



**A Guide to
Government
Funded Hours
for
2, 3 and 4 year old
Children**

2 Year Old Funded Hours for Eligible Children 570 Hours per year

Some 2 year olds in England may be eligible Funded Hours. (see Eligibility Checklist Booklet)

Northumbria Nursery delivers this funding as a 'Stretched Entitlement' over 50 weeks.

Eligible children can claim 3.8 hours of 2 Year Old Funded Hours per session (morning/afternoon) up to a maximum of 2 sessions per day, to a maximum of 3 sessions per week for 50 weeks per year.

Example

Child's Attendance	Max Number of sessions claimed per week	Max Number of hours claimed per week	Max number of hours claimed per year
1 day	2	7.6	380
2 days	3	11.4	570
One morning	1	3.8	190
Two mornings	2	7.6	380
Three mornings	3	11.4	570
One afternoon	1	3.8	190
Two afternoons	2	7.6	380
Three afternoons	3	11.4	570

2 Year Old Funded Hours session Morning = **7.45am to 1.00pm:**
5.25 hours

2 Year Old Funded Hours session Afternoon = **1.00pm to 6.15pm:**
5.25 hours

2 year Old Funded Hours session Full Day = **7.45am to 6.15pm:**
10.5 hours

How Do I Claim 2 Year Old Funded Hours?

2-Year-old Funded Hours are claimed by the nursery on your behalf after you have returned your completed forms (see How to Apply)

For each term claim, a child must be in attendance at the nursery on or before the Headcount Date which is advised by the Local Authority and are a specific date usually towards the beginning of each term.

If a child starts nursery after the Headcount Date, the Nursery will submit a late claim to the Local Education Authority but cannot deliver 2 Year Old Funded Hours until approved.

How are the 2-Year-Old Funded Hours Delivered?

Northumbria University Nursery delivers an **inclusive** service, which includes your full session hours and an exceptional provision of additional services for care and early years' education that substantially exceeds the requirements for the funded hours set out by the Department for Education. (see Additional Services at the end of this document)

A new invoice will be calculated for you and your monthly fee will be reduced from the 25th of each month from when your funding begins. e.g. Funding begins in January then your new reduced monthly fee will be payable on 25th January.

If you currently pay for fees via childcare vouchers or Tax Free Childcare, you may need to amend the amounts you pay to nursery as your invoice will be less than you used to pay. An 'Amendment of Payment Method' will be included with your new invoice for you to complete and return to reception.

Universal Funded Hours for All 3 and 4 year old children

570 hours per year

All 3 and 4-year-olds in England are entitled to maximum of 570 hours of free early education or childcare hours per year.

Northumbria Nursery delivers this funding as a 'Stretched Entitlement' over 50 weeks.

Children can claim 3.8 hours of Universal Funded Hours per session (morning/afternoon) up to a maximum of 2 sessions per day, to a maximum of 3 sessions per week for 50 weeks per year.

Example

Child's Attendance	Max Number of sessions claimed per week	Max Number of hours claimed per week	Max number of hours claimed per year
1 day	2	7.6	380
2 days	3	11.4	570
One morning	1	3.8	190
Two mornings	2	7.6	380
Three mornings	3	11.4	570
One afternoon	1	3.8	190
Two afternoons	2	7.6	380
Three afternoons	3	11.4	570

Universal Funded Hours Morning session: **7.45am to 1.00pm: 5.25 hours**

Universal Funded Hours Afternoon session: **1.00pm to 6.15pm: 5.25 hours**

Universal Funded Hours Full Day session: **7.45am to 6.15pm: 10.5 hours**

How Do I Claim the Universal Funded Hours?

Universal Funded Hours are claimed by the nursery on your behalf after you have returned your completed forms (see How to Apply)

For each term claim, a child must be in attendance at the nursery on or before the Headcount Date which is advised by the Local Authority and are a specific date usually towards the beginning of each term.

If a child starts nursery after the Headcount Date, the Nursery will submit a late claim to the Local Education Authority but cannot deliver Universal Funded Hours until approved.

How are the Universal Funded Hours Delivered?

Northumbria University Nursery delivers an **inclusive** service, which includes your full session hours and an exceptional provision of additional services for care and early years' education that substantially exceeds the requirements for the funded hours set out by the Department for Education. (see Additional Services at the end of this document)

A new invoice will be calculated for you and your monthly fee will be reduced from the 25th of each month from when your funding begins. E.G. Funding begins in January then your new reduced monthly fee will be payable on 25th January.

If you currently pay for fees via childcare vouchers or Tax Free Childcare, you may need to amend the amounts you pay to nursery as your invoice will be less than you used to pay. An 'Amendment of Payment Method' will be included with your new invoice for you to complete and return to reception.

Additional Funded Hours for Eligible 3 and 4 year old children 1140 hours per year (also known as 30 hours)

Some 3 and 4 year olds in England may be eligible Additional Funded Hours. (see Eligibility Checklist)

Northumbria Nursery delivers this funding as a 'Stretched Entitlement' over 50 weeks.

Eligible children can claim 3.8 hours of Extended Funded Hours per session (morning/afternoon) up to a maximum of 2 sessions per day, to a maximum to a maximum of 6 sessions per week for 50 weeks per year.

Example

Child's Attendance	Max Number of sessions claimed per week	Max Number of hours claimed per week	Max number of hours claimed per year
1 day	2	7.6	380
2 days	4	15.2	760
3 days	6	22.8	1140
4 days	6	22.8	1140

5 days	6	22.8	1140
One morning	1	3.8	190
One afternoon	1	3.8	190

Additional Hours Morning session: **7.45am to 1.00pm: 5.25 hours**

Additional Hours Afternoon session: **1.00pm to 6.15pm: 5.25 hours**

Additional Hours Full Day session: **7.45pm to 6.15pm: 10.5 hours**

How Do I Claim the Additional Funded Hours?

Additional Funded Hours are claimed by the nursery on your behalf after you have returned your completed forms (see How to Apply)

For each term claim, a child must be in attendance at the nursery on or before the Headcount Date which is advised by the Local Authority and are a specific date usually towards the beginning of each term.

If a child starts nursery after the Headcount Date, the Nursery will submit a late claim to the Local Education Authority but cannot deliver Universal Funded Hours until approved.

How are the Additional Funded Hours Delivered?

Northumbria University Nursery delivers an **inclusive** service, which includes your full session hours and an exceptional provision of additional services for care and early years' education that substantially exceeds the requirements for the funded hours set out by the Department for Education. (see Additional Services at the end of this document)

A new invoice will be calculated for you and your monthly fee will be reduced from the 25th of each month from when your funding begins. E.G. Funding begins in January then your new reduced monthly fee will be payable on 25th January.

If you currently pay for fees via childcare vouchers or Tax Free Childcare, you may need to amend the amounts you pay to nursery as your invoice will be less than you used to pay. An 'Amendment of Payment Method' will be included with your new invoice for you to complete and return to reception.

Fully Funded Hours Place Only

570 Hours per year/1140 Year

Northumbria University Nursery offers up to one Fully Funded Hours Place per session, (subject to eligibility) per day that is not conditional on any charge or charges and is offered subject to availability in accordance with the requirements for the funded hours set out by the Department for Education and as determined by our business model to remain sustainable.

Eligible children attending can claim 2.28 hours of funded hours per session (morning/afternoon) of their contracted attendance up to a maximum of 2 sessions per day to a maximum of 5 sessions per week for 50 weeks per year if claiming 570 hours per year.

Or up to a maximum of 2 sessions per day to a maximum of 10 sessions per week for 50 weeks per year if claiming 1140 hours per year.

Example

Child's Attendance	Max Number of hours claimed per week	Max number of hours claimed per year
570 Hours Per Year Funding		
1 x session	2.28	114
2 x sessions	4.56	228
3 x sessions	6.84	342
4 x sessions	9.12	456
5 x sessions	11.4	570
1140 Hours Per Year Funding		
6 x session	13.68	684
7 x sessions	15.96	798
8 x sessions	18.24	912
9 x sessions	20.52	1026
10 x sessions	22.8	1140

A Fully Funded Hours Place is;

Fully Funded Morning session: **9.00 am to 11.20 am: 2.28 hours**

Fully Funded Afternoon session: **1.00pm to 3.20pm: 2.28 hours**

How Do I Claim a Fully Funded Hours Place Only?

If you selected a Fully Funded Hours Place on your original application form, the Nursery Manager (Judith Curry) will contact you to discuss availability and allocation.

If your child is already attending Nursery and you wish to transfer onto a Fully Funded Hours Place, please indicate this on your Funded Hours Agreement and the Nursery Manager (Judith Curry) will contact you to discuss availability and allocation.

Fully Funded Hours Places are claimed by the nursery on your behalf after you have returned your completed forms (see How to Apply)

For each term claim, a child must be in attendance at the nursery on or before the Headcount Date which is advised by the Local Authority and are a specific date usually towards the beginning of each term.

If a child starts nursery after the Headcount Date, the Nursery will submit a late claim to the Local Education Authority but cannot deliver Fully Funded Hours until approved.

How is a Fully Funded Hours Place Only Delivered?

For parents choosing a Fully Funded Hours Only Place, the facility to purchase additional hours is unavailable. Requests for changes to sessions or the days allocated by nursery are not possible and allocated sessions are fixed until the end of the term. For parents taking up this option, funded sessions cannot be used before 9am, after 3.20pm pm and during lunch and tea times. (see Additional Services at the end of this document)

You will receive a Fully Funded Hours Place Only statement in January, May, and September confirming; how your fees have been calculated, and how many hours you are being funded.

Parents seeking a Universal Funded Hours (570 hours) or Additional Funded Hours (1140 hours) delivered outside of the session times and without the additional services offered at Northumbria University Nursery are advised to visit Newcastle Families Information Service who can provide advice and information of settings in Newcastle who may offer alternative Funded Hours options.

www.newcastlesupportdirectory.org.uk

Additional Services and Provisions

Description	Inclusive Universal and Additional Hours	Funded Hours Place Only
Provision for Inclusive Universal/Additional Hours	Subject to nursery availability of places: 47 spaces per morning session and 47 spaces per afternoon session.	
Provision for Funded Hours Place Only	Subject to nursery availability of places: one space per morning session and one space per afternoon session	
Staffing ratios and qualifications	Staffing ratios and qualifications are maintained in strict accordance with Ofsted/ EYFS requirements as a minimum	
Ancillary staff salaries i.e. Chef & Kitchen staff, administrators,	Included	Not included
Mid-morning and late evening Snacks	Included	Not included
Breakfast, Lunch & Tea	Included	Not included
Outdoor clothing: fleece jackets, hats, snow suits, wellingtons, gloves	Included	Not included
Additional external activities e.g. music sessions, French classes, entertainers,	Included	Not Included
Celebrations & Seasonal gifts e.g. Ang Pows (Chinese New Year) Christmas Grotto and present, Easter treats, diwali lamps	Included	Not Included
Nappies, cream, wipes	Included	Not included
Suntan cream, sun hats	Included	Not included
Parent Services e.g. parcel collection, card payments, I.D photocopying service	Included	Not included
Parental choice of Attendance	Parent can choose which sessions the child attends, subject to nursery availability	
Continuity	The child has a guaranteed place until they leave the nursery	
Additional Sessions	Parents can book additional sessions as extra to Inclusive Hours contract	Parents are limited to their funded session/s only with no option to purchase extra hours or sessions
Stretched entitlement	Funding entitlement stretched across the year max 22.8 hours per week	Funding entitlement stretched across the year max 22.8 hours per week
Session times	7.45 to 6.15 full day 7.45 to 1.pm morning 1.pm to 6.15pm afternoon	9am to 11.20 Morning 1pm to 3.20pm Afternoon