



FUNDED EARLY YEARS ENTITLEMENT FOR 3 & 4 YEAR OLDS

PARENTAL CONTRACT GUIDANCE NOTES

NOTE TO SETTINGS: YOU SHOULD ENSURE PARENTS UNDERSTAND THE INFORMATION IN THESE GUIDANCE NOTES AND WHERE NECESSARY SHOULD EXPLAIN THESE VERBALLY TO THEM.

TO PARENTS:

In consideration of your entry into this Parent Contract your child will receive up to 15 or 30 (if eligible) hours per week of Funded early years provision (the "Funded entitlement") for up to 38 weeks per year at the Setting(s) of your choice. Please note some settings may be able to offer this time spread over more than 38 weeks, if you are interested in this please ask the Setting for information.

When can my child start their Funded Entitlement?

Your child is eligible for the 15 hours Funded Entitlement from the beginning of the **next claim period following their 3rd birthday** which has the following effect:

a child born between 1 January and 31 March will become eligible at the start of **April**

a child born between 1 April and 31 August will become eligible at the start of **September**

a child born between 1 September to 31 December will become eligible at the start of **January**

Please note actually start dates will depend on how your chosen childcare provider operates.

Additionally your child is eligible for their 30 hours Funded Entitlement from the beginning of the **next claim period following their 3rd birthday** as laid out above and **the next claim period** (as laid out above) **following you** completing an application for the 30 hours and **receiving a valid 30 hours code**, [whichever is the later date.](#)

For example: If your child turns 3 on the 31st of August but you do not apply for the 30 hours until the 4th of October your child would not be eligible to start the 30 hours placement until January but would be able to start their universal 15 hours from September.

IMPORTANT NOTE

The purpose of the Parent Contract is to make sure that:

- (a) your child is not funded for more than the number of hours they are eligible for, either 15 or 30 (if eligible) hours per week for 38 weeks or a lower amount of weekly hours if spread across for more than 38 weeks per year: This equates to a maximum of 570 or 1140 (if eligible) hours in total per year.
- (b) the Setting can make the right claim for funding;
- (c) you commit to the hours and pattern of access noted on this form at the Setting(s) of your choice for at **least one claim period.**
 - If you change Setting part way through the claim period you will **not be able to claim your Funded Entitlement and you may incur a charge at the new Setting** unless you have received the express permission of the Setting(s) identified on the Declaration and the Local Authority, which will only normally be granted where there are exceptional reasons for the change.
 - If you change the hours of your claim part way through the claim period this change will only be accepted if you have exceptional reasons for making a change (even if you want to reduce your claim) as you have committed to the hours and pattern of access entered on this form for the whole of the claim period.

Examples of acceptable exceptional reasons may be:

- if your family leaves the area and the Setting is no longer accessible
- where the Setting is no longer accessible or providing you with the childcare to accommodate a change in shift patterns or relocation in your work or a new job
- suspension of the Setting's Ofsted registration or termination of their Contract with the Local Authority to provide the Funded Early Years Entitlement
- if your child's circumstances change on the recommendation of a professional (health visitor, family support worker, social worker, doctor) working with the child or family
- your Setting agrees that your contract can be ended or altered part way through the claim period
- if you are not able to access your child's agreed Funded entitlement hours with this Setting because they fail to provide it

If you join a Childcare Provider after the headcount date (at the start of the claim period/term), change Childcare Provider part way through the claim period, or change your hours of pattern of access part way through the claim period and it is **not** for one of the listed exceptional reasons in the box above (or for another reason which in the opinion of the Local Authority can be classed as exceptional) **you will not be able to claim these hours as your early years entitlement and will have to pay for your child to attend these hours until the start of the next claim period or keep your child at home until the next claim period.**

- (d) you agree the way you will take the universal 15 hours and the additional eligible hours for the 30 hour place. If you stop being eligible for a 30 hour place then you agree to revert to the pattern of universal hours as listed on this form.

Example of a child who is eligible for 30 hours entitlement. The child is taking their entitlements term time only (so over 38 weeks of the year). On a Monday they attend 6 Funded hours at nursery but pay for the childminder to pick them up and look after them for 1.5 hours. The other days of the week they just take Funded hours and no paid hours.

Setting Name(s) (A, B, C, etc)		Total Funded entitlement hours attended per day					Total hours per week	Weeks per year (e.g. 38, 45, 51)	Please enter U for universal 15 hours, A for additional hours of the 30 hour offer, P for paid hours
		Mon	Tue	Wed	Thur	Fri			
A	Bright and Breezy Nursery	6					6	38	U
B	St Lorna's school			9			9	38	U
C	Bright and Breezy Nursery		5		5		10	38	A
D	Lorna's childminding		2.5		2.5		5	38	A
E	Lorna's childminding						1.5	38	P
Total daily Funded hours attended		6	7.5	9	7.5	0		38	

Example of a child who loses eligibility and is only eligible for 15 hours entitlement following the end of their grace period.

Setting Name(s) (A, B, C, etc)		Total Funded entitlement hours attended per day					Total hours per week	Weeks per year (e.g. 38, 45, 51)	Please enter U for universal 15 hours, A for additional hours of the 30 hour offer, P for paid hours
		Mon	Tue	Wed	Thur	Fri			
A	Bright and Breezy Nursery	6					6	38	U
B	St Lorna's school			9			9	38	U
C	Lorna's childminding						1.5	38	P
Total daily Funded hours attended		6		9				38	

GRACE PERIODS

Details on the grace period dates are in the table below. For example if your code was given the ineligible status on 14 Jan then your (up to) 30 hours placement would be funded until 31 March giving you time to regain an eligible code again by resubmitting your information for revalidation or regaining employment to gain eligibility.

Table A:

Date Parent receives ineligible decision on reconfirmation:	LA audit date:	Grace Period End date:
1 Jan – 10 Feb	11 February	31 March
11 Feb – 31 March	1 April	31 August
1 April – 26 May	27 May	31 August
27 May – 31 August	1 September	31 December
1 September – 21 October	22 October	31 December
22 October – 31 December	1 January	31 March

HOW WE USE YOUR INFORMATION

The information you give in the Contract will be retained by your Setting(s) and Cheshire West and Chester Council. The Setting(s) hold information on children in order to support their development, monitor their progress, to provide appropriate pastoral care, and to assess how well the Setting as a whole is doing. This information includes contact details, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. From time to time Early Years Settings are required to pass on some of this data to local authorities, the Department for Education (DfE) and to agencies that are prescribed by law, such as Ofsted.

This information will be used to contact you about Cheshire West and Chester Council services and about services provided by our Children's Centre delivery partners. It may also be used to contact you about research on Children's Services. In accordance with the data protection regulations, Cheshire West and Chester Council will hold all data securely and treat it confidentially.

The local authority uses information about children for whom it provides services to carry out specific functions for which it is responsible. For example, the local authority will make an assessment of any special educational needs your child may have. It also uses the information to derive statistics to inform various decisions. The statistics are used in such a way that individual children cannot be identified from them.

1. Child Details

Please ensure you complete all details in this section. You should use the child's legal name as shown on their birth certificate. Settings and the Council will be entitled to request sight of your child's birth certificate as proof of your child's age and eligibility to claim the Funded Entitlement. Ethnicity Codes are listed below. If you do not want the ethnic origin of your child to be known please enter the code REFU.

Ethnicity Codes

AAFR - African Asian, **ABAN** – Bangladeshi, **AIND** – Indian, **AKPA** – Kashmiri, **AKAO** - Kashmiri other, **AMPK** - Mirpuri Pakistani, **ANEP** – Nepali, **AOPK** - Other Pakistani, **AOTA** - Other Asian, **AOTH** - Any other Asian background, **APKN** – Pakistani, **ASLT** - Sri Lankan Tamil, **ASNL** - Sri Lankan Sinhalese, **ASRO** - Sri Lankan other, **BAFR** - Black – African, **BANN** - Black – Angolan, **BAOF** - Other Black African, **BCON** - Black – Congolese, **BCRB** - Black Caribbean, **BEUR** - Black European, **BGHA** - Black – Ghanaian, **BNAM** - Black North American, **BNGN** - Black – Nigerian, **BOTB** - Other Black, **BOTH** - Any other Black background, **BSLN** - Black - Sierra Leonean, **BSOM** - Black – Somali, **BSUD** - Black – Sudanese, **CHKC** - Hong Kong Chinese, **CHNE** – Chinese, **CMAL** - Malaysian Chinese, **COCH** - Other Chinese, **CSNG** - Singaporean Chinese, **CTWN** – Taiwanese, **MABL** - Asian and Black, **MACH** - Asian and Chinese, **MAOE** - Asian/other ethnic group, **MBCH** - Black and Chinese, **MBOE** - Black/other ethnic group, **MCOE** - Chinese/other ethnic group, **MOTH** - Any other mixed background, **MOTM** - Other mixed background, **MWAI** - White and Indian, **MWAO** - White/other Asian background, **MWAP** - White and Pakistani, **MWAS** - White and Asian, **MWBA** - White and Black African, **MWBC** - White and Black Caribbean, **MWCH** - White and Chinese, **MWOE** - White/other ethnic group, **NOBT** - Information not yet obtained, **OAFG** – Afghan, **OARA** - Arab other, **OEGY** – Egyptian, **OFIL** – Filipino, **OIRN** – Iranian, **OIRQ** – Iraqi, **OJPN** – Japanese, **OKOR** – Korean, **OKRD** – Kurdish, **OLAM** - Latin/South/Central American, **OLEB** – Lebanese, **OLIB** – Libyan, **OMAL** – Malay, **OMRC** – Moroccan, **OOEG** - Other ethnic group, **OOOTH** - Any other ethnic group, **OPOL** – Polynesian, **OTHA** – Thai, **OVIE** – Vietnamese, **OYEM** – Yemeni, **REFU** – Refused, **WALB** – Albanian, **WBOS** - Bosnian – Herzegovinian, **WBRI** - White – British, **WCOR** - White – Cornish, **WCRO** – Croatian, **WEEU** - White Eastern European,

WENG - White – English, **WEUR** - White European, **WGRC** - Greek Cypriot, **WGRE** - Greek / Greek Cypriot, **WGRK** – Greek, **WIRI** - White – Irish, **WIRT** - Traveller of Irish heritage, **WITA** – Italian, **WKOS** – Kosovan, **WOTH** - Any other white background, **WOTW** - White other, **WOWB** - Other White British, **WPOR** – Portuguese, **WROG** – Gypsy, **WROM** - Gypsy / Roma, **WROO** - Other Gypsy / Roma, **WROR** – Roma, **WSCO** - White – Scottish, **WSER** – Serbian, **WTUC** - Turkish Cypriot, **WTUK** – Turkish, **WTUR** - Turkish / Turkish Cypriot, **WWEL** - White – Welsh, **WWEU** - White Western European

The Council and Provider need to know if your child has any special educational needs which may affect the level of funding your child receives. Please enter the appropriate code on the Contract where indicated.

SEN Codes

N = No Special Educational Needs

K = SEN Support (previously School Action, School Action Plus, Early Years Action or Early Years Action Plus)

E = Education Health & Care Plan (previously Statement of SEN)

2. Parent/ Guardian/ Carer Information

This should include the details of every person with legal Parental Responsibility for the child although the Contract only needs to be signed by one person with legal parental responsibility. You can find guidance on who has legal responsibility for a child at http://www.direct.gov.uk/en/Parents/ParentsRights/DG_4002954

3. Information as to Setting (s) hours and patterns of access

Your child is able to have up to 15 or 30 (if eligible) hours of Funded Early Years provision per week, for 38 weeks per year commencing the claim period after their third birthday, if your child is attending a childminder, nursery, pre-school playgroup or independent school (a setting) which is on the Council's register. **How you claim this time is something that you will agree with the Setting as they may provide it in different ways.**

You are able to claim 15 or 30 (if eligible) hours per week by either:

claiming all 15 or 30 (if eligible) hours with one council school or nursery unit, one childminder, one private day nursery, one independent school or one pre-school for the whole claim period;

or dividing the **universal** 15 hours between different settings e.g. 7.5 hours with a setting and 7.5 hours with another setting and dividing the **additional** 15 hours (if eligible) between different settings e.g. 9 hours at a setting and 6 hours at another setting.

You can claim the Funded Entitlement at up to two settings (on different sites) in one day, but you are only allowed to claim a **maximum of fifteen universal hours per week in total or up to an additional 15 hours (if eligible)**. For example if you attended a preschool (on a school site) in the morning, the school nursery on the same site (in the afternoon) and a childminder at a separate site late afternoon this would be ok. In other words settings on the same site do not count towards the maximum of 2 settings in one day. If you have already claimed all universal 15 hours or both the universal 15 hours and the additional 15 hours (the 30 place if eligible) at one setting you **cannot** claim any at another setting. If you are claiming your Funded Entitlement at more than one setting you will need to sign a separate contract with each setting and identify them both on each contract.

Setting Hours - Enter how you intend to claim the **universal (U)** up to 15 weekly hours at the setting/s, then enter the **additional (A)** 15 hours if you are eligible (making a total 30 hours place) and lastly enter any **paid (P)** for hours in the table.

Your Funded Entitlement must be delivered by the setting in sessions of a maximum of 10 hours in length in a single day. Your full 15 hours of Funded Entitlement can only be taken over a minimum of 2 days.

Some settings may offer a "stretched"/"spread" Funded Entitlement over more than 38 weeks, in which case the total number of hours that can be taken per week will be reduced proportionately.

For example:

- If you are taking just the universal 15 hours and stretching it across the year (through school holidays etc) your weekly hours might be affected as follows. Taken over 51 weeks of the year (1 week off for Christmas) would change your hours to 11.18 hours a week (570 annual hours divided by 51 weeks).
- Or if you are eligible for the 30 hours place and stretching is across the year, again over 51 weeks this would give you 11.18 universal hours a week and another 11.18 additional hours per week (grand total 1140 annual hours divided by 51 weeks is 22.35 hours in total which must be displayed separately for the universal claim and the additional claim).

4. Signing the contract

You must read these conditions carefully and then tick the boxes on the Contract to confirm that you understand the terms of the Funded Entitlement, insert the required information as set out above and then sign and date the Contract where indicated.

If you have any queries or require further information you may want to contact the Information, Advice & Support Service Tel: **0300 123 7001** Email: iasservice@cheshirewestandchester.gov.uk