**Suggested sample letter template about Early Years Pupil Premium for childcare providers to adapt:**

Dear Parent,

**Important information for parents of 3 and 4 year olds**

We are writing to parents of all 3 and 4 year olds to share some good news. From April 2015 [Name of provider] could claim more funding to support your child’s learning and development. The money is from the government’s new ***Early Years Pupil Premium***.

If your child has free early education and you meet one of the criteria below we can claim some more funding. For example, if your child attends for 15 hours a week we will get up to £300 extra per year!

So the extra money could make a big difference\* because for example we could use it for [1-1 teaching or small group work; new materials and resources; additional support inside and outside, parental support or training.]

But we need your help to claim it. If you meet one or more of the eligibility criteria below please complete the relevant part of the Parent Authorisation Form (PAF). **As you would expect, any information you give us will be treated confidentially.**

If you have any questions, please contact [add contact details here].

Yours faithfully

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| --- | --- |
| Criteria for Early Years Pupil Premium: | |
| **If your family receives one or more of the following benefits:**   * Income Support * Income Based Job Seekers Allowance * Income related Employment and Support Allowance * Support under Part VI of the Immigration and Asylum Act 1999 * The guaranteed element of State Pension Credit * Child Tax Credit and **do not** receive Working Tax Credit and have an annual gross income less than £16,190 * Working Tax Credit ‘run-on’, paid for 4 weeks after a family stops qualifying for Working Tax Credit * Universal Credit | **If your child:**   * has been looked after by the local authority for 1 day or more * is adopted from care * has left care through special guardianship * is subject to a child arrangement order (formerly residence and contact order)   *\*Please note this funding is linked to your child’s free early education only so cannot be used to reduce any childcare fees you might pay us.* |