

**GUIDANCE ON DELIVERING THE EARLY YEARS ENTITLEMENT**  
 This guidance covers both the standard and stretched delivery models.

**STANDARD 38 WEEK (SCHOOL TERM TIME) DELIVERY MODEL**

As a provider delivering the Early Years Entitlement on a standard 38 week model you receive the following block payments:

Autumn Term	Spring Term	Summer Term
14 weeks (210 hours)	12 weeks (180 hours)	12 weeks (180 hours)

Whilst we pay you in full weeks, we recognise that the weeks you operate may form part weeks during a funding period.

For example, in January 2011 the return from the Christmas break could potentially fall on Tuesday 04 January 2011 or equally return after the Easter break could fall on Tuesday 26 April 2011. As a provider you need to ensure that children receive their full entitlement during any funding period.

**SUGGESTIONS FOR DELIVERY**

In the example given above you would need to confirm in advance to parents the funded weeks. This could mean a provider would only commence delivering the Early Years Entitlement on Monday 10 January 2011 to the Friday 18 February 2011 (6 weeks) and then again on Monday 28 February to Friday 08 April 2011 (6 weeks). Any parent wanting to purchase hours from the 04 January to the 07 January could do so but the Early Years Entitlement would not be available during this period.

The table below indicates possible delivery during an academic year:

term	Autumn (14 weeks)	term	Spring (12 weeks)	term	Summer (12 weeks)
1	06 September 10 to 22 October 10 (7 weeks)	3	10 January 11 to 18 February 11 (6 weeks)	5	26 April 11 to 27 May 11 (5 weeks) <i>2 Mondays missed Bank Holidays</i>
2	01 November 10 to 17 December 10 (7 weeks)	4	28 February 11 to 8 April 11 (6 weeks)	6	06 June 11 to 22 July 11 (7 weeks)

## **BANK HOLIDAYS**

Where in a term bank holidays mean that a child fails to receive their full entitlement providers should attempt to accommodate those children elsewhere in the week or consider opening an additional day. Parents of children who will not receive their full entitlement must have this made clear to them.

Where the availability of premises dictates part week EYE delivery providers need to ensure that where possible during the course of the year children receive their full entitlement. This for example could be offered as extra free sessions at the start or end of a term.

## **PROVIDERS OPEN FOR 39 WEEKS**

Providers based on a school site or where a school operates provision for 3 -4 Year Olds are traditionally open 39 weeks of the year. However, schools set a fixed number of INSET days which reduce the overall delivery. In addition a number of settings operate staggered intakes where a provider potentially receives funding for a child who fails initially to access the total amount of hours being funded. Therefore during a course of a 39 week year funding of 38 weeks would balance out.

## **UNPLANNED CLOSURE**

In exceptional conditions a setting may be forced to close, for example due to extreme weather or facilities failure (heating, water, electricity...). In these circumstances the Birth to Five Service should be informed. Where this is a temporary problem, effecting the provision for no more than a period of three consecutive days, we would ask the provider to work with parents in an attempt to accommodate the free entitlement once the provision has re-opened. Where providers are unable to do this, parents are not entitled to receive a monetary refund of the free entitlement. However, the Local Authority recognises that there may be business costs attributed to these days and would not normally look to recoup the funding from the provider. Where a problem persists longer than three consecutive days the provider must seek the guidance of the Birth to Five Early Years Entitlement Team.

It is recommended that you look at insurance that covers the cost of staff wages and income under circumstances that lead to a sustained period of closure. During sustained closure parents would be entitled to access the Early Years Entitlement with another provider. The Local Authority reserve the right to recoup funding where the free sessions they have commissioned are not delivered for a period greater than three consecutive days.

## STRETCHED DELIVERY MODEL

As a provider who has requested approval to deliver the Early Years Entitlement on a stretched 47.5 week model you receive the following block payments:

Autumn Term	Spring Term	Summer Term
210 Hours (weeks set by provider)	180 Hours (weeks set by provider)	180 Hours (weeks set by provider)

Whilst we pay you in blocks of hours we appreciate that the 12 hours per week may result in parents accruing hours for the next funding period.

## POTENTIAL DELIVERY MODEL

As an existing provider you will potentially already have fixed number of weeks that you operate during the course of the year. When considering the stretched offer you can negotiate with parents the additional weeks they can access in order to stretch their child's entitlement. The table below gives an example of how this might work:

	Autumn (210 Hours)		Spring (180 Hours)		Summer (180 Hours)
1	06 September 10 to 29 October 10 (96 Hours over 8 weeks)	3	03 January 11 to 25 February 11 (96 Hours over 8 weeks) <i>1 Bank Holiday</i>	5	25 April 11 to 03 June 11 (72 Hours over 6 weeks) <i>3 Bank Holidays</i>
2	01 November 10 to 17 December 10 (84 Hours over 7 weeks)	4	28 February 11 to 15 April 11 (84 Hours over 7 weeks)	6	06 June 11 to 26 August 11 Half week (138 Hours over 12 weeks)
Total Hours	180 Hours (30 accrued)		180 Hours (30 Carried over)		210 Hours (Full entitlement received)

Where Bank Holidays fall guidance is provided in the standard delivery model.

Providers will need to agree with parents and monitor how the stretched offer is taken. Children starting in the Spring or Summer period would receive 180 hours for the funding period, therefore the attendance weeks would need to be agreed. Whilst the Summer starter could access a stretched offer they would not have accrued hours as the child starting in the Autumn term may have done. This would result in a delivery, based on the example above, from 25 April 11 to 05 August 11.

## **TRANSITION PERIODS**

Due to the transition arrangements for maintained nursery classes and schools children may not access their full 15 hours initially at the start of the autumn term. Where the parent/carer has signed a parent/carer declaration form requesting their full hours with the maintained provider the maintained provider will be funded for the transition period. These arrangements form part of effective transitions which are supported by the Birth to Five Service.

If these arrangements cause childcare issues for parents/carers they should in the first instance be encouraged to discuss this with the maintained nursery class or school. Where parents need to make temporary alternative childcare arrangements for the duration of the transition they can purchase this care from a PVI providers where the PVI provider has capacity to offer this. They would not be entitled to any additional free hours.

This may also occur where children make the transition into Reception, again parents have the option of purchasing temporary childcare from a PVI provider where the PVI provider has capacity to offer this.

Where the PVI provider does not have capacity to offer this temporary transition care, either in terms of places or staffing, they are not obliged to do so.

## **SPECIFIC ADVICE**

If you require further clarification or want to discuss individual circumstances then please contact the EYE Team directly.