

EARLY YEARS ENTITLEMENT POLICY AND APPLICATION FORMS

Policy applies to EYFS and to all Staff	
Date policy reviewed:	27.07.2023
Date of next review:	27.07.2024
Version:	11.23 v1
Author:	Mr Michael Stewart

Version	Date	Paragraph	Material change	Approval
08.22 v1	01.08.2022	All Application form s.3	Updates to reflect changes to the School's calendar, opening times and rates effective from 1 September 2022. Table updated to provide both TTO and AYR options.	Mr Michael Stewart
03.23 v1	22.03.2023	5, 6 and Application form s.3	Updates to reflect changes to the School's calendar, opening times and rates effective from 1 September 2023.	Mr Michael Stewart
07.23 v1	27.07.2023	All	Updated for 2023/2024.	Mr Michael Stewart
11.23 v1	06.11.2023	EYR1	Updated EYR1 Parental Declaration Form.	Mr Michael Stewart

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

Related Policies

Admissions
Data Protection
Data Retention
Privacy Notice for Parents
School's Terms and Conditions



1. Introduction and application for funding

This policy sets out specifically how Clifton High School accesses the Early Years Entitlement Funding from Bristol City Council. It is in accordance with Bristol City Council's regulations. Parents should complete the compulsory forms at the end of this policy, together with the Clifton High School registration form, to receive the Early Years Entitlement Funding. Following a place being offered, the School's Terms and Conditions will be issued and the Acceptance Form must be signed. This policy is in conjunction with the other policies mentioned above.

2. 15 Free Hours (Universal)

The Early Years Entitlement is accessible from the term after the child's third birthday. It finishes the term of the child's fifth birthday, and includes the adjoining holidays, if the child has chosen to use 'all year round' funding. Bristol City Council Terms are defined throughout this policy as 1st September – 31st December, 1st January – 31st March and 1st April – 31st August. Clifton High School terms fluctuate slightly each academic year and can be found on the school website.

All children are eligible for up to 570 hours per year. However, this will be in accordance with the School's Terms and Conditions. Some children will be able to continue claiming free hours during their time in Reception.

3. 15 Free Hours (Extended) – known as '30 Hours Free Childcare'

Clifton High School does not offer the 15 extended hours.

4. Delivery of the Free Hours

- Term Time Only free hours will be provided Monday to Friday, 9.00am – 12.00pm.
- All Year Round free hours will be provided Monday to Friday, 9.00am – 11.24am.
- Additional hours outside of the free session are chargeable – see below.

5. Operational method

Clifton High School is proud to offer the following flexible approach to Hive Pre-school parents:

- Term Time Only (TTO) – 15 free hours over 34.0 weeks
- All Year Round (AYR) – 12 free hours over 42.0 weeks

As Clifton High School does not operate on the same schedule as the Bristol City Council term dates (i.e. 38 weeks a year), we are unable to offer the full annual allowance of free hours (which is 570 hours per year). Permission is applied for and granted on an annual basis from Bristol



City Council to offer a shorter number of free hours. Children can take up their lost hours with another provider if appropriate. Bristol City Council does not allow Clifton High School to provide additional hours during the school holidays to the families that chose the 15 hours term time only option.

Bank holidays are not funded by Bristol City Council. If a child's free hours fall on a bank holiday, they will not be rescheduled for a different day.

6. Financial implications

- **Opening Hours and Rates** - The Hive Pre-School is open from 8.00am - 6.00pm during term time, and on slightly reduced hours of 8.00am - 5.00pm on days when open outside of term time. Excluding the free entitlement hours the Hive Pre-School provision, including food, tuition, weekly set activities and sundries, are charged from 1st September 2023 at an hourly rate of £6.80/hr. Reception class standard hours are 8.45am - 3.30pm and further wrap around care is available. Reception fees and extras can be found on the school website and are charged on a termly basis. The fees will be adjusted accordingly for eligible children.
- **Personal care items** - nappies, wipes and personal care items are to be provided by the parents.
- **Invoicing frequency** - all fees should be paid for in accordance with the School's Terms and Conditions. Invoices will detail all charges, showing the free and charged hours. The rate paid by Bristol City Council is currently £4.94 per hour per child, which is adjusted from the standard rate of £68.00 per term time day. Invoices are issued on a termly basis.
- **Payments from 3rd parties (e.g. colleges and universities)** - parents cannot receive free hours for the same hours which are funded by a third party. Parents who are currently students and receiving a student grant, are not eligible for 15 Hours Free Childcare as their funding is not counted as 'income' by HMRC. Payments for chargeable hours are accepted from a third party.
- **Priority Places** - Clifton High School will prioritise children who want to buy additional hours.
- **Sibling discounts** - Clifton High School currently offers a sibling discount of: 2nd child: 7%, 3rd child: 15% and 4th child: 25%. Discounts are applied to the fees of the sibling, not to the family as a whole. Discounts are applied to the core fee only, not to supplementary charges. Please see the School's Terms and Conditions for further details
- **Notice periods for the free and additional hours** - Bristol City Council requests parents of 3 and 4 year olds make a 'termly' commitment when asking Clifton High School to claim the free hours. If the child needs to move to change or entirely move the free hours to another provider, Clifton High School reserves the right to wait until the start of next new term (e.g. 1st Sept, 1st Jan, 1st April). Exceptions are only made when 'life changing



circumstances', e.g. parent has lost their job, moving house, serious illness etc. are presented. For the additional hours (chargeable hours), a full term's notice is required.

- **Admissions methods, deposits and registration fees** - please see the Admissions Policy.
- **Registration fee** - this is payable at the point of application, only when a family requests chargeable hours in addition to the free hours.
- **UK General Data Protection Regulation (GDPR)** - please see the Data Protection Policy.
- **Complaints process** - if any parent has a complaint about any aspect of this policy, please refer to the Clifton High School Complaints Policy. If any parent would like to discuss Clifton High School's delivery of free hours, please contact Bristol City Council's Family Information Service by emailing askcyps@bristol.gov.uk or calling 0117 3574 192.

School Office 0117 973 0201
schooloffice@cliftonhigh.co.uk

College Road, Bristol, BS8 3JD
cliftonhigh.co.uk

Admissions 0117 933 9087
admissions@cliftonhigh.co.uk

CURIOSITY · EMPATHY · LOVE · DIRECTION



EYR1 - Parental Declaration Form

This document is provided by Bristol City Council and should be completed prior to your child beginning their first day of attendance. It enables Clifton High School to record all the information required by the Department for Education to count and make a claim to Bristol City Council for their funding, including 15 Hours Free Childcare, Early Years Pupil Premium and the Disability Access Fund.

Eligible 2-Year-Olds and all 3 and 4-Year-Old children are universally entitled to 570 free hours per year. This is delivered in either of two options:

- 12 Hours Free Childcare per week All Year Round (over 47.5 weeks)
- 15 Hours Free Childcare per week Term Time Only (over 38 weeks)

This is referred to as the 'Universal' free entitlement.

Working families in England with a 3 or 4-Year-Old child can apply for a further 570 free hours per year. This is referred to as the 'Extended' free entitlement. Together they make 1140 hours (24 Free Hours All Year Round or 30 Free Hours Term Time Only). To apply, please visit www.childcarechoices.gov.uk or call **0300 1234097** to obtain a unique 30 Hours Code for your child.

If your child attends more than one Provider it is possible to mix both options together, as long as their total annual free hours claimed does not exceed 1140 Free Hours. This option is not available to Eligible 2-Year-Olds who can only take their Free Hours with one Provider.

For the avoidance of doubt Clifton High School does not accept 2-Year olds, nor does it offer the additional 'extended' free entitlement. Furthermore Clifton High School's all year round and termly provision may be for fewer weeks than the full entitlement noted above. Where eligible to do so, it may be possible to claim for hours not provided by Clifton High School at another provider.

Please be mindful of sharing the completed form in a secure way that does not put the information at risk. Clifton High School will retain a copy and store it securely in the Finance Department.



SECTION 1: Your Child's Details (3 and 4 year-olds claiming free hours)

Child's legal surname		Child's legal forename	
Date of Birth		Gender	
Address (with postcode)			
Documentary proof of Date of Birth Type and Number * (e.g. Birth Certificate, Passport)			
Document recorded by (Clifton High School staff member)		Date document recorded (dd/mm/yyyy)	
Ethnicity		Language	
Nationality		Country of Birth	
Date of first claim:			
Special Educational Needs and Disability (SEND) (please tick one)	No SEND		
	Education, Health and Care Plan		
	SEN Support		
If applicable, please circle one type of SEN Support to indicate your child's Primary Need	Autistic Spectrum Disorder	Hearing Impairment	
	Moderate Learning Difficulty	Multi-Sensory Impairment	
	Other Difficulty/Disability	Physical Disability	
	Speech, Language and Communication Needs	SEN Support but no specialist assessment of type of need	
	Severe Learning Difficulty	Social, Emotional and Mental Health	

School Office 0117 973 0201
schooloffice@cliftonhigh.co.uk

College Road, Bristol, BS8 3JD
cliftonhigh.co.uk

Admissions 0117 933 9087
admissions@cliftonhigh.co.uk



Clifton High School

	Profound & Multiple Learning Difficulty	Visual Impairment
	Specific Learning Difficulty	

School Office 0117 973 0201
schooloffice@cliftonhigh.co.uk

College Road, Bristol, BS8 3JD
cliftonhigh.co.uk

Admissions 0117 933 9087
admissions@cliftonhigh.co.uk

CURIOSITY · EMPATHY · LOVE · DIRECTION

SECTION 2: Parent's Details

Parents within the Child's household	Parent A	Parent B
Parent/carer first name		
Parent/carer Surname		
Parent/carer Date of Birth		
Parent/carer National Insurance Number or NASS Number		
Address (with postcode)		
Home telephone number		
Work telephone number		
Mobile telephone number		
Email Address		

30 Free Extended Hours

Clifton High School does not offer the extended hours.

Early Years Pupil Premium (EYPP)

This is funding paid to Providers for children whose parents are in receipt of certain benefits. The funding is used to enhance the quality of the child's early years' experience by improving the teaching, learning, facilities and resources, with the aim of impacting positively on your child's progress and development. EYPP is only available for the 15 Universal free hours.

Children who are currently being looked after by a local authority in England or Wales or have left care through an adoption order, a special guardianship order or a child arrangement order are also eligible for EYPP. Please talk to Clifton High School if this applies and share the relevant court order documentation as proof to enable the School to make a claim.



	Parent A	Parent B
Main Benefit Claimer (please indicate with an X)		
Parent Signature		
Print name		
Date		

School Office 0117 973 0201
schooloffice@cliftonhigh.co.uk

College Road, Bristol, BS8 3JD
cliftonhigh.co.uk

Admissions 0117 933 9087
admissions@cliftonhigh.co.uk

CURIOSITY · EMPATHY · LOVE · DIRECTION

SECTION 3: Provider(s) and Claims (all eligible 3 and 4 year-olds claiming free hours)

Universal Hours (3 and 4-Year-Olds)

Please note, using the 15 hours term time only, 'topping up' during school holidays is prohibited by Bristol City Council

Provider Name(s)		Please enter the total free Universal Entitlement hours claimed per day						Number of free hours per week	Number of weeks per year	Total Annual Free Hours
		Mon	Tue	Wed	Thu	Fri	Sat			
1a	Clifton High School (All Year Round - 2.4 hours / day)						n/a	n/a	41.8	
1b	Clifton High School (TTO - 3.0 hours / day)						n/a	n/a	34.0	
2										
Total Annual Universal Free Hours (Total Hours with all Providers must not exceed 570)									/ 570	



SECTION 4: Disability Access Fund

Children who are in receipt of [Disability Living Allowance](#) and are receiving the free entitlement are eligible for the Disability Access Fund (DAF) which is paid to the child's Provider at a fixed annual rate of £615 per eligible child.

Is your child eligible and in receipt of Disability Living Allowance?

(Please delete as appropriate)

Yes or No

If the child is sharing their Free Early Education Entitlement with two or more Providers, please nominate the main Provider where Bristol City Council should pay the Disability Access Fund. This fund cannot be shared between Providers.

Provider Name

(Please print)



SECTION 5: Parental Declaration

I (the person named in Section 2) confirm that I have legal responsibility for the child named in Section 1 of this document and that the information I have provided is accurate and true. I understand and agree to the conditions set out in this document and I authorise Clifton High School to claim free entitlement funding as stated above on behalf of my child.

I also understand that in Section 2 and 4 of this document (where I have signed or stated that my child is eligible) the data I have provided will be shared with Bristol City Council and the Department for Education to access information from other government departments. This is to confirm my child's eligibility to enable the Provider(s) to claim 30 hours Free Childcare and / or Early Years Pupil Premium (EYPP) and / or Disability Access Fund (DAF) on behalf of my child. This follows UK Data Protection Legislation.

Please tick each statement to confirm your understanding, by signing this declaration you agree with the following conditions of the Free Early Education Entitlement

- I understand that the Free Early Education Entitlement must be free at the point of delivery and that I cannot be charged for this in advance
- I confirm I have received detailed information from Clifton High School and have been advised of additional services available for my child. I understand I will have to pay for these services
- I understand that I cannot change the number of Free Hours I am claiming once Clifton High School has submitted their termly headcount to Bristol City Council (every September, January and April)
- I understand that if I want to change my child's Provider I cannot do so until the start of a new term (i.e. September, January or April) unless I have the express permission of Clifton High School and Bristol City Council
- I understand that if I over claim my child's entitlement, steps will be taken by Bristol City Council to reclaim the funding from Clifton High School and that I will be liable to pay for the time at their standard hourly rate.

Claims for your child's free hours are made on a termly basis; three times a year. To allow parents a greater degree of flexibility, you are asked to commit to your child's claim on the same basis, rather than annually. Once signed, a contract is formed between you and Clifton High School and is subject to the conditions outlined above.

Term		Parent A	Parent B
Autumn Term 2023	Parent/carer Signature		
	Print name		
	Date		
Spring Term 2024	Parent/carer Signature		
	Print name		
	Date		
Summer Term 2024	Parent/carer Signature		
	Print name		
	Date		
Staff Signature and print name			Date



SECTION 6: UK Data Protection Legislation and Privacy Notice from Bristol City Council

UK Data Protection Legislation put in place certain safeguards regarding the use of data by organisations. UK Data Protection Legislation give rights to those (known as data subjects) about whom data is held. This includes

- The right to be informed about when personal data is used
- The right to know why we collect your data and who it is shared with
- The right to know how long it is kept for

For the purposes of the Data Protection Legislation, Bristol City Council is the Data Controller and the Provider of the Free Entitlement data (Clifton High School) is another Data Controller. For the purposes of administering the Free Early Education Entitlement, the only processing that Clifton High School is authorised to do with your or your child's data is listed in their contract with Bristol City Council. The use and privacy of your and your child's data is very important to Bristol City Council. [Bristol City Council's Data Protection Policy](#) and [Privacy Notice](#) are available online.

The processing of personal data (collected by Clifton High School), to enable the payment of the Free Entitlement constitutes a legal basis for processing (as an exercise of official authority vested in the controller - UK [GDPR Article 6\(1\)\(e\)](#)) and as such means your rights are affected. You will not be able to request

- The right to erasure
- The right to portability
- The right to object

This means that the only way to exclude your or your child's data in the data processing is not to use the service at all. Once used, you will not be able to request that the data is erased or forgotten.

Private, Independent and Voluntary Providers and Childminders are 'Data Controllers' in their own right and may provide you with a separate policy concerning The General Data Protection Regulation.

Please return this form to the Admissions Department with the registration form when you apply to Clifton High School. Each term you will be required to sign the Parent Declaration. It should be returned to the Admissions Department within a week of receiving it. The Admissions Department will give it to the Finance Department to store securely.