



Holy Trinity CE (VA) Primary School

Early Years Universal & Extended Entitlement Agreement

Introduction

Holy Trinity Primary School supports the Early Years Entitlement – 30 hours for 3 and 4 year olds. There are two elements to this funded childcare:

Universal EYFE 15 hours

Universal Entitlement of 15 hours per week over 38 weeks (normal school term) is available for every child, irrespective of background or family circumstances. All children become eligible the term after their 3rd birthday until they reach statutory school age, which is the September after a child's 4th birthday.

In order to access a place, parents must complete an Early Years Free Entitlement Parent Agreement and provide the child's original birth certificate.

Extended Entitlement 30 hours

Parents who meet certain eligibility criteria may be eligible for Extended Entitlement of an additional 15 hours per week over 38 weeks (normal school term).

Eligibility can be checked at <https://www.childcarechoices.gov.uk>

Parents must complete an Early Years Free Entitlement Parent Agreement, and provide the original birth certificate and their 11 digit entitlement code in order for school to verify eligibility.

Parents are encouraged to apply for the extended entitlement the term before their child meets the age criterion to ensure they can access a place at the start of the term after their child turns 3. Parents that have not applied for the entitlement code by the end of the previous term will not be able to access extended entitlement until the following term.

Parents who meet the eligibility criteria for Extended Entitlement can request to take additional hours with Holy Trinity, subject to availability.

Checks are completed by the Local Authority to ensure that parents only claim the hours that they are eligible to.

Every 3 months parents are required to re-confirm their eligibility, to continue to access Extended Entitlement. For parents that are no longer eligible, a grace period of approximately 6 weeks will be given. After this time, if the parent is no longer entitled to Extended Entitlement, they will be required to remove their child from nursery or pay for the additional hours above the Universal Entitlement.

Sessions

Places are available term time only and are subject to availability.

Morning session	08:50 – 11:50	3 hours
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Afternoon session	12:30 – 15:30	3 hours
Full school day	08:50 – 15:30	6 hours 40 minutes *

Children can attend mornings, afternoon or full days and we will endeavor to accommodate attendance patterns to suit parent needs, subject to availability.

* If children attend full school days and the total hours taken in a week exceeds their entitlement, the additional time will be charged at £5:41 per hour. Parents who wish to incorporate full days into the Universal or Extended Entitlement can chose to pay for the addition 40 minutes per day or collect their child at 14:50.

Children that attend full days will need to bring a packed lunch from home.

Availability

A child born in the period	Will become eligible
1 st April – 31 st August	September following child’s 3 rd birthday (Autumn term)
1 st September – 31 st December	January following child’s 3 rd birthday (Spring term)
1 st January – 31 st March	March / April (after Easter) following child’s 3 rd birthday (Summer term)

Parents must apply for a place by completing our application form and decisions will be made based upon the criteria in our Early Years Admissions Policy. Requests for places and attendance patterns is subject to availability.

There is no guarantee that places will be available for Spring and Summer term intakes, this will depend upon uptake in the Autumn term.

Written offers will be made, detailing the days and hours and will be for the full or remainder of the current academic year.

Fees & Payments

All fees will be confirmed on your offer letter and will be charged at £5.41 per hour.

Fees will be charged half termly in advance. Parents may pay using tax-free childcare or childcare vouchers, please state this on the initial application form. Otherwise, the charge will be added to your Parent Pay account. Payment is required within 5 working days. Failure to do so may result in your child losing their place and further action being taken to recover the outstanding fees.

Fees apply to all contracted sessions even if your child is unable to attend for any reason, including planned holidays or illness. All absences must be reported using Parent Hub app.

I confirm that I have understood and agree to the Early Years Universal & Extended Entitlement Agreement.

Parent Signature

Print name

Date