

THE SPANISH NURSERY – OUR 15h and 30h UNIVERSAL ENTITLEMENT OFFERS

This policy outlines the provision of 15h and 30h universal and working parents entitlement. It is part of the wider Fees document and Admission Policy which can be requested from the office.

Overview The 15h and 30h childcare entitlement is provided by the Government for all qualifying children. It allows access to good quality, flexible early education and childcare through a pre-school, nursery or childminder registered to offer these places, along with some holiday playschemes meeting extra criteria.

There are three types of free childcare:

- **Free education and childcare for families of 2 year olds receiving additional support** – this is also known as '*the disadvantage entitlement*' or '*entitlement for families receiving additional support*'. This entitlement is for 15h of early learning for 2-year-olds who are least likely to attend but stand to benefit the most. The Spanish Nursery does not subscribe to receiving this type of entitlement.
- **Universal entitlement** - For all 3- and 4-year-olds. Children can use up to 570 hours each year, or a maximum of 15 hours over 38 weeks.
- **Working parents' entitlement** - For eligible working parents of children age the term after they turn 9 months. Children can use a maximum of 30 hours per week over 38 weeks (1,140 hours each year). Parents must apply online to the Government to confirm their eligibility.

A child moving to reside in England from another country is entitled to universal free childcare on the same basis as any other child, regardless of whether they have British citizenship.

When is my child eligible for universal entitlement?

Children become eligible from **the term after** they become 9 months old. A child born on or between:

- **1 April and 31 August** - will become eligible for a free place from the beginning of the term starting in September
- **1 September and 31 December** - will become eligible for a free place from the beginning of the term starting in January
- **1 January and 31 March** - will become eligible for a free place from the beginning of the term starting in April.

How to apply for the Universal Entitlement (15h)

You do not need to apply for the **universal** free childcare if your child is age 3+ as it is available to all.

How to apply for the Working Parents' Entitlement (30h)

You need to apply for the 30h working parents' entitlement if eligible, before a deadline. You can apply if both parents are working (or the sole parent is working in a lone-parent family) and each parent earns:

- less than £100,000 per year
- more than the equivalent of 16 hours at the national living wage or minimum wage per week: for example, £120 per week if you are 25 or older. Apprentices are also eligible as long as they earn the equivalent of 16 hours at the apprentice minimum wage.

You may also be eligible if:

- you and your partner are employed, but one or both of you is temporarily away from the workplace on parental, maternity or paternity, adoption leave, or on statutory sick pay
- you are employed, but your partner either has substantial caring responsibilities, or is disabled or incapacitated, or vice versa (in other words, your partner is employed but you have caring responsibilities or are disabled or incapacitated) - this is dependent on you or your partner being entitled to specific disability or caring benefits such as:

- incapacity benefit
- carers allowance
- contribution based employment and support allowance
- severe disablement allowance
- you are self-employed or on a zero-hour contract and expect to meet the earning criteria on average over the next three months - if you are starting up your own business, you will not be expected to meet the minimum earning criteria in your first year of trading
- you are not currently working but are expecting to take up paid work within 14 days, as long as you expect to meet the income criteria over the coming three months.

This application must be made to the Government in advance, who check that you are eligible and provide you with an eligibility code. To access the extended hours at a childcare provider for an age eligible child, you **must** apply for, and receive, your eligibility code by the applicable deadline below:

- 31 December, to start accessing from the beginning of the term starting in January
- 31 March, to start accessing from the beginning of the term starting in April
- 31 August, to start accessing from the beginning of the term starting in September.

To ensure parents are using the best childcare funding option available (including tax free childcare, and to check if they qualify for the working parents entitlement, the government has developed a parent friendly online tool: <https://beststartinlife.gov.uk/>. To access the 30h universal funding, the parents must access the link above and follow the instructions through a registration process. At the end of this process, an 11-digit number will be provided to the parents who qualify. This number must be provided to TSN and based on this number, TSN claims the funding from the Local Authority. TSN is also registered for the Tax-Free Childcare, which can be signed up for through the same HMRC online portal.

Please note: If you do not apply for, and receive, your eligibility code by the deadline, your child may not be able access extended hours for the term. Please ensure you apply and share the relevant information with us in a timely manner.

How much is Working Parents or Universal Entitlement worth in money?

Universal Entitlement (15h) and the Working Parents Entitlement (30h) are not a voucher or a parent subsidy, therefore, we cannot deduct the amount of funding we receive from your invoice. We claim the funding on behalf of the parents, and this is paid directly to us by Camden Early Years. **There is no charge to the Universal Entitlement or Working Parents Entitlement hours.** We charge for any additional time the child attends, the delivery of the curriculum in Spanish, activities and resources, meals and operating costs for remaining hours, however additional pay for hours is not a condition of the place.

The Spanish Nursery is not a basic childcare provision. We are a **specialist language provision**, and **this comes at a cost that is not covered by the working parents or universal entitlement.** The Spanish Nursery also operates a waiting list, often with children being registered on our waiting list pre-birth. As per our admission policy, The Spanish Nursery operates the following priority criteria:

- Children of parents who are willing and able to pay for the specialist language provision
- Siblings of children already attending the nursery on a full-time basis
- Siblings of previous TSN students
- Children who attend full time for 46 weeks per year
- Children who attend any attendance pattern for 46 weeks per year
- Children of previous The Spanish Sisters of Charity Day Nursery parents.
- Any other

A place is offered under the terms agreed at the point of admission. If parents request a change in their child's attendance pattern, TSN reserves the right to apply their priority admission criteria prior to agreeing to any change.

Can the hours be split between more than one childcare provider?

Yes, you can split the hours between a maximum of two childcare settings that are registered to receive the funding. Parents must complete the Universal Entitlement Declaration Form at each childcare provider, on which there is a section to show that hours are also claimed at another childcare provider. It is important to consider the impact of multiple providers in a child's learning, development and wellbeing.

If you are splitting your offer between providers, you will need to provide your eligibility code and information to each provider. To support full time working parents, TSN gives priority to children that attend full time.

What happens if I become ineligible for the extended hours because of a change in circumstances (i.e I lose my job, or change in earnings)

If you no longer meet the eligibility criteria, your child's extended hours will continue to be funded for the '*grace period*'. Please contact the nursery manager to discuss if you lose your eligibility. Once the grace period has expired, you are still eligible for the universal 15h entitlement from the term after your child turns 3 years old. If you have been taken up your entitlement at two providers, you will continue taking up your universal entitlement at the provider(s) named on your Parent Declaration Form.

How to use the Working Parents and the Universal Entitlement at TSN

Our Admission Policy sets out our priorities for allocating places. These are also mentioned above. As we operate a waiting list and have a clear priority criterion, we reserve the right to offer places to those children seeking to access only the working parents' entitlement and the universal entitlement only in the eventuality that we are not filling our vacancies with children accessing a full session/day. TSN also reserves the right to offer the universal entitlement places on a term-by-term basis. This is to support full time working parents as one of our priorities.

Working Parents and Universal Entitlement sessions only - TSN can stipulate where the universal entitlement hours fall during the day, if we meet the requirements set out in the Statutory Guidance from the Department of Education. These include the following parameters:

- No universal entitlement can be longer than 10 hours.
- Universal hours cannot be claimed before 6am or after 8pm
- Ensure children can take up their universal entitlement in continuous blocks and avoid artificial breaks in the day wherever possible.

If you are planning to only access your child's universal entitlement hours, no fees or conditions of access are charged, including:

- no non-refundable deposits (TSN can charge a refundable deposit as this acts as a commitment from the parents that they will access the place. If that commitment is broken by the parents, the deposit will not be refunded). There is no expectation for deposit payment as a condition of taking a place that is funded by the universal or working parents' entitlement.
- no requirement for a child to access additional hours on top of the free hours.
- no requirement for the child to access additional weeks on top of the funded weeks.

***The Universal Funded Rate (15h)** - applies to every child. All parents receive 15 free hours over 38-weeks **from the term after their child's 3rd birthday**. Since we are open 46 weeks a year this equates up to 12.3 free hours a week. This is offered Monday to Friday 3h per day from 3pm to 6pm, subject to availability.

****The Working Parents Entitlement Rate (30h)** is available from the term after the child's 9 month's mark. This funding is means tested. Eligible parents receive 30 free hours over 38-weeks. Since we are open 46 weeks a year this equates up to 24.7 free hours a week. Subject to availability.

Attendance frequency	My child attends nursery term time only for 38 weeks per year (term time only). My child does not receive meals and snacks, does not access events, activities, yoga, no access to Tapestry, family days and other programmes at TSN. I supply my child's snacks, milk, healthy lunch, nappies, wipes, suncream.
My child qualifies for 15h/week for 38 weeks per year (570 hours per annum)	£0
My child qualifies for 30h/week for 38 weeks per year (1,140 hours per annum)	£0

Note:

- * Choice of attendance days for both 15h and 30h will be offered subject to availability
- * The child's place is only secured on a termly basis.
- * These places do not provide the delivery of the curriculum in Spanish. English is the only language spoken to the child
- * The nursery reserves the right to terminate the place and offer it to a child who attends all year round. One month notice will be given to the parents.

TSN does not charge you for accessing the universal entitlement only as the funding is not a subsidy towards your fees. However, we can set our own rates for any additional time or services that you take. This is clearly stated below so you know in advance what you will be expected to pay.

Charge for additional services

TSN can charge for additional services, but parents should not be required or expected to take them up to access a place. TSN offers a clear itemised invoice stating the percentage of payment for: additional hours including the delivery of the curriculum in Spanish, meals, events and activities and operating costs.

Optional = optional services are additional 'options' that you can opt in or opt out of, such as lunch, snacks, events, Yoga classes, family days, attendance outside of the 38 weeks covered by the entitlement, access to Tapestry, ZooLab, the delivery of the curriculum in Spanish. They are optional because if you opt in, you pay TSN to provide them to your child. If you opt out, you don't pay but you either must provide these for your child, or your child cannot be engaged in these events/services.

Voluntary = voluntary contributions can be asked for the general support of the setting – like a donation. This can be for things such as paper, paints, and the general delivery of the EYFS. They are voluntary because you are not obliged to pay. Extras such as staff uniforms, clothes bags, branded items, are also voluntary as they are not an EYFS requirement.

Both the universal entitlement (15h) and the working parents' entitlement (30h) are available term time only for 38 weeks per year. TSN does not operate term times which means that for the parents who want their child(ren) to attend during half term and school holidays, their fees would fluctuate monthly. We have calculated the fees as an average per month, so this fluctuation does not happen. The 15h and 30h entitlements do not include costs for meals, events, the delivery of the curriculum in Spanish, Yoga classes, access to parental resources like Tapestry, ZooLab, and extra activities. These costs are included in the monthly fees for the children who do not qualify for these entitlements and

are charged in addition for the children who access the entitlements, should they wish to access them (see above optional definition). At The Spanish Nursery we always try to ensure that we take on any support available to parents towards their childcare bills and have worked very hard to find a formula that respects the rules of the entitlement provision. Below is a breakdown of percentage of costs for various items as detailed above.

Children who attend 15h or 30h term time only and their child accesses meals, snacks, events, activities, parental resources (Tapestry), Yoga, the delivery of the curriculum in Spanish and other activities at the nursery – Parents who only want their child(ren) to attend the nursery using 15h or 30h entitlement during term time, and would like their child to access meals, extra activities and events, Yoga classes, the delivery of the curriculum in Spanish, etc would need to make payment towards these services.

The 15h are offered 3h per day from 3pm to 6pm across 5 days per week.

The 30h are offered 10h per day across 3 days pending availability. These may not be consecutive days.

	Working Parents entitlement (30h) - applies to the qualifying child from the term after they are 9 months old and until the term after they are 2 years old	Working Parents Entitlement (30h) - Applies to the qualifying child from the term after they are 2 years old until the term after they turn 3 years old	Universal Entitlement (15h) - Applies to all children from the term after their 3 rd bday	Working Parents Entitlement (30h) - Applies to the qualifying child from the term after their 3 rd bday
	£750	£650	£800	£550

Note

*The child's place is only secured on a termly basis

*The child's place is offered subject to availability.

* TSN reserves the right to terminate the place and offer it to a child who attends all year round. One month notice will be given to the parents.

* TSN reserves the right to apply their priority criteria when allocating places

The 15h and 30h are free of charge. Below is a breakdown of costs for the remaining hours and services:

For children under the age of 1:

- delivery of the curriculum in Spanish: 43% of monthly costs
- operating costs: 51% of monthly costs
- meals: 2% of monthly costs
- events and activities: 4% of monthly costs

For children age between 2 and 3 years old:

- delivery of the curriculum in Spanish: 41% of monthly costs
- operating costs: 50% of monthly costs
- meals: 3% of monthly costs
- events and activities: 6% of monthly costs

For children age 3+:

- delivery of the curriculum in Spanish: 48% of monthly costs
- operating costs: 40% of monthly costs

- meals: 5% of monthly costs
- events and activities: 7% of monthly costs

Children who attend all year round, including half-terms and school holidays and access the Universal Entitlement (15h) or the Working Parents entitlement (30h) - Parents who wish their child(ren) to attend half terms and school holidays need to pay the remaining hours/sessions, as well as make payment towards the costs of the meals, extra activities and events, Yoga and the delivery of the curriculum in Spanish (the 15h and 30h are covered by the universal entitlement).

Various rates apply to different attendance patterns to allow to continue to reduce the costs to parents whose children attend most sessions. The fees are calculated on an eleven-month basis on an average of 4.33 weeks per month. This ensures that fees do not fluctuate from month to month therefore it makes monthly payments easier to manage for the parents.

Attendance frequency	My child is 9 months + and attends nursery all year around. They receive 30h working parents' entitlement for 38 weeks per year stretched across the opening hours of TSN (1,140 hours per annum). My child receives meals, snacks, events, accesses activities, yoga and the delivery of the curriculum in Spanish for which I agree to the monthly payment below:
2 days per week attendance	£763
3 days per week attendance	£990
4 days per week attendance	£1,643
5 days per week attendance	£1,751

Attendance frequency	My child is 2 years old and attends nursery all year around. They receive 30h free working parent entitlement for 38 weeks per year stretched across the opening hours of TSN (1,140 hours per annum). My child receives meals, snacks, events, accesses activities, yoga and the delivery of the curriculum in Spanish for which I agree to the monthly payment below
2 days per week attendance	£688
3 days per week attendance	£919
4 days per week attendance	£1,329
5 days per week attendance	£1,424

Attendance frequency	My child is age 3- and 4-year-old and attends nursery all year around. They receive 15h free universal entitlement for 38 weeks per year stretched across the opening hours of TSN (570 hours per annum). My child receives meals, snacks, events, accesses activities, yoga and the delivery of the curriculum in	My child is age 3- and 4-year-old and attends nursery all year around. They receive 30h free universal entitlement for 38 weeks per year stretched across the opening hours of TSN (1,140 hours per annum). My child receives meals, snacks, events, accesses activities, yoga and the delivery of the curriculum in Spanish for which I agree to the monthly payment below
----------------------	--	---

	Spanish for which I agree to the monthly payment below	
2 days per week attendance	£744	£628
3 days per week attendance	£1,133	£795
4 days per week attendance	£1,542	£1,124
5 days per week attendance	£1,714	£1,338

NOTE: *For any additional requests the extra session daily rates apply

The 15h and 30h are free of charge. Below is a breakdown of costs for the remaining hours and services:

For children under the age of 1:

- delivery of the curriculum in Spanish: 43% of monthly costs
- operating costs: 51% of monthly costs
- meals: 2% of monthly costs
- events and activities: 4% of monthly costs

For children age between 2 and 3 years old:

- delivery of the curriculum in Spanish: 41% of monthly costs
- operating costs: 50% of monthly costs
- meals: 3% of monthly costs
- events and activities: 6% of monthly costs

For children age 3+:

- delivery of the curriculum in Spanish: 48% of monthly costs
- operating costs: 40% of monthly costs
- meals: 5% of monthly costs
- events and activities: 7% of monthly costs

EXTRA SESSIONS RATES:

Extra day for children 0 to 2 years = £140/day

Extra day (8am to 6pm) for children 2+ = £130/day

Extra morning (8am to 1pm) for children 2+ = £120/day

Extra afternoon session (2pm to 6pm) for children 2+ = £110/day

Additional information:

As a parent, you know your child best and should discuss with us your child's needs to help you decide how often your child should attend. A regular pattern of attendance is important to ensure your child's continued development. You should aim to use your chosen childcare provider for as long as possible, avoiding the need to move your child every few months or term.

We will try to meet the flexibility you need however we may not be able to deliver your preferred days/hours. It is important you fully understand our admissions policy, which services are included, and what we charge for.

It is important to know when Headcount Day is, as your child must be in attendance by this date to access the universal entitlement that term. Headcount Days are usually in January, April and September

and are when we confirm to Camden Early Years the children that are attending. Talk to us about Headcount Day.

Legally, all children must start full-time education (usually in school) no later than the term after they become five. Whenever your child starts in a school reception class, whether on a full or part-time basis, they can no longer receive free childcare.

From September 2027 TSN will revise the Fees structure. There will be consideration for a 2 tier fees system (for children under the age of 3 and for children over the age of 3) in line with most childcare providers formulas, the introduction of a required notice period of 1 term, as well as a % payment for the month of August to support with ongoing running costs when the nursery is closed.

Further information will be made available in May 2027.

This policy is reviewed and update annually.