

## Funded Early Education Entitlement for 3 to 4-Year-Olds Parent / Carer Agreement Form for the Autumn Term 2022

**Please return this completed form to [nursery@finchingfieldacademy.com](mailto:nursery@finchingfieldacademy.com) or hand in at the school office by 20<sup>th</sup> JUNE 2022**

(This form is to complete manually. A version to complete electronically can be found on the school website (<https://finchingfieldacademy.com/finchingfield-academy-nursery/>))

When you complete and sign this form you will enter into a contract with the provider for the whole term. This means that you cannot change your child's funded hours after Headcount Day on 22<sup>nd</sup> September 2022. 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	Finchingfield Academy Nursery	Ofsted registration	
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### Child's details:

Forenames		Surname	
Gender		Date of birth (01/09/17 – 31/08/19)	
Country of birth		First language	
Ethnicity		Nationality	
Address			

### Extended Entitlement details:

Enter details below if you are eligible to receive the Extended 30 Hours Entitlement this term. The eligibility code must be approved/renewed by Childcare Choices **on or before the 31/08/2022** for Autumn term claims.

Parent/carer National Insurance Number	
Extended entitlement eligibility code	

### Early Years Pupil Premium details:

Legal Name	
Parent/carer Date of Birth	
Parent/carer National Insurance Number	
I consent to the Local Authority using this information to enable the nursery/preschool/childminder to claim the Early Years Pupil Premium for my child. For further details regarding eligibility, please speak with your Childcare Provider.	<input type="checkbox"/>

	Yes or No?
I have Parental Responsibility for the child named.	
I live at the same address as the child.	
<b>Please confirm how you will be taking up your funded early education entitlement below:</b>	
I confirm that my child is <b>not registered</b> to attend a reception class in a state school. **	
My child will be claiming funded hours at this setting <b>only</b> , or;	
My child will be claiming funded hours at <b>more than one</b> setting. The total funded hours claimed across all settings does not exceed 15 funded early education entitlement hours per week, and 15 extended hours per week where applicable.	

	<b>Weeks (14 Maximum)</b>	<b>Universal Hours</b>	<b>Extended Hours</b>
Funded Hours and weeks claimed at <b>this</b> setting:			
<b>Non-funded</b> childcare at <b>this</b> setting:			
Funded Hours and weeks claimed at <b>other</b> settings			
<b>Non-funded</b> childcare at <b>other</b> settings:			

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**

<b>Signed: Parent / carer</b>			
<b>Please print name</b>		<b>Date</b>	
<b>Signed: Childcare provider</b>			
<b>Please print name</b>		<b>Date</b>	

## **Important information: Please Read in Full**

### **The universal entitlement**

As a parent / carer of a child aged 3 to 4 years old, you can take up to 15 hours of funded early years provision per week. This is known as your child's Funded 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 210 hours for the Autumn Term 2022. 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 31/08/2022 to receive the extended funding hours for the Autumn 2022 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 *Early Years Pupil Premium details* section of this 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 above.

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

## Starting school

**\*\***You cannot claim FEEE 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 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 funded 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](mailto:casework@ico.org.uk).

View [Essex County Council's Privacy Policy](#)

You can email our Data Protection Officer at [DPO@essex.gov.uk](mailto:DPO@essex.gov.uk).

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