**Stretched hours**

This is usually utilised for parents who take additional hours over and above their FEEE hours. This process involves spreading any additional costs (and consequently the deduction of the FEEE hours received) over a number of equal payments. This helps parents with their financial planning as they are not faced with higher costs during the holiday periods. This is an internal process to your own business and does not require any further instruction.

A parent cannot insist that a provider offers this, but if you can accommodate a request we would definitely recommend you doing so. If you would like some advice on how to implement / administer a stretched offer please email: Feee@leics.gov.uk.

**Stretching a child’s hours**

When stretching the funded hours, providers need to be aware of the maximum hours they can receive in a period and how this translates for them to creating invoices for parents. Details of the periods can be found in the funding payment dates document on the FEEE Webpage.

The number of hours a child can stretch depends on the hours (15 / 30 per week) they are entitled to and which period they start with you. If they start in the:

- Autumn they are entitled to stretch a maximum of 225 / 450 hours in that period
- Spring they are entitled to stretch a maximum of 180 / 360 hours in that period
- Summer they are entitled to stretch a maximum of 165 / 330 hours in that period

If they bank any hours in a period, this can be added to the maximum number of hours in the following period.

If a child receives funding for the first time in either the spring or summer period and wants to stretch their hours, they cannot have 11 / 22 hours per week from when they start. **This will only occur for children from the Autumn period.**

Example:

So for a child starting in September they could stretch their 225 / 450 hours. If they stretched by approximately 11 / 22 hours per week they could then bank their remaining hours to enable them to continue stretching the same number of hours in the spring and summer periods.

For a child starting in January they could stretch their 180 / 360 hours. If they stretched by approximately 10 / 20 hours per week they could then bank their remaining hours to enable them to continue stretching the same number of hours in the summer period.

For a child starting in April they could stretch their 165 / 330 hours over the summer period at approximately 7.5 / 15 hours per week.

Once a child reaches the autumn period the stretching process can be re-evaluated. This could mean that they would receive more funded hours until they attended primary school.
Banked hours

Children not claiming their full entitlement of 15 hours or the extended entitlement of 30 hours during term time, can bank their funded hours for use in the holiday periods.

For example, if John Doe is claiming 10 hours for the 15 weeks in the autumn term he essentially has 5 hours per week spare (or a total of 75 hours) to bank and claim during holiday time.

Claiming banked hours

To claim the banked hours, you need to either add them to the current periods headcount form e.g. John Doe attends your setting for 10 hours per week for 11 weeks in the summer period, during the school’s term time (10 x 11 = 110 hours) but the child will also be attending your setting for 11 hours per week during the holidays. The child will therefore be able to use their spare hours remaining (5 hours x 11 weeks = 55 hours) in the holiday period. These will also need to be added to the total figure on the headcount.

Any banked hours missed off the headcount form can be claimed via the mid-period adjustments.

Payment for banked hours

Payment for banked hours submitted on headcount will be paid with the final payment amount or if you have submitted any banked hours on the mid-term adjustment it will be paid with these

Terms and conditions

FEEE regulations still apply to holiday periods and hours banked for use during this time. Hence a maximum of 15 hours /30 hours if eligible per week still applies throughout the holiday periods.