

## GUIDANCE NOTES FOR COMPLETING EYR1 FORM

### Section 1 – Child’s Details

Please complete in all cases

### Section 2 – Parents’ Details – 30 Hours Free Childcare & Early Years Pupil Premium

If your child is 3 or 4 years old and you are claiming 30 hours free childcare - complete the first and second sets of boxes

If your child is entitled to Early Years Pupil Premium - complete the first and third sets of boxes

If your child is a 2 year old – leave this section blank

If your child is a 3 or 4 year old but you do not claim the 30 hours free childcare and are not entitled to Early Years Pupil Premium – leave this section blank

### Section 3 – Provider(s) and Attendance

Please complete the Universal Hours set of boxes (on page 5) in all cases. These instructions assume you only use your free hours at Waycroft Academy, and don’t split them with another organisation.

The following table shows how to fill out the Universal Hours set of boxes, depending on the age of your child and the number of hours’ funding received:

Your Child Is A...	Mon	Tue	Wed	Thu	Fri	No. of weeks per year	No. of weeks per year	Total annual free hours
Two year old	3	3	3	3	3	15	38	570
3/4 year old 15 hours only – Mon to Wed lunch	6	6	3	0	0	15	38	570
3/4 year old 15 hours only – Wed lunch to Fri	0	0	3	6	6	15	38	570
3/4 year old 30 hours	3	3	3	3	3	15	38	570

In addition, if your child is a 3 or 4 year old entitled to Extended Hours (ie 30 hours in total), then complete the Extended Hours sets of boxes as follows (again assuming that you use all of the hours at Waycroft Academy and do not split them with another organisation):

Your Child Is A...	Mon	Tue	Wed	Thu	Fri	No. of weeks per year	No. of weeks per year	Total annual free hours
3/4 year old 30 hours	3	3	3	3	3	15	38	570

### Section 4 – Disability Access Fund

Complete if relevant

### Section 5 – Parental Declaration

Please complete in all cases.

There are tick boxes on page 7. Assuming you agree to everything stated, please tick all of these boxes.

For the set of boxes at the bottom of page 7, please ensure that parent signatures go into all three boxes – for Autumn Term 2020, Spring Term 2020/1 and Summer Term 2021. Please also add the date at the bottom. All parents whose details have been added to Section 2 should sign here