

**Radnor House Sevenoaks – “The Kent Early Years Entitlement (KEYE) Universal Entitlement for three to four-year olds (15 Hours)”**

The Kent Early Years Entitlement (KEYE) Universal 15-hour funding is available to all 3- and 4-year-olds from the term following their 3rd birthday until the child turns 5.

When does KEYE Universal 15-hour funding become available:

If your child is born between	Funding is available
1 January and 31 March	1 April following their 3rd birthday
1 April and 31 August	1 September following their 3rd birthday
1 September and 31 December	1 January following their 3rd birthday

At Radnor, KEYE Universal 15-hour Entitlement for three - and four-year-olds (15 hours free) is available for afternoon sessions only (12.30 – 15.30) bookable as whole sessions only.

As we are open for approximately 35 weeks term time out of the 38 weeks claimable, you will only be able to claim a maximum of 525 out of 570 hours for the Academic Year 2021/22.

KEYE Universal 15-hour Entitlement can only be claimed for the afternoon sessions on full weeks open. If you are unable to attend the makeup session, we are not obliged to continue to offer a different date.

Our funded hours for the Academic Year 2021 – 2022 will be split as follows.

<b>Autumn Term</b>	180 Hours in Total (12 Weeks) claimable from 6th September to 10 <sup>th</sup> December 21
<b>Spring Term</b>	180 Hours in Total (12 Weeks) claimable from 3 <sup>rd</sup> January to 1 <sup>st</sup> April 22
<b>Summer Term</b>	165 Hours in Total (11 Weeks) claimable from 18 <sup>th</sup> April to 8 <sup>th</sup> July 22

Friday 3<sup>rd</sup> September pm session will be charged at the full rate as funding is not available.

Monday 3<sup>rd</sup> and Tuesday 4<sup>th</sup> January pm session - a makeup session can be offered pm only.

Monday 18<sup>th</sup> April & 2<sup>nd</sup> May pm a makeup session can be offered pm only.

Tuesday 19<sup>th</sup> April a makeup session can be offered pm only.

If your child attends full time (10 sessions a week for 3 full terms) a credit will be applied to your account for the value of the pm session.

**Radnor House Sevenoaks**

Combe Bank Drive Sundridge Sevenoaks Kent TN14 6AE

**Telephone** 01959 563720 **Website** [www.radnor-sevenoaks.org](http://www.radnor-sevenoaks.org) **Email** [enquiries@radnor-sevenoaks.org](mailto:enquiries@radnor-sevenoaks.org)

**Head** Fraser Halliwell

### **General Information**

- Sessions can be booked as mornings, afternoons, or as full days.
- The minimum number of sessions is 3 increasing to 5 from the September before your child joins Reception. Where 5 sessions are required, pupils must attend 5 and will be charged for 5 sessions as a minimum.
- In line with the parent contract terms and conditions, a full term's notice is required to withdraw from a place. KEYE Universal 15-hour Entitlement claims are submitted termly. If you leave Radnor part way through a term your funding will not be refunded, and you will not be able to claim it elsewhere for the remaining months of that term.
- We accept Child Care Voucher payments for fees and wrap around care.
- Wrap around care is only available on days where morning or afternoon sessions are attended.
- Completely free KEYE Universal 15-hour Entitlement for three - and four-year-olds is subject to availability. A minimum of 5 sessions is required Monday to Friday.
- If you are claiming Universal Entitlement at 2 locations, you must inform us how many hours you are claiming elsewhere.
- The universal funded hours claimed for a child must be based on the hours and the afternoons they attend during the designated headcount week and cannot be increased or changed until the next term's claim.
- If an eligible child starts at a setting after headcount week and they have not claimed funding at any other setting in the current academic term, then funding can be claimed.
- Funding cannot be claimed in Reception.

### **Parent Declaration Form**

To claim your Universal Entitlement with Radnor House you will need to complete and sign your Parent Declaration each term and in person by the following dates. – an email reminder will be sent along with a copy of our privacy notice each term

<b>Autumn Term</b>	Deadline Friday 10 <sup>th</sup> September 2021. Forms available to sign from 3 <sup>rd</sup> September 2021
<b>Spring Term</b>	Deadline Friday 14 <sup>th</sup> January 2022. Forms available to sign from 29 <sup>th</sup> November 2021
<b>Summer Term</b>	Deadline Friday 22 <sup>nd</sup> April 2022. Forms available to sign from 14 <sup>th</sup> March 2022

**If you do not complete your form, you will be unable to claim your Universal Entitlement with us and subsequently will be charged the full amount for all sessions attended.**

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