# Free Early Education Entitlement for 3 to 4-Year-Olds

## Parent / Carer Agreement Form for the Autumn Term 2021

When you complete and sign this form you will enter into a contract with the provider for the whole term. This means that you can’t change your child’s funded hours after Headcount Day on 16th September. Also, you cannot transfer your child’s funding. If you decide to move your child to another provider, you may have to pay childcare fees. Read the Important Information section before you sign this form.

**Provider details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Ofsted registration** |  |

**Child’s details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Forenames** |  | **Surname** |  |
| **Gender** | [ ]  Male [ ]  Female | **Date of birth *(01/09/16 – 31/08/18*** |  |
| **Country of birth** |  | **First language** |  |
| **Ethnicity** |  | **Nationality** |  |

|  |  |
| --- | --- |
| **Address** |  |
| **Postcode** |  |

**Extended entitlement details:**

|  |  |
| --- | --- |
| **Parent/carer National Insurance Number**  |  |
| **Extended entitlement eligibility code** |  |

**Please confirm the hours you will be claiming at the setting named on this form:**

|  |  |  |
| --- | --- | --- |
| **Hours and weeks claimed at setting** | **Hours** | **Weeks (14 Maximum)** |
| **Universal** Free Early Education Entitlement up to 15 hours | ….. | ….. |
| **Extended** Free Early Education Entitlement up to 15 hours | ….. | ….. |
| **Non-funded** childcare | ….. | ….. |

**Please confirm how you will be taking up your free early education entitlement below:**

|  |
| --- |
| [ ]  My child will be claiming funded hours at this setting **only**. [ ]  My child will be claiming funded hours at **more than one** setting. My child has been registered with … other providers to claim the funded hours. The total funded hours claimed across all settings does not exceed 15 free early education entitlement hours per week, and 15 extended hours per week where applicable.  |
| [ ]  I confirm that my child is **not registered** to attend a reception class in a state school. \*\* |
| In addition, I understand and consent to the personal information I have provided on this form to be shared with local authority and Department for Education for the purpose of confirming my child’s eligibility and enable this provider to claim the entitlement on behalf of my child. **Before signing please read the important information below/on the back of this form** |

|  |  |
| --- | --- |
| **Signed: Parent / carer** |  |
| **Please print name** |  |
| **Date** |  |
| **Signed: Childcare provider** |  |
| **Please print name** |  |
| **Date** |  |

## Important information: Please read it

### The universal entitlement

As a parent / carer of a child aged 3 to 4 years old, you can take up to 15 hours of free early years provision per week. This is known as your child’s Free Early Education Entitlement (FEEE).

You need to fill in this form to tell us how you wish to take up the FEEE. We will use it to show that your child is accessing their FEEE with this provider. We will also use evidence of your child's identity and date of birth. This is because the provider will be claiming funding from Essex County Council.

### The extended entitlement for working parents

You may get an extra 15 hours of childcare per week if you are an eligible working parent. This would be over 38 weeks during term time. Providers may choose how flexibly they offer this entitlement. But provider(s) may claim a maximum of 210hours for the Autumn term 2021. Please complete the details on the form if you are claiming the extended entitlement.

Please note, all new claims for Extended Funding must be approved or reconfirmed by HMRC on or before the 31/08/2021 to receive the extended funding hours for the Autumn 2021 term. ECC is unable to override this deadline date

### Early Years Pupil Premium

Three and four-year-old children who get the FEEE might be able to get the Early Years Pupil Premium (EYPP). The EYPP gives providers extra money. They can use it to support children’s learning and development. If you are on benefits and think you may be eligible, please fill in the EYPP Voluntary Registration Form. Return it to your provider along with this parent agreement form.

### Understanding the FEEE

We make all calculations about your child’s entitlement based on you taking:

* up to the maximum of 15 hours of childcare per week of the universal entitlement over 38 weeks during term time
* up to an additional 15 hours per week, if eligible, for the extended entitlement, over 38 weeks during term time

Some providers will allow you to take fewer hours per week, but over a longer period, for example 50 weeks, see below.

### Stretched offer

You must not claim for more hours than your child will be attending the setting. But if you get a stretched offer your provider will need to claim the maximum FEEE hours for the relevant term during the funded weeks. A stretched offer is when you take your entitlement over more than 38 weeks of the year. Your child may actually attend fewer hours per week. But if your provider stretches the FEEE you will still get your full entitlement. See the example below.

|  |  |  |
| --- | --- | --- |
| **Autumn term** | **Normal** | **Stretched** |
| Number of weeks entitlement taken over  | 14 weeks | 17 weeks |
| Number of hours per week you are entitled to  | 15 hours | 12.35 hours |
| Number of hours per week the provider will claim | 15 hours | 15 hours |
| Number of FEEE hours that can be claimed  | 210 hours  | 210 hours |

### Splitting the hours between two, or more providers if eligible for the extended entitlement

You can choose to split the extended entitlement hours between two or more providers. But you will need to agree the hours with each one. You can use a second or third provider if your chosen provider does not offer:

* the full 15 hours
* or 30 hours, if you are eligible

This means you can take up the remaining entitlement with a second or third provider.

The maximum number of FEEE hours per day that a provider can claim for your child is 10 hours. The most providers you can use in any one day is two.

If you have registered your child at two or more settings and the total hours you wish to access is more than your maximum entitlement, you must agree:

* with the providers how to split the funded hours
* how you will pay for the excess hours.

### Additional charges

If you are only accessing the FEEE, your provider should not ask you to pay extra.

Providers may charge for any goods or services, such as:

* meals
* optional extras
* additional hours of provision

But they should notdo so as a condition of children accessing their FEEE. Also, you do not have to access more hours than those funded under your free entitlement.

### Starting school

**\*\***You cannot claim FEEE funding if your child is due to start in a reception class at a state school. That means not a private or independent school. You may not claim FEEE during the ‘phase in’ period, before your child actually starts in the reception class. Once registered in a reception class, children are not eligible for FEEE.

### Understanding your agreement with your provider

You must be clear about the terms and conditions of the agreement with your provider. This is important. They should give you a copy and it should tell you:

* your FEEE hours
* the cost of any extra hours
* extra chargeable activities you have chosen to take

Your entitlement will reduce if a provider is offering fewer than 38 weeks in a school year. For example, an independent school. This will be in line with the number of weeks offered.

### Increasing the hours you wish your child to take

To claim funding from Essex County Council your provider must give us headcount data. It shows how many children claim the FEEE at their setting. This means that you can’t increase your child’s funded hours after the headcount date. If you do, you will have to pay them for the extra hours of the remaining weeks in the term.

## Your personal data

### What we need

We only collect basic personal data about you and your child. It doesn’t include any special types of information or details based on location. But it does include name, address, date of birth and NI number.

### Why we need it

We need to know your basic personal data. We will share it with the local authority and Department for Education. They will check if your child is eligible for the extended free entitlement with other government departments. We will not collect personal data that we do not need for these checks. We don’t sell it to anyone else.

### What we do with it

We’ll do what we can to make sure we hold records about you (on paper and electronically) in a secure way. We’ll only make them available to those who have a right to see them. Our staff in the UK processes all personal data. But for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No third parties have access to your personal data unless the law allows them to do so.

### How long we keep it

Under UK tax law we must keep your basic personal data (name, address and contact details) for a minimum of six years. After this time it will be destroyed.

### What are your rights?

If you think the information we have about you is wrong, you can ask to see it. You can even have it corrected or deleted. If you wish to complain about how we have handled your personal data, contact our Data Protection Officer who will investigate the matter.

You can also complain to the Information Commissioner’s Office (ICO) if:

* you are not satisfied with our response
* believe we are not processing your personal data according to the law

Visit  the ICO website or email casework@ico.org.uk.

View [Essex County Council's Privacy Policy](http://www.essex.gov.uk/privacy-notices/Pages/Default.aspx)

You can email our Data Protection Officer at DPO@essex.gov.uk.

If you prefer call 03457 430 430 and ask to speak to the Data Protection Officer.