



## Free Early Education Entitlement for Eligible 2, 3 & 4-Year-Olds

# EYR3 - Frequently Asked Questions

## June 2017

*Please note that this document refers to the '30 Hours Free Childcare' and '15 Universal Free Hours' which refers to the Term-Time-Only (TTO) operational model, however Providers delivering the Free Entitlement who 'stretch' their offer on an All-Year-Round (AYR) model are offering 12 Universal Free Hours and/or 24 Free Hours per year. For simplicity, the TTO model is used throughout this FAQ.*

### **Child's Entitlement**

#### **Q. Why do we provide Early Education?**

Children's experiences in their earliest years lay the foundations for the rest of their lives. Every child deserves the best start in life, which is why the government is committed to enabling Eligible 2-Year-Olds and all 3 and 4-Year-Olds to access their Free Early Education Entitlement.

It is important that parents feel confident about the quality of the Early Years Providers they choose. The Early Years Foundation Stage (EYFS) is a statutory framework that sets the standards for keeping young children happy, safe and secure when they are attending a Provider outside their family home. It provides guidance for supporting children's early learning and development, through play that builds on their individual needs and interests. All Providers offering Free Early Education Entitlement will be inspected by Ofsted to ensure that these standards are met.

#### **Q. What is the Free Early Education Entitlement?**

The Government is providing funding for Eligible 2-Year-Olds and all 3 and 4-Year-Olds to attend a registered early years Provider. Registered Providers include:

- private or voluntary day nurseries
- independent childminders
- maintained, academy nursery classes
- independent nursery and reception classes
- maintained nursery schools
- children's centres

### People Directorate

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[www.bristol.gov.uk](http://www.bristol.gov.uk)

**Q. Is every child entitled to 15 Hours Free Childcare?**

Yes. Every child from the term after their 3<sup>rd</sup> birthday until they reach statutory school age is entitled to the 15 Hours Free Childcare.

Child's 3 <sup>rd</sup> birthday	can access a free place from
Between 1 April and 31 August	From the following 1 <sup>st</sup> September
Between 1 September and 31 December	From the following 1 <sup>st</sup> January
Between 1 January and 31 March	From the following 1 <sup>st</sup> April

This is referred to as the 'Universal' Free Hours.

Some 2 Year-Old children can access their Universal Free Hours one year early if their parents meet the [eligibility criteria](#). To apply for an early Eligible 2-Year-Old place, please visit [www.bristol.gov.uk/freeplacefortwo](http://www.bristol.gov.uk/freeplacefortwo) . Further information can be found on page 12.

**Q. Is every child entitled to 30 Hours Free Childcare?**

From September 2017, working families who meet the [eligibility criteria](#) in England with a 3 or 4-Year-Old child can apply for a further 15 hours free childcare per week. This is referred to as the 'Extended' Free Hours. Together with the Universal Free Hours, this makes 30 Hours Free Childcare.

**Q. Is the 30 Hours Free Childcare available for Eligible 2-Year-Olds?**

No. 30 Hours Free Childcare is only for 3 and 4-Year-Olds whose parents meet the [eligibility criteria](#).

**Q. Can a 4-Year-Old child in a maintained school or academy reception class access 30 Free Hours Childcare?**

No. Children who are on the register of a maintained or academy reception class are not eligible to access 30 Free Hours Childcare even if their parents meet the eligibility criteria because their school or academy will already receive funding for a full time place from the government. Children who are on the register of an independent school reception class are able to access 30 Free Hours Childcare if their parents meet the eligibility criteria as their place is funded through the Early Years team.

**Q. Can a 4-Year-Old child who is below compulsory school age and has deferred entry to school access 30 Hours Free Childcare?**

Yes. If the child is attending a Provider who is not a maintained school or academy reception class they can access 30 Hours Free Childcare if their parents meet the eligibility criteria.

**Q. How do parents apply for 30 Hours Free Childcare?**

Parents can check whether they are eligible for a range of government childcare offers, including 30 hours, via Childcare Choices at: <https://www.childcarechoices.gov.uk>

To be certain of their eligibility, parents are encouraged to use the Childcare Calculator <https://www.gov.uk/childcare-calculator> to check their specific household circumstances before applying.

Those who could be eligible for 30 Hours Free Childcare and/or Tax-Free Childcare will be directed to the digital childcare service to apply. Parents can also apply by phoning 0300 1234 097. Her Majesty's Revenue and Customs (HMRC) will check parents' eligibility. Parents will not need to apply if they only wish to claim the Universal 15 Free Hours for 3 and 4-Year-Olds.

At the start of the application process, parents will create an online [Government Gateway account](#) if they don't already have one. Parents will be asked to enter personal details including their name, address and National Insurance number and the same details for their partner (if they have one). They will also be asked whether they expect to meet the income requirements over the coming three months and whether they are in receipt of any relevant benefits. They will also inform HMRC who the children are in their household. This information will help HMRC decide whether the parent (and their child) is eligible for 30 Hours Free Childcare.

At the end of the application, parents will have a childcare service account. In the "secure messages" section of their account, parents will receive messages regarding their eligibility. If parents are eligible for 30 Hours Free Childcare, they will be given an 11 digit 'eligibility code' for their child. These codes usually start with '5000' but a small number of them also start with '11'.

**Q. What should parents do if they disagree with the decision from HMRC regarding their eligibility for 30 Hours Free Childcare?**

There is a 'review and appeals' process available to parents if they disagree with the eligibility outcome as determined by HM Revenues and Customs. The review and appeals process is managed by HM Revenues and Customs. Please call 0300 1234 097. Neither Bristol City Council nor any Provider can affect the outcome of HMRC's decision.

**Q. I'm a parent and I have my 30 Hours Code. What should I do next?**

Parents need to complete and sign an EYR1 Parental Declaration Form with their chosen Provider. This will give their Provider the following information which is required to verify their 30 Hours Code:

- Child's Date of Birth
- Parent's National Insurance Number (either parent is fine as they are interchangeable)
- 30 Hours Code

Once the 30 Hours Code has been validated, the Provider will be able to discuss their available places. Places are not permitted to be offered without validation.

**Q. Who is the Provider validating the 30 Hour Code with?**

Using a secure portal provided by Bristol City Council, Providers will submit parental information to the Eligibility Checking Service (ECS). The ECS belongs to the Department for Education (DfE). The ECS checks information from the Department for Work and

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Pensions (DWP), the Home Office (HO) and Her Majesty's revenue and Customs (HMRC).

**Q. Is there a deadline for a Provider to validate a 30 Hours Code?**

Whilst 30 Hours codes must be verified before any Extended Free Hours are offered by a Provider, Bristol City Council has chosen to offer parents the opportunity to present their code right up until the Provider submits their termly headcount (on the third Thursday of September, January, April every year). 30 Hours codes presented after headcount for children already claiming their Universal Free Hours will not be offered Extended Free Hours until the beginning of the next term (September, January, April).

**Q. Do parents have to renew their 30 Hours Code?**

Yes. 30 Hours Codes have to be reconfirmed by parents through HMRC every 3 months. They will be reminded by email or text message. At the end of the validity period, if the 30 Hours Code is not renewed it becomes ineligible. For a short period of time after the Extended 15 free hours can still be offered. This is known as the 'grace period'. At the end of the grace period, the child reverts back to only being eligible for their Universal 15 Free Hours. **Claims for the Extended 15 Free Hours will only be paid by Bristol City Council with a valid 30 Hours Code or during the grace period.**

**Q. When are the 'grace periods' end dates?**

<b>Date the 30 Hours Code becomes ineligible</b>	<b>End of Grace Period + Funding of Extended 15 Free Hours</b>
1 <sup>st</sup> September to 21 <sup>st</sup> October	31 <sup>st</sup> December
22 <sup>nd</sup> October to 31 <sup>st</sup> December	31 <sup>st</sup> March
1 <sup>st</sup> January to 10 <sup>th</sup> February	31 <sup>st</sup> March
11 <sup>th</sup> February to 31 <sup>st</sup> March	31 <sup>st</sup> August
1 <sup>st</sup> April to 26 <sup>th</sup> May	31 <sup>st</sup> August
27 <sup>th</sup> May to 31 <sup>st</sup> August	31 <sup>st</sup> December

**Q. What happens if the 30 Hours Code becomes ineligible and the grace period ends?**

It is the parent's responsibility to ensure the 30 Hours Code is renewed and continuous. Providers will be supported by Bristol City Council's online systems to see all 30 Hours Codes they are claiming Extended Free Hours for and will be notified by email if a code becomes ineligible. In that event and once the grace period has ended, the Provider can either a) re-sell the hours to another child or b) request that the parent now pays for the extended hours. Providers should include in their admissions policy / parental literature which option they will ask parents to pursue.

Please note that 'grace periods' can only be applied if a child has already accessed their extended hours during the time when their 30 Hours Code was valid.

**Q. Do parents who are eligible need to attend work for 30 hours a week?**

No. The number of hours any parent is 'in work' each week is not relevant to their eligibility. It is their income which is checked by HMRC.

## Q. What is Tax-Free Childcare?

Parents will be able to open a new childcare account online with HMRC. For every £8 a parent pays into their childcare account, the government will pay in an extra £2. Parents can get up to £2000 government support per child per year towards their childcare costs. They can then use this money to pay their childcare provider. **This is not for free childcare, just the paid childcare!**

Parents will only be able to pay their childcare provider from their childcare account if their childcare provider is signed up to Tax-Free Childcare. Parents can search to see if a Provider is registered to offer Tax-Free Childcare here <https://www.childcare-provider-checker.tax.service.gov.uk/>

While parents can't make payments using both Tax-Free Childcare and childcare vouchers, childcare providers who are signed up to Tax-Free Childcare can receive payments from both schemes.

Parents are usually eligible if all of the following apply:

The child:

- is under 12, or 17 if they're registered as having a disability
- usually lives with you

The parent (and their partner, if they have one):

- are 16 or over
- live or work in the UK
- are employed or self-employed
- are over 21 and earn on average at least £120 a week, unless in your first year of self-employment. [Different rates apply if you're under 21 or an apprentice](#)
- earn less than £100,000 a year each
- don't get other support with your childcare, including from a childcare voucher or salary sacrifice scheme

Parents may also be eligible if they have a partner and one of them gets any of the following benefits:

- Carers Allowance
- Employment and Support Allowance
- Incapacity Benefit
- Severe Disablement Benefit

If a Provider has signed up with HMRC to be paid through Tax Free Childcare, they will issue you with their unique reference number which starts 5000. You can also search for this number by looking at HMRC's webpage <https://www.childcare-provider-checker.tax.service.gov.uk/>

## Q. I'm a parent – If I do not choose to open a Tax Free Childcare Account, will my Tax Credits go down if I take up 30 Hours?

Yes. If you currently are awarded the Childcare Element of Tax Credits (where HMRC pay you up to 70% back of your childcare costs) your weekly/monthly tax credit payments will go down. This is because you won't be paying for as much childcare once your child

accesses 30 Hours Free Childcare, so won't be getting as much back. Check your TC602A form (the green and white summary document from HMRC) to see how much you currently get for the childcare element of your Tax Credit and compare this to your weekly/monthly childcare bill – you will see how much you will be saving! If you have any queries, please contact HMRC on 0345 300 3 900 (Tax Credit Hotline). To be certain which choice is best for you, please use the Tax Calculator <https://www.gov.uk/childcare-calculator>

**Q. I'm a parent – if I choose to open a Tax Free Childcare Account, will my Tax Credits stop?**

Yes. During the online application and by phone there are several warnings that by switching from Tax Credits to a Tax Free Childcare Account 'your Tax Credits will stop'. The reason is because you can use your new Tax Free Childcare Account immediately (before September 2017's 30 Hours Free Childcare becomes available). To be certain which choice is best for you, please use the Tax Calculator <https://www.gov.uk/childcare-calculator>

**Q. Can Childminders offer free hours to their own child?**

No. 'Early Years provision' is defined in section 20 of the 2006 Childcare Act as the provision of childcare. "Childcare", as defined in section 18 of the 2006 Act, specifically excludes care provided for a child by a parent, step-parent, foster parent (or other relative) or by a person who fosters the child privately or has parental responsibility for the child. Early Years provision by a Childminder for a related child does not count as childcare in legal terms. Government funding cannot be claimed by, or spent on, childminders providing childcare for their own child or a related child, even if they are claiming for other children.

## **Operational Weeks & Ofsted**

**Q. How can a parent access their child's Free Early Education Entitlement?**

Providers are given several options:

- Term Time Only, 15 Hours over 38 weeks
- All Year Round, 12 Hours over 47.5 weeks
- Term Time Only, 30 Hours over 38 weeks
- All Year Round, 24 Hours over 47.5 weeks

Providers can offer any combination of the above. Parents are asked to choose one method. If parents need to change their choice part way through the academic year, they need to speak with their Provider, who will check with Bristol City Council to see whether the proposed change affects the number of free hours that the child can use each week.

**Q. How can parents be assured of the quality of the provider they choose?**

All providers must be registered by Ofsted on the Early Years Register. The integrated inspection report focuses on the quality of the childcare and education.

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A providers Ofsted report is available for the public to view on the internet ([www.ofsted.gov.uk](http://www.ofsted.gov.uk)) or parents can ask the provider to give them their latest report. Some providers may also have achieved a quality assurance award or may be working towards an award, such as the Bristol Standard.

## **Sessions and Places**

### **Q. Where can a parent find information about Providers who offer the Free Entitlement?**

The Family Information Service is available online at <https://www.bristol.gov.uk/schools-learning-early-years/find-a-childcare-provider> or you can call them on 0845 129 7 217 or email them at [askcyps@bristol.gov.uk](mailto:askcyps@bristol.gov.uk)

### **Q. Who decides which hours a child can access for free?**

Parents will discuss with Providers which sessions are available for their child. Each Provider will have their own admissions policy which they can share with you upon request. Some Providers will 'set' the free hours between specific times, e.g. 0900 to 1500 and others may simply deduct your child's free hours first from your invoice and charge you for the additional hours. Bristol City Council encourages Providers to be flexible, however recognises that Providers are running a business that needs to be sustainable and therefore will need to set some structure in what they can offer. If a Provider cannot offer you suitable sessions that meet the family's needs they should be referred to the Family Information Service who will be able to tell parents about other Providers in their area.

### **Q. Can parents choose more than one Provider for their child's Free Entitlement?**

Yes. From September 2017 there is no limit on the number of Providers a 3 or 4-Year-Old child can attend. Parents will need to agree with the Providers of their choice how their child's free hours will be used. Claims for free hours are limited to no more than two providers in any one day. Parents will decide how to allocate their child's Universal and Extended (if applicable) Free Hours with each Provider. Providers are paid the same hourly rate by Bristol City Council for either type of free hour.

### **Q. Can a parent who is eligible for 30 Hours Free Childcare claim partly with a Term Time Only Provider during the school term and then find an All Year Round Childminder during the holidays?**

Claims for free childcare are funded on a weekly basis (e.g. 12 weeks in the Spring term) declared at each termly headcount from the Provider to Bristol City Council. Whilst the child could claim with the Term Time Only Provider, the other Provider would never have the child in their care during headcount week (the third Thursday of each term) and so would not receive any funding from Bristol City Council. Also, from an educational consistency point of view, the free hours deliver the Early Years Foundation Stage and sporadic attendance (i.e. just in the holidays) could affect the learning outcomes of the child.

**Q. What happens if a parent does not want to use up their child's entire 30 Hours Free Childcare?**

Children do not need to access all of their free hours. Providers are only funded for the hours that are declared at each term's headcount. If a child doesn't use their full free hours they will not be able to carry this forward (regardless of whether these are the Universal 15 Free Hours or the Extended 15 Free Hours).

**Q. Can a parent request more free hours on an ad hoc basis?**

No. Whatever the value of the claim is at headcount day that term will be the same value for the whole of the term. Bristol City Council does not allow for increases or decreases until the start of the next term (e.g. September, January, April).

**Q. Can a parent increase their child's free hours if they become eligible / apply for a 30 Hours Code part way through a term?**

No not if the Provider has already submitted their termly headcount to Bristol City Council. This applies if a parent becomes eligible for the Extended 15 Free Hours part-way through the term and then wishes to increase their child's free hours.

**Q. Can a child who starts after the termly headcount still claim their hours?**

Yes. If the child is new to the Provider (i.e. was not already on their termly headcount) then the Provider can submit a 'Mid-Term' claim to Bristol City Council. This includes claims for 30 Hours Free Childcare where the parent presents a valid 30 Hours Code. When the claim is processed, checks are made across all Bristol and neighbouring local authorities to check for previous claims within the same term.

**Q. Can a child whose parent has an expired 30 Hours Code but still has some time left during their grace period start claiming Extended Free Hours with a new Provider?**

No. Bristol City Council will not permit parents to start a claim for Extended Free Hours with a new Provider if their 30 Hours Code has already expired. Parents can stay with their existing Provider throughout their grace period or pay privately for any additional hours (those above the Universal Free Hours) with a new Provider.

**Q. Do free sessions need to be offered within a particular time of the day and/or day of the week?**

Yes. Free sessions must fall between 0600 and 2000 but can be offered on any day of the week including weekends.

**Q. Is there any limit to the number of free hours that can be claimed in a day?**

Yes. From September 2017 Bristol City Council will allow a claim for up to 10 free hours per day. Some Providers may have a set limit of free hours offered per day, e.g. 6 hours per day. This will be outlined in their admissions policy / parental literature.

**Q. Can parents whose child usually claims on a Term Time Only basis 'save' their free hours and use them in the school holidays?**

No. The free hours are a 'use it or lose it' resource. Providers can offer free hours on an All Year Round basis (12 Universal or 24 Extended Hours over 47.5 weeks). To find out which

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Providers offer this type of delivery, please contact the Family Information Service (for details see above).

**Q. Can Providers claim for free hours when a child is not attending?**

Ad hoc non-attendance (e.g. sickness, snow days, etc.) of free hours does not require the time to be reallocated or the funding to be re-paid to Bristol City Council. Regular non-attendance (e.g. a child claims 3 free hours on a Wednesday but never attends) is not permitted. Bristol City Council reserves the right to compare registers of attendance to the submitted termly headcount.

## **Paperwork**

**Q. What paperwork will a parent need to complete to claim their child's free hours?**

Parents will be required to complete an EYR1 Parental Declaration Form with each Provider they wish to claim free hours. Providers will require documentation to verify a child's date of birth (i.e. an original birth certificate or passport).

**Q. Can a parent change their child's Provider?**

Yes but only at certain points during the year. As part of the EYR1 Parental Declaration Form, parents will be asked to make a termly commitment three times a year and cannot change their child's Provider until the start of a new term (i.e. September, January, April) unless they have the express permission of the child's current Provider and Bristol City Council.

Notice to change Providers must be given within the term that precedes the change, e.g. notice given in June for a change of Provider in September. Notice periods for additional hours (paid childcare) are a private agreement outside of the remit of local authorities and will vary from Provider to Provider.

**Q. What paperwork should a Provider give to a parent?**

All providers of the Free Entitlement are required to have an 'admissions policy' or 'paperwork for parents' that explains how the free hours and charges etc. work.

## **Charges**

**Q. Will parents have to pay a registration fee?**

No. The Free Entitlement must be 'free' at the point of delivery and no conditions can be placed on this, however if a parent is buying additional hours (on top of the free hours), Providers may charge a registration fee. There is no expectation for parents to buy additional hours if they only want the free hours.

**Q. Can Providers ask parents for a deposit for free sessions?**

Yes. The latest Statutory Guidance (A1.25) does permit Providers to take a deposit for a free place but the Provider must declare the value of the deposit (which must be the same for every parent) and clearly state timescales for returning the deposit in full when the child

leaves the Provider. The Provider must also make clear the circumstances under which the deposit will not be returned (e.g. the child never takes up a place). Bristol City Council expects that the deposit should be returned within one month of the child's departure. If a parent is concerned about a deposit not being returned, they should contact the Family Information Service.

**Q. Can a Provider charge a parent 'top up fees' to assist with affording the running costs and to be sustainable?**

No. The Free Entitlement must be 'free' at the point of delivery and no conditions can be placed on this, however a setting may ask you to make a 'voluntary contribution' towards their provision if they can demonstrate to a parent why their provision costs more than the hourly rate they are funded by Bristol City Council. Parents cannot be made to pay this and should not be refused a place because they do not agree to pay. The hourly rate is based only on the staff salary costs and premises rental costs to deliver the Early Years Foundation Stage. All other charges should be itemised (e.g. lunches, swimming, outdoor activities, trips, sun-cream, wellies etc.) and parents given the choice to buy the services.

**Q. Can a Provider charge for lunches and snacks?**

Yes. The funding for Providers only covers the staff salary costs and premises rental costs to deliver the Early Years Foundation Stages. Everything else should be clearly costed for parents. If a parent does not wish to buy a lunch they should be given the option to bring a packed lunch or offered sessions that do not cover a lunch period. The 'time' that lunch is provided can be covered by the free hours.

**Q. Can a Provider offer a free morning session, charge for the lunch hour and then another free session in the afternoon?**

In the new Statutory Guidance (A2.5), a suggestion has now been included that explains that evidence shows that continuous provision of free hours, avoiding artificial breaks (like lunch) are in the best interest of the child. If your preferred Provider does charge for the lunch hour and you do not want to pay for this time, please contact the Family Information Service to find out about other Providers (for details see above).

## **Extra Funding**

**Q. What is Disability Access Funding (DAF)?**

It is extra funding for Providers who claim free hours for 3 and 4-Year-Olds who are also in receipt of Disability Living Allowance. This is £615 and is paid annually to the Provider. Four-year olds in maintained school or academy reception classes are not eligible for DAF funding.

**Q. What is DAF used for?**

The funding should be used by the Provider to make reasonable adjustments to ensure a child can access their free sessions. This could be something tangible, e.g. a ramp or training for staff, e.g. Makaton. For further support please refer to the Early Years Inclusion Team on 0117 903 1296.

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The funding cannot be given to the parent or deducted from any childcare invoices.

**Q. How do parents apply for DAF?**

Parents apply by completing the EYR1 Parental Declaration Form with their Provider and producing the original letter from the Department for Work and Pensions (DWP). Providers will verify the letter and take a copy for their records and then inform Bristol City Council securely online.

**Q. If parents of a child who is eligible for DAF choose to share their 30 Hours Free Childcare 2 or more Providers, how is the funding distributed?**

DAF can only be paid to one provider. The parent will nominate their child's main Provider in their EYR1 Parental Declaration Form.

**Q. Will a child who is eligible for DAF and remains in a nursery for a second year (e.g. a summer born child who stays with a private nursery for their 'reception' year) be eligible for a second DAF payment?**

Yes. The £615 is paid annually.

**Q. What is Early Years Pupil Premium (EYPP)?**

It is extra funding to support disadvantaged 3 and 4-Year-Olds receiving the Free Early Education Entitlement if their parents meet the [eligibility criteria](#). It is paid at £0.53 for every free hour claimed for the Universal 15 free hours. It is not available for the Extended 15 free hours.

**Q. What is EYPP used for?**

The funding is used by the Provider to improve the outcomes of a child so that they can achieve at the same pace as their peers. There is a broad array of suggestions available from Bristol City Council on how to spend EYPP funding. For further information, please contact the Early Years Lead Teacher at your local Children's Centre. The funding cannot be given to the parent or deducted from any childcare invoices.

**Q. How do parents apply for EYPP?**

Parents apply by completing the EYR1 Parental Declaration Form with their Provider where their details will be checked against a national database. Providers will then inform Bristol City Council securely online.

**Q. If child's parent is eligible for EYPP but then becomes ineligible, will the EYPP be withdrawn?**

Not immediately. Funding for EYPP will remain in place until the end of the academic year (August). When the application is rechecked in the new academic year (September), if the parent is no longer eligible the EYPP funding will cease.

**Q. What is Special Educational Needs (SEN) Inclusion Funding?**

Bristol City Councils allocate this funding from the Early Years SEN Panel. It is extra funding for all children in Early Years settings who have SEN or a Disability.

**Q. What is SEN Inclusion Funding used for?**

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The funding is to enable the Provider to ensure the child is included in all aspects of the Early Years Foundation Stage.

**Q. How do parents apply for SEN Inclusion Funding?**

Parents cannot apply directly, but Providers can apply here

<https://www.bristol.gov.uk/schools-learning-early-years/send-in-early-years>

## **Eligible 2-Year-Olds**

**Q. What is an ‘Eligible 2-Year-Old’?**

A parent or carer of a two year old who is in receipt of certain benefits could be eligible to apply for a free early education place.

**Q. How can a parent apply for Eligible 2-Year-Old place?**

Parents can apply online at [www.bristol.gov.uk/freeplacefortwos](http://www.bristol.gov.uk/freeplacefortwos) or approach their local Children’s Centre for support.

**Q. Which Providers offer Eligible 2-Year-Old places?**

Parents/carers can contact The Family Information Service to find out which Providers in their preferred area of Bristol are registered.

**Q. How is the framework different from the 3 and 4-Year-Old Free Entitlement?**

Bristol City Council only places Eligible 2-Year-Olds with Providers who are judged ‘Good’ or ‘Outstanding’ with Ofsted. Eligible 2-Year-Olds are not subject to an EYR1 Parental Declaration form or the termly commitment required for 3 and 4-Year-Old claims (i.e. no notice period for Free Hours). This is to give parents the most flexible choice of Providers so that they have no barrier to taking up a place. Bristol City Council does not permit Eligible 2-Year-Olds to share their Free Hours with more than one Provider at a time. This is to ensure that a Provider’s dedicated key worker can establish a productive educational relationship with the child in the 12 or 15 Free Hours the child attends.

## **Data Protection and Privacy Notices**

**Q. How will information about parents and children be used by Bristol City Council?**

The Data Protection Act 1998 puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education (DfE), local authorities and schools. The Act gives rights to those (known as data subjects) about whom data is held, such as pupils, their parents and teachers. This includes:

- the right to know the types of data being held
- why it is being held, and
- to whom it may be communicated

The use and privacy of your and your child's personal data is very important to Bristol City Council. [Bristol City Council's Data Protection Policy](#) and [Privacy Notice](#) are available online for your perusal.

Private, Independent and Voluntary Providers and Childminders are data controllers in their own right and may provide you with a separate policy concerning Data Protection.

Please note that information about whether a child is in receipt of Disability Living Allowance is 'sensitive' personal data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/>