HOW TO CLAIM PART WEEKS PER TERM

- Children may access fewer hours over more weeks to "stretch" their entitlement,
ALSO
- Those starting later in the term, may continue to claim during the holiday weeks to access as much funding as possible in that claim period.
In both examples above, your setting must be open, the normal weekly attendance pattern must be followed and the term maximum hours must not be exceeded.

- If your setting closes mid-week for the holiday period,
or,
- the term maximum is reached mid-week, then you will need to claim for a part <u>calendar</u> week.

<u>In the example below, the setting is Term Time only and closes on Wednesday</u>
DO I CLAIM A PART WEEK OR FULL WEEK?
This is determined by the normal weekly attendance pattern for EACH CHILD.

CHILD A may claim Monday and Wednesday only = 6 hrs of the normal 9 hrs, ie, Part Funded Week

TIMES OF ATTENDANCE					
	MON 17th	**TUE 18th**	**WED 19th**	**THUR 20th**	**FRI 21st**
FROM	**9.00**		**9.00**		~~**9.00**~~
TO	**12.00**		**12.00**		~~**12.00**~~

CHILD B may claim Monday, Tuesday and Wednesday = 9 hrs of the normal 9 hrs, ie, Full Funded Week

TIMES OF ATTENDANCE					
	MON 17th	**TUE 18th**	**WED 19th**	**THUR 20th**	**FRI 21st**
FROM	**9.00**	**9.00**	**9.00**		
TO	**12.00**	**12.00**	**12.00**		

In Summary: A <u>PART CALENDAR</u> WEEK, may be a <u>FULL FUNDED</u> WEEK, if all the funded hours are normally accessed in that part of the week.

<u>How to calculate the Funded Week for Child A?</u>
6 hours are funded out of a normal 9 hour weekly funding, ie, Monday and Wednesday only
6 hours divided by 9 hours = 0.6666666666667, rounded to 2 decimal places = 0.67 weeks
Or,
If the session is the same length each day, you may prefer to calculate:-
2 out of the 3 normal sessions are funded, ie, Monday and Wednesday only
2 sessions divided by 3 sessions = 0.66666666667, rounded to 2 decimal places = 0.67 weeks
Or,
Use the attached quick look up table if you prefer to use this. Look up normal week hours on the vertical axis and the part week hours on the horizontal axis takes you to the cell showing 0.67 weeks
Unfortunately it is only possible to show half hour increments as the possibilities are infinite. If hours per week are anything other than a whole hour or half hour, then unfortunately you will need to calculate the amount yourself.

To avoid Rounding Up / Down errors, it is necessary to claim the following to 2 decimal places
HOURS PER WEEK,   WEEKS IN TERM   and   HOURS PER TERM

CHILD'S FULL NAME	DATE OF BIRTH	**HOURS CLAIMED / WEEK** to 2 decimal places (Max 15)	**WEEKS CLAIMED THIS TERM** to 2 decimal places (Max 17)	**TOTAL HOURS CLAIMED THIS TERM (A X B)** to 2 decimal places (Max 210)
Example 1	01/01/01	9.45	14.67	138.63
Example 2	01/01/01	9.32	15.15	141.20

Part Week Funded Hours Calculator

FUNDED HOURS IN NORMAL FULL WEEK	FUNDED HOURS IN PART WEEK																				
	2.50	3.00	3.50	4.00	4.50	5.00	5.50	6.00	6.50	7.00	7.50	8.00	8.50	9.00	9.50	10.00	10.50	11.00	11.50	12.00	12.50
5.00	0.50																				
5.50	0.45	0.55																			
6.00	0.42	0.50	0.58																		
6.50	0.38	0.46	0.54	0.62																	
7.00	0.36	0.43	0.50	0.57	0.64																
7.50	0.33	0.40	0.47	0.53	0.60	0.67															
8.00	0.31	0.38	0.44	0.50	0.56	0.63	0.69														
8.50	0.29	0.35	0.41	0.47	0.53	0.59	0.65	0.71													
9.00	0.28	0.33	0.39	0.44	0.50	0.56	0.61	0.67	0.72												
9.50	0.26	0.32	0.37	0.42	0.47	0.53	0.58	0.63	0.68	0.74											
10.00	0.25	0.30	0.35	0.40	0.45	0.50	0.55	0.60	0.65	0.70	0.75										
10.50	0.24	0.29	0.33	0.38	0.43	0.48	0.52	0.57	0.62	0.67	0.71	0.76									
11.00	0.23	0.27	0.32	0.36	0.41	0.45	0.50	0.55	0.59	0.64	0.68	0.73	0.77								
11.50	0.22	0.26	0.30	0.35	0.39	0.43	0.48	0.52	0.57	0.61	0.65	0.70	0.74	0.78							
12.00	0.21	0.25	0.29	0.33	0.38	0.42	0.46	0.50	0.54	0.58	0.63	0.67	0.71	0.75	0.79						
12.50	0.20	0.24	0.28	0.32	0.36	0.40	0.44	0.48	0.52	0.56	0.60	0.64	0.68	0.72	0.76	0.80					
13.00	0.19	0.23	0.27	0.31	0.35	0.38	0.42	0.46	0.50	0.54	0.58	0.62	0.65	0.69	0.73	0.77	0.81				
13.50	0.19	0.22	0.26	0.30	0.33	0.37	0.41	0.44	0.48	0.52	0.56	0.59	0.63	0.67	0.70	0.74	0.78	0.81			
14.00	0.18	0.21	0.25	0.29	0.32	0.36	0.39	0.43	0.46	0.50	0.54	0.57	0.61	0.64	0.68	0.71	0.75	0.79	0.82		
14.50	0.17	0.21	0.24	0.28	0.31	0.34	0.38	0.41	0.45	0.48	0.52	0.55	0.59	0.62	0.66	0.69	0.72	0.76	0.79	0.83	
15.00	0.17	0.20	0.23	0.27	0.30	0.33	0.37	0.40	0.43	0.47	0.50	0.53	0.57	0.60	0.63	0.67	0.70	0.73	0.77	0.80	0.83