

## Early Years Free Entitlement Provision

### Funding for 3 and 4 Year olds

#### Introduction

In September 2013 the Government introduced free entitlement to early education for all 3 and 4 year olds. This scheme enables every 3 and 4 year old, up to 570 hours of free, high quality early years provision, regardless of families financial circumstances.

As an Early Years provider, Alder Bridge School is now working in partnership with West Berkshire District Council (WBDC) to offer free entitlement for all eligible children who attend our Kindergarten.

#### Scope

Alder Bridge School's provision for free entitlement is 5 morning sessions of 3 hours per week, between 9am and 12 noon, for all eligible children.

To be eligible for Free Entitlement a child must be of eligible age before:

31 <sup>st</sup> August	Autumn term
31 <sup>st</sup> December	Spring term
31 <sup>st</sup> March	Summer term

Free entitlement can be claimed up to the end of the term in which the child turned 5.

Parents may claim up to 15 hours of free childcare per week. Additional hours and snacks are chargeable at the standard rates published for the academic year and which will be itemised on your invoice. For further details please refer to the current Tuition Fees schedule, which can be found on our website or from the School Office.

This document is reviewed annually in-line with the Provider Agreement that is issued by WBDC.

#### Responsibilities

##### Pre-Admissions Procedure

##### Parents


During the Admissions process, parents of eligible children are required to complete and sign the Declaration Form. For each term, the number of hours that the child will be using at Alder Bridge School each week needs to be entered. This should not exceed 15 hours. Additionally, if the child is attending another establishment where they are claiming Free Entitlement, the combined hours must also not exceed the maximum allowed.

Parents must also bring in their child's birth certificate. The School are required to make a copy and keep it in the pupil file. This is for auditing purposes, WBDC carries out from time to time to ensure the School is fulfilling its duty as an Early Years Free Entitlement provider.

##### Provider

Alder Bridge School will check the eligibility of each child and where there is a second provider, we will seek to obtain confirmation of the hours the child is claiming with them.

The school will retain on file a copy of the child's birth certificate and Parent Declaration Form. Legally, these must be held for 3 years from the Headcount date in the term that the child started claiming free entitlement.

SCH0021	New October 2015 Review Group: Office	 The logo for Alder Bridge Steiner-Waldorf School features a stylized bridge graphic on the left, followed by the text 'Alder Bridge' in a large, bold, sans-serif font, and 'Steiner-Waldorf School' in a smaller, regular sans-serif font below it.
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## **Post Admissions Procedure**

The School is required to maintain and on a once a term basis provide details of all children claiming free entitlement to WBDC. The termly submission is called Headcount Day.

**Headcount Day** takes place on the second Thursday following the start of each term. The school is required to submit a list to WBDC of all children who are being funded for that term. The details of the children, name, date of birth, start date and hours claimed are entered through the West Berkshire's Early Years Portal. The secure portal requires a username and password and the person or persons responsible for submitting the information are registered with the West Berkshire Early Years Team.

New children should be added to headcount form with the details provided on the Parent Declaration Form.

Changes in hours claimed should also be updated on the headcount form. Parents will be asked to sign an adjustment form for the change in hours and will be kept on file.

### **How the school claims the funding**

At the end of each term WBDC use the Headcount submitted at the beginning of that term to produce an estimate payment. An interim payment of 50% of the estimate is made to the provider at the start of the following term.

Two weeks after Headcount, WBDC will produce a funding total and forward the payment, less the 50% already paid from the estimate to the provider.

### **Further information**

FAQ Early Education Places – available from the School Office  
West Berkshire District Council – [www.westberks.gov.uk](http://www.westberks.gov.uk)

**Approved By: Trustees**  
**Next review date: April 2016**