

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)

SUGGESTIONS FOR DELIVERY

Regardless of your chosen delivery model, you would need to confirm in advance to parents the funded weeks. The table below indicates a possible delivery during an academic year.

term	Autumn (14 weeks)	term	Spring (12 weeks)	term	Summer (12 weeks)
1	05 September 11 to 20 October 11 (7 weeks)	3	04 January 12 to 10 February 12 (6 weeks)	5	17 April 12 to 1 June 12 (7 weeks) <i>1 Bank Holiday</i>
2	31 October 11 to 16 December 11 (7 weeks)	4	20 February 12 to 30 March 12 (6 weeks)	6	11 June 12 to 13 July 12 (5 weeks)

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

For example, a term may start from a Tuesday or equally end on a Thursday due to school term dates. As a provider you need to ensure that children receive their full entitlement during any funding period.

With the above model, any parent wanting to purchase hours from 16 July 2012 to 19 July 2012 could do so but the Early Years Entitlement would not be available during this period.

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)

POTENTIAL DELIVERY MODEL

As an existing provider you will potentially already have a 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 for a child accessing 12 hours per week:

term	Autumn (210 Hours)	term	Spring (180 Hours)	term	Summer (180 Hours)
1	05 September 11 to 28 October 11 (96 hours over 8 weeks)	3	04 January 12 to 17 February 12 (84 hours over 7 weeks)	5	17 April 12 to 08 June 12 (96 hours over 8 weeks) <i>1 Bank Holiday</i>
2	31 October 11 to 16 December 11 (84 hours over 7 weeks)	4	20 February 12 to 30 March 12 (72 hours over 6 weeks)	6	11 June 12 to 31 August 12 (138 hours over 12 weeks)
Total Hours	180 Hours (30 accrued)	Total Hours	156 Hours (54 carried over)	Total Hours	234 Hours (Full entitlement received)

Whilst we pay you in blocks of hours we appreciate that children accessing up to 12 hours per week will result in parents accruing hours for the next funding period.

Providers will need to agree the stretched offer hours with parents and monitor how it is taken. If a child starts to access the stretched offer part way through an academic year they would not have accrued additional hours from previous terms, therefore their entitlement would start as the total hours as stated in the top row of the table above.

BANK HOLIDAYS

Where a child fails to receive their full entitlement due to a bank holiday, providers should attempt to offer those hours elsewhere in the week if possible. The local authority recognises that providers have costs attributed to bank holidays, therefore if alternative hours cannot be offered providers will not be penalised for this. Parents must be informed if their child will not receive their full entitlement due to a bank holiday.

PROVIDERS OPEN FOR 39 WEEKS

Providers based on a school site may be open for 39 weeks in line with the academic school year. However, schools set a fixed number of INSET days which reduce the overall delivery. Providers must be aware that they are paid for the Early Years Entitlement for 38 weeks only.

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.

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 an alternative provider. 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 additional hours from an alternative provider.

SPECIFIC ADVICE

If you require further clarification or want to discuss individual circumstances then please contact the EYE Team directly on 01522 552752.