

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

This policy outlines the provision of 15h and 30h universal entitlement. It is part of the wider Fees document and admission policy which can be requested from the office. If you are interested in the Fees information outside of the universal entitlement, please contact our office.

Overview Universal 15h and 30h childcare entitlement is provided by the Government for all 3 and 4 year olds. 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 two types of free childcare for your 3 and 4 year old:

- **Universal** childcare - 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.
- **Extended** childcare (also known as 30 hours' universal entitlement) - For eligible working parents of 3 and 4 year olds. Children can use an additional 570 hours each year, or 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?

All 3 and 4 year olds become eligible **the term after** they become 3 years of age. 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.

Eligible working parents wishing to access the **extended** childcare can only do so the term after receiving confirmation of their eligibility and should apply for this a term in advance.

How to apply for the 15h and 30h universal entitlement

You do not need to apply for the **universal** free childcare as it is available to all. However, you do need to apply for the **extended** free childcare, 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 hours 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 30h, the government has developed a parent friendly online tool: <https://www.childcarechoices.gov.uk/> In order 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 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.

How much is universal entitlement worth in money?

Universal entitlement is not a voucher or a parent subsidy, therefore, we cannot deduct the amount of funding we receive from your invoice. We claim the funding in behalf if the parents and this is paid directly to us by Camden Early Years. There is no charge to the universal entitlement hours. We charge for any additional time the child attends however additional pay for hours is not a condition of the place.

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

Yes, you are able to split the hours between a maximum of two childcare settings (per day) 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. In order to support full time working parents, TSN gives priority to children that attend the whole week.

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 and when you lose your eligibility. Once the grace period has expired, you are still eligible for the universal 15h entitlement. If you have been taken up your extended universal 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 15h and 30h universal entitlement at TSN

Our admission policy sets out our priorities for allocating places. Universal entitlement sessions only are included in our list of priorities however we reserve the right to offer a limited number of such places and only in the eventuality when 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 in order to support full time working parents as one of our priorities.

Universal entitlement sessions only - TSN can stipulate where the universal entitlement hours fall during the day, provided that 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 are able to 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 registration/administration fees or non-refundable deposits
- 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.

TSN offers the 15h universal entitlement a full day (8am to 6pm) and a morning session (8am to 1pm).

TSN offered the 30h universal entitlement as 3 full days Monday to Wednesday or Wednesday to Friday (8am to 6pm).

Attendance frequency	My child is age 3 and 4 year old and attends nursery term time only for 38 weeks per year My child does not receive meals and snacks, does not access events, activities, yoga and other programmes at TSN I supply my child's snacks, milk, healthy lunch
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.
- * 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 reserves the right to limit the number of term time places it offers because TSN does not operate term times and it prioritises full time attendance in order to support full time working parents.

TSN does not charge you for accessing the universal entitlement only as the funding 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 in order to access a place. TSN offers a clear itemised invoice stating what is being paid for and what has been received through the universal entitlement. If the universal entitlement includes lunchtime we can charge for any meals we provide, but not for the time.

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 universal entitlement, 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 uniforms, clothes bags, branded items, are also voluntary as they are not an EYFS requirement, however if you do not pay for them, TSN does not have to provide them.

Both the 15h and 30h universal entitlement 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 universal entitlement do not include costs for meals, events, the delivery of the curriculum in Spanish, Yoga classes and extra activities. These costs are included in the weekly 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.

Children who attend 15h or 30h term time only and their child accesses meals, snacks, events, activities, Yoga and other activities at the nursery – Parents who only want their child(ren) to attend the nursery using 15h or 30h universal entitlement during term time, and would like their child to access meals, extra activities and events, Yoga classes, etc would need to make payment towards these services. (for those accessing 15h = £300 per month; for those accessing 30h = £400 per month). Parents can choose not to make the extra payment however, in these circumstances parents must provide packed meals and the child would not be able to access the extra activities, events, Yoga class, etc.

Attendance frequency	My child is age 3 and 4 year old and attends nursery term time only. My child receives meals, snacks, events and accesses activities, yoga and other programmes at TSN Monthly fees to cover the above expenses.
My child qualifies for 15h/week (570h per annum) for 38 weeks per year	£300
My child qualifies for 30h/week (1,140 hours per annum) for 38 weeks per year	£400

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 limit the number of term time places it offers because TSN does not operate term times and it prioritises full time attendance in order to support full time working parents.

Children who attend all year round, including half-terms and school holidays and access the 15h or 30h entitlement - 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). This payment is for additional hours/sessions, meals, snacks and access to services, events and activities.

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 age 3 and 4 year old and attends nursery all year around. S/He receives 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 other at TSN for which I agree to the monthly payment below	My child is age 3 and 4 year old and attends nursery all year around. S/He receives 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 other at TSN for which I agree to the monthly payment below
2 days per week attendance	£390	£254
3 days per week attendance	£751	£406
4 days per week attendance	£1,042	£694
5 days per week attendance	£1,171	£821

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

EXTRA SESSIONS RATES:

Extra day for children 0 to 2 years = £90/day

Extra day (8am to 6pm) for children 2+ = £85/day

Extra morning (8am to 1pm) for children 2+ = £75/day

Extra afternoon session (2pm to 6pm) for children 2+ = £70/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.

Ensure you fully understand and agree to any terms and conditions before you accept a place.

We will try to meet the flexibility you need however we may not be able to deliver your preferred days/hours. However, the flexibility you need may be achieved by using more than one childcare provider, but not on more than two sites in one day. You must let us know if you intend to split the funding across more than one childcare provider.

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.

This policy is reviewed and updated annually.