

Information for Parents and Carers on the Early Years Education Entitlement (EYEE)

All children are eligible to receive Early Years Education Entitlement (EYEE) starting from the funding period after their **3rd birthday** until they reach statutory school age (the period after their 5th birthday), **unless they attend a Children's Services Authority (CSA) School**. Please see the table below for when your child becomes eligible for funding:

Children born between	Funding will start from
1 April and 31 August (inclusive)	1 September following their third birthday.
1 September and 31 December (inclusive)	1 January following their third birthday.
1 January and 31 March (inclusive)	1 April following their third birthday.

The entitlement for 3 and 4 year olds

The free entitlement for all 3 and 4 year olds is for a maximum of 12.5 hours per week (5 sessions x 2.5 hours) for 38 weeks a year.

There are a number of providers in East Sussex who are unable to offer the full 38 weeks a year. These providers are allowed to claim a minimum entitlement of 33 weeks a year. Your provider should notify you of what they can offer.

There are 3 funding periods a year. The funding periods are set nationally by the Department for Children, Schools and Families (DCSF). These are as detailed below:

Funding period	Sessions allowed <i>For providers offering the full entitlement (38 weeks)</i>	Sessions allowed <i>For providers <u>not</u> offering the full entitlement (33 weeks)</i>	Term dates fall between:	Headcount day:
Autumn Terms 1 & 2	Maximum of 5 per week over 14 weeks Maximum 70 sessions	Maximum of 5 per week over 11 weeks Maximum 55 sessions	1 st September and 31 st December (inclusive).	17 th September 2009
Spring Terms 3 & 4	Maximum of 5 per week over 11 weeks Maximum 60 sessions	Maximum of 5 per week over 11 weeks Maximum 55 sessions	1 st January and 31 st March (inclusive).	14 th January 2010
Summer Terms 5 & 6	Maximum of 5 per week over 13 weeks Maximum 60 sessions	Maximum of 5 per week over 11 weeks Maximum 55 sessions	1 st April and 31 st August (inclusive).	6 th May 2010

The EYEE must be taken over consecutive weeks with a break at the end of terms 1, 3 and 5.

Parents of all newly eligible 3 year olds wishing to claim the EYEE must provide proof of date of birth. This can be a copy of either a child's birth certificate or passport. This will be passed to East Sussex County Council by your provider and once verification has been recorded the copy will be destroyed. **Please do not send in original birth certificates or passports.**

Frequently Asked Questions

'How is the funding claimed?'

You must ensure that you are registered with an Early Years Education Provider (ask the provider directly if they receive the Early Years Education Entitlement) before 'Headcount Day', (*please see table on page 1*). Your provider will claim the EYEE for your child on your behalf. You must ensure that your provider is aware that your child is eligible to start receiving the funding. You will be asked to fill out a Parental Claim Form which your provider will give you at the beginning of each period. This provides the EYEE team with information about your child and also how many sessions you intend to claim with that provider for the current funding period. You will be asked to complete a Parental Claim Form at the beginning of each funding period.

What is Headcount Day?

This is the day on which the EYEE team gather a count of the children at each setting. This allows us to calculate the funding due to be paid out.

The EYEE team cannot fund any children without a completed Parental Claim Form, and if your child is newly age eligible, a copy of their birth certificate or passport.

The Parental Claim Form must be completed, signed and returned with proof of date of birth to your provider by the headcount date, as shown on the table on the first page of this document.

'How many sessions can be claimed for each child?'

Your child is entitled to a maximum of 5 sessions (12½ hours) a week.

Please see the table on page 1 for information on what length of time the EYEE covers. The number of weeks is dependant on whether you are receiving funding through a provider that is offering the full entitlement or the minimum entitlement.

An EYEE funded session is 2½ hours in length. Your provider's sessions, however, may be longer than this. Please ask your provider for their session length. You will be charged by your provider at their advertised hourly rate for any time or services taken outside of the 2½ hour funded session.

'Can I claim the EYEE across more than one provider?'

You can choose to claim your funded sessions across more than one provider keeping to a maximum of 5 sessions (12½ hours) a week in total.

'Can I claim the EYEE from more than Authority? '

You can choose to claim your funded sessions across different Authorities. However, you must ensure that you keep to your maximum entitlement of 5 sessions (12½ hours) a week.

'What about settings offering hours instead of 2 ½ sessions?'

You will need to be aware that Kent and also Brighton and Hove, and some settings in East Sussex will be allowing parents to access their funding in hours rather than sessions and in a small number of cases this may impact on your claim in East Sussex. I.e. If you were claiming

10½ hours in Kent this would leave you 2 hours of your 12½ hour entitlement. You would not be able to claim this remaining 2 hours in East Sussex as it would not be a complete 2½ hour session.

‘Do I have to take up the maximum funding of 5 sessions each week?’

No – you can choose between one and five sessions as you wish for your child.

‘Can I claim 2 sessions a day with my provider?’

Yes, you can claim a maximum of two sessions per day if your provider is able to offer this. Your provider may implement a break between sessions. If your child is still at the setting during the break, the break period may be chargeable at the providers advertised hourly rate. Please speak directly with your provider for full details on what they offer.

‘Can I split a session across more than one day?’

No, each session must be taken completely within one day. You cannot take part of the session on one day and part on another.

‘My child attends a Children’s Services Authority nursery class, can I still claim funding?’

Children’s Services Authority (CSA) schools which run a nursery class will continue to accept 3 year olds free of charge, in accordance with their admissions policy. Please note that this does not include private, voluntary or independent EYEE providers which are situated on school premises. Once children have enrolled at a CSA setting, funding is not transferable to other settings for that funding period at the CSA nursery.

A child cannot receive any funding to attend another private, voluntary or independent provider once they enrol at a CSA school nursery, even if they are not taking up their full 5 sessions a week entitlement. Attending even a single session at the CSA nursery in the funding period means all the funding is taken up.

When a child attends a CSA school they are funded through the schools central budget and not through the EYEE team. The school will automatically receive all of that child’s funding entitlement for that period. There is a list of CSA maintained settings below for your information.

It is a parent’s responsibility to check whether they are attending a Children’s Services Authority maintained nursery and to inform any nursery within the private, voluntary or independent sector.

Children’s Services Authority maintained settings in East Sussex

Bexhill on Sea: Sidley Community Primary School

Eastbourne: Bourne Primary School, Langney Primary School, Oakwood School, Shinewater Primary School

Hailsham: Marshlands Primary School

Hastings: Castledown Community Primary & Nursery School, Elphinestone Community School, Red Lake Community Primary School

Lewes: Wallands Community Primary School

Newhaven: Grays School

Peacehaven: Peacehaven Infant School

St Leonards on Sea: Christchurch - Church of England Primary School, Churchwood Community Primary School (*Children’s Centre*), Hollington Primary School, Robsack Wood (*Children’s Centre*)

Wadhurst: Wadhurst Church of England Primary School

‘My child attends a Children’s Centre, which is part of a CSA maintained setting, can I transfer my entitlement to another provider in East Sussex during the term?’

If your child is attending any sessions at the Children’s Centre that are funded by the schools central budget, the funding cannot be transferred during a term. Please also refer to the paragraph above titled ‘My child attends a Children’s Services Authority nursery class, can I still claim funding?’ For further details, or if you are in any doubt about the sessions your child is attending, please speak directly with your provider.

‘Can I claim the EYEE if my child is away from my provider on headcount day due to sickness or holiday?’

Children who are registered with the setting but on holiday/long term sickness on headcount day, will not be included on the headcount form. Once they return to the setting your provider will write in to the EYEE team and request the remainder of the funding from the date of return for the remaining weeks in the funding period. Your provider may make a charge to you for the time your child is away from the setting and not in receipt of the EYEE. Please refer to your Providers terms and conditions.

‘I have just moved into the area and have missed the headcount day, can I still claim?’

Children moving into East Sussex from another county after headcount day, **but before the start of terms 2, 4 and 6** may be eligible for funding. You will be asked to provide the EYEE team with evidence that you have moved into the area. This may take the form of a copy of either a utility bill or Council Tax bill. Please speak to your EYEE provider for further details.

‘I wish to change settings, but will remain in East Sussex, will my child still receive funding at my new setting?’

Once your child has been included on a headcount form for a funding period, you are able to move to another setting during that period, and the funding will follow the child. Please note, you will only be funded for the number of sessions you originally claimed for, and will be expected to pay for additional sessions if you choose to increase sessions, until the start of the next funding period. You must ensure that your provider is given sufficient notice in accordance with their policies and all outstanding fees are paid up. If you choose to move mid-term, your new provider may request that you pay in advance for your EYEE sessions whilst they are waiting for the transfer to come through from your old setting. This money will then be refunded when the transfer is complete.

Data Protection

All information submitted to the EYEE team is held in compliance with the Data Protection Act. The information requested on Parental Claims is necessary in completing the Headcount form at your child’s nursery and for the claim of the EYEE from the DCSF. Any information that you supply will only be disclosed to departments within ESCC and to the DCSF.

Further Information

For general enquiries about the EYEE, please telephone our Early Years Childcare and Extended Schools Service on:

 **01323 463850**

The line is open on weekdays (except Wednesdays) between 9am and 6pm and on Saturdays between 9am and 12.30pm.