

Head Teachers
Maintained Nursery Units

****CONFIDENTIAL****

Management Information

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Our ref: EYHC/Adjustment/Term3&4 2012

Date: February 2012

Dear Colleague

Adjustment Claims - Free Entitlement Period 04/01/12 – 30/03/12 (Spring)

Please be advised that a spreadsheet for submitting claims for Adjustments for Term 3&4 (Spring 2012) for the Early Years Free Entitlement is now available to download from Kent Trust Web:
<http://www.kenttrustweb.org.uk/Finance-Assessment/datacollection.cfm>

Children can transfer their free entitlement from one setting to another or increase/decrease their weekly free hours from the start of Term 4, week commencing 20 February 2012. Please remember when completing any adjustment form that a child's free entitlement cannot exceed 15 hours per week, collectively, between a maximum of 2 settings that the child attends. The amount of free entitlement claimed for a child cannot be changed again, after the week commencing 20 February 2012, until the start of the Term 5, 16 April 2012. Likewise any child transferring settings after the week commencing 20 February 2012 will not be able to transfer their free entitlement to the new setting until the start of Term 5 in April. Please enter the details for all children who have joined or left your setting since headcount week.

Deadline dates for Returning Completed Spreadsheets to Management Information

If you are making an adjustment claim please ensure that your school details are entered onto the spreadsheet. Adjustment spreadsheets must be returned to Management Information via EMS Online, prior to 5pm on Tuesday 28 February 2012. Any claims received after this date will not be accepted, even if they are valid. The only exception to this deadline is for children wishing to join your setting who have not previously claimed any free entitlement either in Kent or with any other Local Authority. These children can access their free entitlement from when they start at your setting (payments can only be made in complete weeks). Adjustment spreadsheets for these children can be sent to us at any time during Terms 3&4 (Spring 2012).

If you require any further clarification please do not hesitate to contact your Management Information representative who will be happy to help.

Yours sincerely



Ruth McLeod
Management Information Officer