

# **FREE ENTITLEMENT POLICY**

To make every parent/carer aware of the free entitlement available to them.

## **2 year old funding**

2 year olds from families who meet the criteria for free school meals will be eligible. This means that you may be able to claim Free Entitlement for 2 year olds if you are in receipt of one of the following benefits:

- Income Support
- Guaranteed element of State Pension Credit;
- Income-based Jobseeker's Allowance;
- Income-related Employment and Support Allowance;
- Support under Part VI of the Immigration and Asylum Act 1999;
- Universal Credit and have an annual net earned income equivalent to and not exceeding £15,400
- Child Tax Credit, provided that you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (or any subsequent replacement)
- Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

You can apply online at [www.westsussex.gov.uk](http://www.westsussex.gov.uk) search 2 year free entitlement or phone 01243 777807

## **3 & 4 year old Funding**

- Funding is available from after the term your child turns 3 for 15 hours a week for 37 weeks a year.
- Sunnyside preschool does not offer 30 hours free funding. If you are claiming above 15 hours then the first 15 hours must be used with us.
- Funding can be used across 2 settings.
- Proof of child's birth date will need to be provided either by passport or birth certificate.
- Sunnyside Preschool will inform parents/carers when their child becomes eligible for free entitlement and will provide a parent declaration form to complete to secure the funding.
- Parent/Carers who wish to claim the free entitlement should register with Sunnyside Preschool no later than the head count day.
- Where a child moves from Sunnyside Preschool to another provider within West Sussex after head count, Sunnyside Preschool will ensure that the balance of the unused funding will be transferred to the new provider on their request provided a minimum of 4 weeks notice has been given.

A child born on or between	Will become eligible for a free place from
1 <sup>st</sup> of April and 31 <sup>st</sup> August	1 <sup>st</sup> September following their 3 <sup>rd</sup> birthday
1 <sup>st</sup> September and 31 <sup>st</sup> December	1 <sup>st</sup> January following their 3 <sup>rd</sup> birthday
1 <sup>st</sup> January and 31 <sup>st</sup> March	1 <sup>st</sup> April following their 3 <sup>rd</sup> Birthday

- For more information on Free Entitlement contact the Family Information Service (FIS)  
phone: 01243 777807  
email: [family.info.service@westsussex.gov.uk](mailto:family.info.service@westsussex.gov.uk)
- [www.westsussex.gov.uk/freechildcare](http://www.westsussex.gov.uk/freechildcare)

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