



The Swallowtail Federation of Church Schools

Our Federation's mission is to work together to create successful learners, confident individuals and responsible citizens.

29th November 2018

Dear Parents/Carers

Please find attached a blank funding form for the spring term. Could you please ensure this is completed in full including National Insurance numbers and Eligibility Codes. This is the link to the parent/carer booklet which needs to be read along side the funding form. (<http://www.schools.norfolk.gov.uk/view/NCC179787>).

Also this is the link to check whether you are eligible for funding. <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

If you do not believe you need to complete this form please advise us why not to enable us to ensure our funding is correctly in place for January.

Could you also please ensure you complete Section four on the funding form as the Pre-school may be entitled to extra funding through the Early Years Pupil Premium to support children's development, learning and care. The Early Years Pupil Premium provides an extra 53 pence per hour for children whose parents are in receipt of certain benefits or who have been in care or adopted from care. Some of the benefits are

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- support under part 6 of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit

Or if they have been:

- looked after by the local authority for at least 1 day
- have been adopted from care
- have left care through special guardianship
- subject to a child arrangement order setting out with whom the child is to live (formerly known as residence orders)

If you ensure section four is complete we are then able to check to see whether your child qualifies.

Please ensure form is returned by **10th December**. If you have any problems completing the form or have any questions please don't hesitate to ask.

Yours sincerely

Gayle Edwards
School Administrator