

## Help and Advice

If you would like further advice about the Free Entitlement to Nursery Education you can contact Trafford:

**Tel:** Nursery Education Officer 0161 912 5808

**Email:** [nursery.education@trafford.gov.uk](mailto:nursery.education@trafford.gov.uk)

**Minicom:** 0161 912 2101 user I.D. 1053

**If you would like this information in an alternative format or language please contact CYPIS on 0161 912 1053.**



# Free Entitlement to Nursery Education for Three and Four Year Olds A Guide

This booklet has been produced by Trafford Children and Young People's Information Service (CYPIS). Our aim was to produce an easy to use information guide that would explore Free Entitlement to Nursery Education and indicate whether you might be entitled to it.

Trafford CYPIS provides free information and advice to families on the following subjects:

- \* Childcare and early education
- \* Help with childcare cost
- \* Leisure activities for 0 - 19's
- \* Family events
- \* Family support services
- \* Working with children and young people

**Please contact Trafford CYPIS on: 0161 912 1053**

**E-mail: [CYPIS@trafford.gov.uk](mailto:CYPIS@trafford.gov.uk)**

**Web: [www.trafford.childservicesdirectory.org.uk](http://www.trafford.childservicesdirectory.org.uk)**

**Minicom: 0161 912 2101 user I.D. 1053**

## How is the free entitlement calculated?

Funding is paid directly to the PVI provider and they will provide you with up to 12½ hours of nursery education per week for free. Your free entitlement is available for 38 weeks per year, split as follows:

### MAXIMUM NUMBER OF WEEKS THAT CAN BE CLAIMED EACH TERM

#### SUMMER TERM

1st April to  
31st August  
12 weeks

#### AUTUMN TERM

1st September to  
31st December  
14 weeks

#### SPRING TERM

1st January to  
31st March  
12 weeks

## Can a provider charge me for any part of the free entitlement?

Nursery education providers cannot charge you for any part of your free entitlement, either directly or indirectly.

They should not charge you in advance for the free entitlement to be refunded at a later date.

You will be charged for any additional time that your child attends over and above your free hours and for any additional weeks which are not covered by the free entitlement.

Please remember that PVI providers may have their own policies in place about the minimum number of hours they will accept children for, and the number of days this must be over.

## What if my child attends two providers in the PVI sector?

A child's free entitlement can be split between more than one provider as long as the total amount of hours claimed does not exceed the maximum of 12½ hours per week. You only need to submit one application, detailing both providers on it and how you would like to split the hours.

## What if my child attends nursery outside Trafford?

If your child accesses their nursery education at a provider which is not in Trafford, you will need to claim your free entitlement from the authority in which the provider is situated. Similarly, all children accessing their nursery education at a provider in Trafford must apply to Trafford for their free entitlement, regardless of whether or not they are Trafford residents.

## What if my child starts at a provider after the closing date for applications?

If any child starts at a provider after the closing date for applications, it is always possible to still apply for the free entitlement. This will then be allocated based on the number of weeks left in the term. The parent or the provider needs to contact Trafford CYPIS by telephone to make arrangements for this.

## Free Entitlement to Nursery Education

- \* All three and four year old children are entitled to 12½ hours of free nursery education for 38 weeks of the year.
- \* This can be claimed at any provider included in Trafford's Directory of Nursery Education Providers.
- \* The Directory includes maintained school nursery classes and also nursery education providers in the private, voluntary and independent sector.

## When is my child eligible?

Your child becomes eligible to receive their free entitlement in the term following their third birthday. Terms are defined as follows:

A child born between	Will be eligible for a free place from
1st April and 31st August	From the start of the Autumn term (September) following their third birthday until statutory school age*
1st September and 31 December	From the start of the Spring term (January) following their third birthday until statutory school age*
1st January and 31st March	From the start of the Summer term (April) following their third birthday until statutory school age*

\* Statutory school age is defined as the beginning of the term following a child's fifth birthday.

## How to apply for your free entitlement in a school nursery

Maintained school nursery classes operate their own admissions policies and you must contact them directly to apply for a place. Some school nursery classes accept children in the term after their third birthday, others in the term after their fourth birthday. Please also check any specific admission criteria they use. Some school nurseries may only have one intake per year (in September).

Contact the school whose nursery you would like your child to attend. The school will keep a list of children whose parents have asked for a place. This place will normally be for 5 morning or 5 afternoon sessions per week. The school will inform you by letter if a place is available for your child. It is advisable to contact the school as early as possible as nursery classes can be oversubscribed.

To obtain contact details for your local maintained school nursery classes, please contact Trafford CYPIS.

Please note that if your child attends a nursery class attached to a maintained Infant or Primary School, this is not a criterion for admission to the reception class at that school and no place can be guaranteed for your child.



## How to apply for your free entitlement in the private, voluntary or independent (PVI) sector

You must secure a place for your child at one of the providers included in Trafford's Directory of Nursery Education Providers. Then you must submit an individual application for your child at the beginning of each term.

This can be done using the online application system which is found under "I want to apply for" at [www.trafford.gov.uk](http://www.trafford.gov.uk). The online application system is a quick and easy way of making an application. You will receive an instant e-mail confirmation that your application has been received by Trafford and then you will be sent a notification of free entitlement e-mail within 10 working days.

Alternatively, paper application forms are available from your nursery education provider.

You will need to complete an application form at the beginning of every term for which you want to claim funding.

## How can I find out if a provider is included in the Directory?

The Directory includes different types of providers such as private day nurseries, pre school playgroups, independent schools, children's centres and childminders if they are part of an approved Childminder Network. To find out if a provider is included in the Directory, please contact Trafford CYPIS.

## What if my child attends a school nursery class and a PVI provider?

If your child attends a school nursery class for 12½ hours or more, this is classed as your free entitlement and you are unable to claim any additional hours at a PVI provider. If your child attends a school nursery class for less than 12½ hours, you may claim additional free hours at a PVI provider, up to a maximum of 12½ hours in total.