and any additional fees relating to extra services and hours. **Please check any contract/ agreement before signing it.**
- If a child is attending a local authority school nursery for 15 hours a week (which is the most common pattern of attendance) no other setting can claim. If your child attends less than the 15 hours offered by the school, as well as a private or voluntary nursery, the school automatically receives the whole of the grant, so another setting cannot claim for the balance of the 15 hours not claimed in the school nursery.

- A child moving to England from another country is entitled to free early years provision on the same basis as any other child regardless of whether they have British citizenship.
- If your child has a special educational need or disability, please speak to your childcare provider in regards to what additional support may be available.
- Free Early Education does not affect benefits received. However, the funding does mean that your childcare costs will be lower, so if you are claiming the childcare element of the Working Tax Credit, you should only claim for the childcare fees you are paying for to prevent an overpayment. For further information on tax credits please contact: HMRC – 0345 300 3900 or visit:
www.hmrc.gov.uk/taxcredits

Please note if your child goes to a childminder you must check with them if they are registered to receive the funding.

It is a criminal offence to make false claims for funding and any suspected false claims will be treated seriously and the appropriate action taken.

No of fund- ed weeks	No of hours claimed	Hourly- rate	Half term payment	Full term payment
11	15	£5.09	£419.93	£839.85
12	15	£5.09	£458.10	£916.20
13	15	£5.09	£496.28	£992.55
14	15	£5.09	£534.45	£1068.90
15	15	£5.09	£572.63	£1145.25

HARROW SCHOOL TERM DATES 2022/2023

Autumn Term 2022:

Thursday 1 September - Friday 16 December

Half term: Monday 24 October - Friday 28 October

Eligible date of birth: 1 September 2017 to 31 August 2019

Headcount week: 22 - 28 September 2022

No of funded weeks: 14

Spring Term 2023:

Tuesday 3 January – Friday 31 March

Half term: Monday 13 February - Friday 17 February

Eligible date of birth: 1 January 2018 to 31 December 2019

Headcount week: 19 - 25 January 2023

No of funded weeks: 12

Summer Term 2023:

Monday 17 April - Friday 21 July

Half term: Monday 29 May - Friday 02 June

Eligible date of birth: 1 April 2018 to 31 March 2020

Headcount week: 4 May - 10 May 2023

No of funded weeks: 12

Extended Free Entitlement

Some families are entitled to an **additional 15 hours** per week (30 hours childcare). This will be dependent on whether you meet the national eligibility criteria. For further information please visit: www.childcarechoices.gov.uk

Finding an early years education provider

If your child is currently not attending an early years education provider then you can contact the Families Information Service (FIS) for details of registered childcare providers.

Telephone: 020 8901 2690 (option 2)

Email: fis@harrow.gov.uk

Resource Directory:

Childcare:

<https://live.cloud.servelec-synergy.com/Harrow/SynergyWeb/3>

Family Services:

<https://live.cloud.servelec-synergy.com/Harrow/SynergyWeb/2>

FIS Website: www.harrow.gov.uk/childcare

Address: Harrow Families Information Service
2nd Floor Civic Centre
Station Road
Harrow
HA1 2XY

