

# Is your child three or four years old?

A parents/carers guide to  
**Free Education Entitlement**  
for 3 to 4 year olds



Waltham Forest

# Contents

What is Free Early Education Entitlement (FEEE)?	3
What are the benefits of early education?	4
How do I apply for my child’s FEEE?	4
What happens if I need my child to attend childcare beyond the FEEE hours?	5
Can sessions be mixed between providers?	6
How are childcare settings registered and approved?	7
Contact us	7



## Is your child three or four years old?

Would you like to:

- Return to work?
- Study?
- Give your child new opportunities to enjoy, learn and explore new things?

## If yes, you can get a free childcare place in a FEEE approved childcare setting such as:

- A childminder\*
- A children centre
- A nursery class in a primary school\*
- A nursery school\*
- A pre-school or playgroup\*
- A private nursery

\*Parents who only wish to access their free hours are encouraged to use these types of providers to ensure there are sufficient full day-care places for those parents that require them

## What is Free Early Education Entitlement?

The Free Early Education Entitlement (FEEE) is a government grant, which enables children to have free nursery education with approved providers, from the term after their 3rd birthday until they reach compulsory school age.

From September 2010 each child is entitled to 15 hours per week of Free Early Education over a minimum of 38 weeks a year, which is equivalent to **570 hours** of free early education a year.

You can choose to access your entitlement over more than 38 weeks at providers who offer the entitlement throughout the year, for example

- 11.8 hours per week over 48 weeks per year
- 11.4 hours per week over 50 weeks per year
- 11 hours per week over 52 weeks per year

Each free early education session must be:

- 1) A minimum of 2.5 hours long
- 2) A maximum of 10 hours long

Your child **MUST** attend the setting for a minimum of 3 days per week to receive their full entitlement. For every day not attended, below the 3 days minimum attendance requirement, a max of 2.5hrs will be deducted from your full weekly entitlement.

For example, the weekly entitlement for a child attending 2 days per week would be reduced to:

- 12.5 hours per week over 38 weeks per year
- 9.3 hours per week over 48 weeks per year
- 8.9 hours per week over 50 weeks per year
- 8.5 hours per week over 52 weeks per year

All places are subject to availability at the chosen provider. You will need to discuss with your chosen provider how many weeks per year they offer the entitlement over, and availability of places. Should parents/carers require childcare in addition to their entitlement, the provider will charge for this.

The majority of parents/carers, who require only the Free Early Education Entitlement, access this through their local nursery school or pre-school, although some full day-care providers may offer this service.

**Please Note:** There is a completely separate and independent admissions procedure for reception and Year 1 classes in a school. Taking up a nursery place at a school **DOES NOT** guarantee a reception or Year 1 place at that school.

## **What are the benefits to my child of early education?**

Free early learning gives children the best start in life. Through learning and playing with other children in a safe and structured environment, they will have a head start when they begin school.

Early education offers children the opportunity to engage in a range of fun and exciting activities, along with other children. Activities are planned to support children's learning and development, and appropriate to their age and stage of development. Childcare settings give children the opportunity to develop their personal, emotional and social skills, explore friendships and learn about the world around them.

## **How do I apply for my child's FEEE?**

If your child does not have a place, or attend an FEEE approved childcare provider please contact Family Information Service (FIS) on **020 8496 3000** for information and advice.

You can also get information about local providers from the Children and Young People's Directory Website at [www.walthamforest.gov.uk/cypd](http://www.walthamforest.gov.uk/cypd)

You can also talk to providers. They will be able to tell you whether they can offer you the provision that meets your requirements, how to apply for a place, or signpost you to another provider.

## **What if I think my child is already attending an approved supplier?**

If your child is already attending an approved FEEE childcare provider, you should make sure that the provider knows your child is entitled to claim their FEEE, and that your fees are adjusted accordingly.

## **Receiving your Free Early Education Entitlement**

Your provider will request that you sign a Free Early Education Entitlement Declaration Form stating the number of FEEE hours your child receives. You must complete and sign the form in order for your child to receive their free hours.

The following dates show which term your child can start receiving their FEEE.

<b>Term</b>	<b>Dates</b>	<b>Child born between</b>
Autumn 2010	1 September to 31 December	1 September 2005 to 31 August 2007
Spring 2011	1 January to 31 March	1 January 2006 to 31 December 2007
Summer 2011	1 April to 31 August	1 April 2006 to 31 March 2008

## **What happens if I need my child to attend childcare beyond the FEEE hours?**

Parents can access their 570 hours entitlement over more than 38 weeks per year, and the free entitlement can form part of a longer childcare day. Hours required in addition to the free early education entitlement of 570 hours per year (maximum of 15 hours per week) will be charged.

The approved FEEE childcare provider will outline the costs for the childcare place. They will provide written details as to how the costs have been calculated, and how much of a reduction in fees has been made due to the FEEE. The cost of providing nursery education will vary from provider to provider therefore childcare fees and reduction rates will also vary.

For example weekly charges for a full time place in a setting open for **48** weeks per year could be:

Full day-care charge per week (5 days from 8am to 6pm)	£180.00
Free Early Education Entitlement (equates to 11.875 hours deduction)	-£42.75
Balance payable by parent/carer	£137.25

\*570 hours annual entitlement divided by 48 weeks that childcare is being provided for.

Please note it may not always be possible for your chosen provider to provide the days and times that you require and may require you to make enquiries at a number of FEEE providers to establish who can offer the days and times that you need. The Family Information Service may also be able to help with finding a provider who can meet your specific needs.

## Tax Credits Support

Tax credits can be used to pay some of the additional charges and are claimed by the parent/carer from the childcare element of working tax credits, which is up to £175 per week for one child and £300 for two or more children. A maximum of 80% of childcare costs can be claimed by eligible parents.

If you think you might be able to claim Child Tax Credit or Working Tax Credit or both, you can go online at [www.taxcredits.direct.gov.uk](http://www.taxcredits.direct.gov.uk) or phone **0845 300 3900**.

## Can sessions be mixed between providers?

You can choose to take up the free entitlement at more than one approved provider. However, it can be unsettling for young children to attend more than one setting, so it is recommended that you find one setting which can provide the childcare for the days and times that meet your requirements.

You can choose to take up the free entitlement at a maximum of two approved FEEE providers.

For example, the 15 hours per week at present can be taken as:

3 x 2 ½ hour sessions with one provider and 3 x 2 ½ hour sessions with another provider or 2 x 3 hour sessions with one provider and 3 x 3 hour sessions with another provider.

You will be asked to sign a declaration form by each childcare provider to confirm which of your FEEE hours you are taking at their setting.

Please note that school nurseries are one of the different types of approved FEEE providers that can provide the FEEE. If your child attends a part time place in a school nursery or nursery class (15 hours per week) then this place will be your child's free entitlement and you will not be able to claim from another FEEE approved provider. This is monitored on a regular basis and parents will be liable for childcare fees for any FEEE hours claimed in excess of 570 hours per year or 15 hours per week.

## **How are childcare settings registered and approved?**

FEEE providers are registered and inspected by Ofsted. Inspection reports for these settings are available at [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Parents are encouraged to read reports for the settings they may be interested in to ensure they will meet their child's needs, before taking up a place.

The Local Authority aims to ensure that all approved FEEE providers in Waltham Forest participate in an approved Quality Assurance Scheme. Some providers will be working towards participating in the approved quality assurance scheme. All settings are supported and advised by an Early Years Consultant. This ensures childcare settings are developing, encouraging and maintaining a high standard of care and education for all families and local communities.

## **Contact us**

For further information and advice please contact:

Family Information Service  
Silver Birch House  
Uplands Business Park  
Blackhorse Lane  
Walthamstow  
London E17 5SD

Phone: **020 8496 3000**

Email: [wffis@walthamforest.gov.uk](mailto:wffis@walthamforest.gov.uk)

Website: [www.walthamforest.gov.uk/fis](http://www.walthamforest.gov.uk/fis)  
[www.walthamforest.gov.uk/cypd](http://www.walthamforest.gov.uk/cypd)

## Request for translated information or request a copy in large print, on tape or Braille

This leaflet tells you about free early education entitlement for children aged 3 to 4 years living in Waltham Forest. If you are unable to understand it because English is not your first language, you can discuss it with someone in your own language. Please tick the appropriate box, write your name, address and telephone number and return the whole form in an envelope to the address below.

本宣傳單告訴了你有關居住在Waltham

Forest的3-

4歲兒童的免費早期教育權利。如果由於英語不是你的母語而使得你無法理解本宣傳單的內容，那麼你可以與某位使用你的語言的人士進行討論。請勾選相應的方格，寫下你的姓名、地址和電話號碼，並將整個表格放入一個信封內寄至下列的地址處。

Chinese

Cette plaquette vous présente les droits à une éducation gratuite pour les enfants de 3 à 4 ans vivant à Waltham Forest. Si vous ne comprenez pas ces informations parce que l'anglais n'est pas votre première langue, vous pouvez en parler avec une personne dans votre langue. Merci de cocher la case appropriée en indiquant votre nom, votre adresse et votre numéro de téléphone et de renvoyer la totalité du formulaire sous enveloppe cachetée à l'adresse ci-dessous.

French

Siame lankstinuke pateikiama informacija apie 3-4 m. amžiaus vaikų, gyvenančių Waltham Forest vietovėje, teisę į priešmokyklinį lavinimą. Jei anglų kalba nėra Jūsų gimtoji kalba ir dėl to negalite suprasti šios informacijos, ją galite aptarti su kuo nors savo gimtąja kalba. Pažymėkite atitinkamą langelį, įrašykite savo vardą, pavardę, adresą ir telefono numerį, ir gražinkite visą formą voke žemiau nurodytu adresu.

Lithuanian

Niniejsza ulotka dotyczy dotacji rządowej umożliwiającej bezpłatną edukację przedszkolną dla dzieci w wieku 3 do 4 lat mieszkających w Waltham Forest. Osoby, dla których angielski nie jest językiem ojczystym i które z tego powodu nie są w stanie zrozumieć zawartych w ulotce informacji będą mogły porozmawiać z kimś, kto mówi w ich języku ojczystym. W tym celu prosimy zaznaczyć właściwą kratkę, wpisać imię i nazwisko, adres oraz numer telefonu, a następnie wysłać cały formularz w kopercie na podany niżej adres.

Polish

Această broșură vă oferă informații despre dreptul la educație timpurie gratuită pentru copiii cu vârsta între 3 și 4 ani, care locuiesc în Waltham Forest. Dacă nu puteți să o înțelegeți pentru că engleza nu este prima dumneavoastră limbă, puteți să discutați despre ea cu cineva în limba dumneavoastră. Vă rugăm bifați pătratul corespunzător, scrieți-vă numele, adresa și numărul de telefon, și trimiteți întregul formular, într-un plic, la adresa de mai jos.

Romanian

Bu broşür, Waltham Forest'ta yaşayan 3-4 yaş arasındaki çocukların ücretsiz erken öğretim hakkını açıklamaktadır. Eğer bu broşürü, İngilizce anadiliniz olmadıgı için anlayamiyorsanız bunun hakkında kendi dilinizi bilen birisiyle konuşabilirsiniz. Adınızı, adresinizi ve telefon numaranızı yazdıktan sonra lütfen formun tamamını, bir zarfın içerisinde, aşağıdaki adrese gönderin.

Turkish

یہ پرچہ آپ کو واللہم فارمیٹ میں رہنے والے 3 سے 4 سالہ بچوں کے لیے مفت تعلیم کے حق کے بارے میں بتاتا ہے۔ اگر آپ اسے اس لیے نہیں سمجھ سکتے کہ انگریزی آپ کی پہلی زبان نہیں ہے تو آپ اس کو آپ کی اپنی زبان بولنے والے کسی شخص کے ساتھ زیربحث لا سکتے ہیں۔ برائے کرم متعلقہ خانے میں نشان لگائیں، اپنا نام، پتہ اور ٹیلی فون نمبر لکھیں اور اس مکمل فارم کو لفافے میں بیچے کے پتے پر واپس بھیج دیں۔

Urdu

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel No:

\_\_\_\_\_

Return to:

Family Information Service  
Children and Young People Services  
FREEPOST LON1081  
Silver Birch House  
Uplands Business Park  
Blackhorse Lane  
Walthamstow  
London E17 5SD