

2023

Guidance and Requirements of Early Education Funding for 3 and 4 Year Olds

Maintained Sector



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UPDATES

The updates added or changed since The Guidance and Requirements of Early Education Funding for 3 and 4 year olds - 2022 are listed below:

- Section 2.2.1 - page 14
- Section 2.2.2 - page 16
- Section 2.2.3 - page 16
- Section 2.4 - page 19
- Section 2.41 - page 20
- Section 2.6 - page 24
- Annex A - page 48
- Annex C - page 57
- Annex D - page 58

Section 1 – Introduction

1.1 Introduction

Welcome to Warwickshire County Council's 'Guidance and Requirements of Early Education Funding for 3 and 4 Year Olds' for the maintained sector.

This guidance reflects [‘Early education and childcare - Statutory guidance for local authorities’](#) issued by the Department for Education. It explains:

- what 3 and 4 year old funding is
- who is eligible
- how to apply for it
- how to meet the Local Authority requirements
- what will happen if a school receives an Ofsted judgement of Inadequate or Requires Improvement (including what happens if schools are unable to make the necessary improvements)
- changes in response to the recovery from the COVID-19 pandemic

Warwickshire's Education Strategy 2018 – 2023, is to improve the educational outcomes, and therefore life chances, of learners of all ages in the county.

The Statutory Guidance requires Local Authorities to concentrate funding on the highest quality providers wherever possible, funding others only where it is necessary to maintain a sufficient number of places with reasonable access for parents.

This Guidance and Requirements of Early Education Funding document sets out the Local Authority's expectations for schools with nursery classes offering Funded Early Education places, and the Local Authority support available.

1.2 National and Local Requirements

The funded entitlement enables eligible 2 year olds, and every 3 and 4 year old, to access funded early years provision before they reach compulsory school age. As a school with a maintained nursery class, the school forms part of Warwickshire County Council's offer for 3 and 4 year old funded places.

Local Authorities receive the funding to enable them to meet their statutory responsibility to provide these funded places through the Dedicated Schools Grant (DSG) – this is calculated from information collected during the annual Early Years Census in January.

Completing census information is important. If providers do not complete the information on time it has an impact on the amount of funding the Local Authority receives (and therefore the amount of funding providers may receive).

All providers must have regard to the Special Educational Needs and Disability Code of Practice: 0 - 25.

This Guide explains how the early years entitlements are administered in Warwickshire.

Please contact the Early Years Funding Team for any specific information not included in this Guide:

01926 742233 / 01926 742218

or eyfunding@warwickshire.gov.uk

1.3 Framework for Delivery

The Government has set a national framework, within which local authorities should fund providers to deliver the early years entitlements. These limits secure an offer which will enable children to access regular, quality provision, in keeping with the evidence of the benefits of doing so and promote continuity whilst also maximising flexibility for parents and ensuring a degree of stability for providers.

These limits are:

- No session longer than 10 hours
- No minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- Not before 6.00am or after 8.00pm
- A maximum of 2 sites in a single day (separate provision on a school site is counted as one site)

Local Authorities have a statutory duty to secure sufficient funded early years provision for every eligible child in their area.

In order to meet their statutory responsibilities, Local Authorities are required to ensure that, where reasonably practicable, children are able to take up their funded hours in continuous blocks and avoid artificial breaks being created throughout the day, for example over the lunch period.

Providers can 'stretch' the entitlement by offering fewer hours a week over more weeks of the year, where there is provider capacity and parental demand. This means they can deliver funded places

- Over up to 52 weeks of the year
- Outside of maintained school term times
- At weekends

Parents must be made aware that whilst they have a choice of provider, they may not always be offered the full entitlement at the times they want at their provider of choice. The entitlement is to an early education place and does not guarantee a place at any one provider, or a particular pattern of provision.

1.4 The Role of Early Years Providers

All children should be able to take up their entitlement to funded early education in a high quality setting. Schools should consider how to raise the quality of provision through continuous self-evaluation. Throughout the self-evaluation process, everyone who is connected with the school should be involved – staff team, children, parents and families – to get a clear picture of strengths and limitations and how to address any gaps. Areas for development might include learning new skills, personal or professional development, more training, sharing values and ideas, taking on new staff or creating a more flexible offer.

Schools should be clear about how to deliver a more flexible service. The universal entitlement equates to 570 hours a year accessed over a minimum of 38 weeks of the year (equating to 15 hours a week). Providers can 'stretch' this offer so families receive fewer hours per week, but over more weeks per year. This may meet some families' needs better than a set pattern of 15 hours per week for 38 weeks per year, which has been the traditional offer. The extended entitlement (an additional 570 hours per year equating to 15 hours per week over 38 weeks) equates to 1140 hours per year and can also be stretched.

Availability, flexibility, business sustainability, affordability and inclusivity are key issues, and this guide highlights information sources which can help with these areas. Consideration also needs to be given to learning, development, safeguarding and welfare requirements.

If a maintained school is judged by Ofsted to be at a standard of 'Requires Improvement' or below, support will be overseen by the Local Authority Early Years Service: Quality Standards and Improvement Team. The level of support will be assessed on a case-by-case basis and may depend upon the issues raised in the Ofsted report, and any other support that is being provided to the school e.g. by other schools.

Academies and Independent schools will also be offered Local Authority support, or they can organise their own support to address the action points within the inspection report. They are likely to receive a termly visit from the Early Years Adviser, to ensure that improvement plans are robust, and progress is being made.

Copies of leaflets, including translated versions, can be obtained from the Early Years Funding Team can be found on the Early Years website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds> and Childcare Costs site: www.warwickshire.gov.uk/childcarecosts. Schools may find this information useful in helping parents to understand the funding process and make them aware of 3 and 4 year old Funding. Copies can be obtained from the Early Years Funding Team.

1.5 The Role of the Local Authority

The Childcare Acts 2006 and 2016 place a duty on all English Local Authorities to secure free early years provision for all eligible children in their area. The Acts stipulate the type and amount of provision and the age of children to benefit.

'Early Education and Childcare Statutory Guidance for local authorities' is a legal framework which all Local Authorities must follow for the delivery of funded early years provision for eligible children.

Local Authorities are required to secure sufficient free places of 570 hours per year over no fewer than 38 weeks of the year for every eligible child in the area from the term after their 2nd birthday, until they reach compulsory school age (or 1140 hours per year for the extended entitlement).

The entitlement can be delivered through a range of providers including nursery schools and classes, private and voluntary sector providers, school-run provision, independent schools, and childminders.

Wherever possible, the Local Authority will concentrate early education funding on the highest quality providers, only funding others where it is necessary to maintain sufficiency and accessibility.

Warwickshire County Council administers the funding for 2, 3 and 4 year olds receiving the free entitlement within the Local Authority area. The funding is paid directly to schools, rather than parents, and is calculated on the number of hours each eligible child attends the school.

Providers from all parts of the early years sector are funded on the basis of a single funding formula – the Early Years Single Funding Formula (EYSFF). This is a Government requirement, and has to be ‘participation led’, which means the Local Authority funds providers based on how many children they have in the setting each term, and how many hours they attend.

A universal base rate must be used for all types of provider, although additional funding is available for Maintained Nursery Schools via a direct Government grant.

In exceptional circumstances, to protect funds, Warwickshire County Council may be required to make a financial adjustment for a school. In these situations, the Local Authority will contact the school and confirm the arrangements in writing - for example, where information is received that supports concerns about financial sustainability or closure.

Section 2 – The Funding Process

2.1 Determining Eligibility for a Funded Place

In accordance with the Statutory Guidance: -

- All three and four year old children are eligible for the universal entitlement from the beginning of the term following their 3rd birthday, until they reach compulsory school age
- A three or four year old child of working parents will be entitled to the extended entitlement from the term after **both** of the following conditions are satisfied: (1) the child has attained the age of three; (2) the child’s parent has a current positive determination of eligibility from HMRC i.e. a valid 30 hour eligibility code
- Children in foster care will also be eligible for the extended hours providing that they meet **all** of the following criteria: (1) the term after the child has attained the age of three; (2) that this is consistent with the child’s care plan (3) the foster parent is taking up paid employment outside of their fostering role (see [Section 2.1.4](#) for the full criteria)

The entitlements are for 570 hours per year, delivered over a minimum of 38 weeks of the year (equating to 15 hours a week). Children may stretch their entitlement over more than 38 weeks (and up to 52 weeks). This means taking fewer hours per week, subject to a maximum of 570 hours a year until the child reaches compulsory school age (the beginning of the term following their fifth birthday). Children entitled to the Extended Entitlement (30 Hours funding) may claim a maximum of 1140 hours per year.

2.1.1 - Eligibility start dates:

The following table shows when a child is eligible to receive 3 and 4 year old funding (all dates are inclusive):

A child born between:	Will be eligible for a free place from:
<i>1st January and 31st March</i>	<i>The start of the Summer term following their birthday until statutory school age</i>
<i>1st April and 31st August</i>	<i>The start of the Autumn term following their birthday until statutory school age</i>
<i>1st September and 31st December</i>	<i>The start of the Spring term following their birthday until statutory school age</i>

2.1.2 - Eligibility Criteria for the 3 & 4 year old Universal and Extended (30 Hours) Entitlements:

3 & 4 Year old (Universal Entitlement)

All 3 & 4 year olds are entitled to the 15 hours Universal Entitlement the term following their third birthday offering 570 hours a year over no fewer than 38 weeks. This equates to 15 hours a week for 38 weeks of the year. Children may stretch their entitlement over more than 38 weeks (and up to 52 weeks). This means taking fewer hours per week, subject to a maximum of 570 hours a year until the child reaches compulsory school age (the beginning of the term following their fifth birthday or where the child is taking up a full time school place in reception).

There is **NO** application process required for the Universal Entitlement.

3 & 4 Year old (Extended Entitlement - 30 hours)

A child is entitled to the Extended Entitlement from the term following their third birthday or the start of the term after the 30 hour code validity start date, whichever is the latest. This equates to an additional 15 hours a week for 38 weeks of the year. Children may stretch their entitlement over more than 38 weeks (and up to 52 weeks). This means taking fewer hours per week, subject to a maximum of 570 (total of 1140 hours where both the universal and extended hours are claimed) hours a year until the child reaches compulsory school age (the beginning of the term following their fifth birthday or where the child is taking up a full time school place in reception).

To be eligible for the Extended Entitlement parents must meet one of the following criteria:

- the parent (and partner where applicable) should be in qualifying paid work. Each parent (or the single parent in a lone parent household) will need to expect to earn the equivalent of 16 hours per week at the national living wage over the forthcoming quarter
- where one or both parents are in receipt of benefits in connection with sickness or parenting, they are treated as though they are in paid work
- where one parent in a two parent household is in receipt of specific benefits relating to caring, incapacity for work or limited capability for work, they are treated as though they are in paid work

If either or both parents' income exceeds £100,000 they will not be eligible for the extended entitlement.

Additional Information

- To check for eligibility and to make an application, parents should visit the HMRC website: www.childcarechoices.gov.uk or visit www.warwickshire.gov.uk/childcarecosts
- It is the responsibility of the school to check the details of each child, including date of birth. To ensure eligibility, this must include sight of an original birth certificate or other identifying documents e.g. passport, medical certificate or Health records and be recorded on the Parental Declaration Form (PDF)
- Children must remain in the school until the 'Headcount day' in order to be eligible for the funding. Should parents choose to remove their child before this qualifying period, it is the school's responsibility to make the parent aware that they may be liable for any costs in line with the school's contractual arrangements
- If a child starts after the Headcount date that does not meet the specified criteria stated in [Section 2.6.3](#) of this guidance they will not normally be entitled to funding until the start of the following term. The school **MUST** contact the Early Years Funding Team to review if funding can be claimed due to exceptional circumstances prior to making a claim using the Online Adjustment process, see [Section 2.6](#)
- Schools should have a written agreement between themselves and their parents / guardians, setting out agreed hours of attendance, funded hours to be claimed and any additional agreed charges
- All parents accessing 3 and 4 year old Funded Entitlement places must complete the current Parent/Guardian Declaration Form (PDF). See [Section 2.8](#) and [Annex A](#) for more details

In order to receive the 30 hours Extended Entitlement funding, the parent **MUST**:

- have applied through the HMRC's website: www.childcarechoices.gov.uk
- have a current confirmation of eligibility from HMRC via their Gateway account

- be issued with an 11 digit code starting with 500, to give to their childcare provider to verify eligibility. If a permanent code cannot be issued, parents must have a temporary code beginning with 11
- have a valid code for the term in which they want to start the 30 hours funding
- ensure the code is renewed, as required by HMRC, usually every 3 months

Where a parent requires further guidance they should contact the Customer Interaction Centre at HMRC on 0300 123 4097.

Where the parent does not agree with the eligibility outcome, there is an appeal process available. The review and appeals process is managed by HMRC. Their complaints form is available at: <https://www.gov.uk/guidance/complain-to-hm-revenue-and-customs>

Local Authorities do not have any involvement in the application process for the 30 hour code.

Once the parent has been issued with a 30 hour code, the process is as follows:

- The parent must give the details of the 30 hour code to their early years provider together with their NI number and child's date of birth
- Written consent **MUST** be obtained from the parent(s) whose details are being checked, the PDF should be completed or the school's equivalent document and signed by the parent
- On receipt of a code from the parent the school must validate the code using the Eligibility Checker on the Synergy Provider Portal to confirm the validity dates of the code before a start date for the extended entitlement funding is agreed with the parent, preferably the term before funding will start
- The school must make a note of the validity start date, end date and Grace Period end date to be aware of the expiry dates
- The school must make sure that the validity start date is valid for the term in which the parent wants to start the 30 hours funding. The code must have a validity start date on or before the last day of the previous term as shown below, unless the Early Years Funding Team advise otherwise:

Autumn term: a validity start date on or before 31st August

Spring term: a validity start date on or before 31st December

Summer term: a validity start date on or before 31st March

- If a validity start date is dated after the start of term (1st of the month following the above dates) the child will not be entitled to the extended funding until the start of the **following** term
- The parent must make sure that the code is re-confirmed if the validity end date expires before the term starts. A child cannot start a new funded place or a new setting in a Grace Period
- The code must have a validity **end date** dated after the start of the term if a child is a new starter or new to 30 hours funding at your setting

- The code must be re-confirmed by parents usually **every 3 months**. The parent should be prompted by text or email from HMRC; schools should also prompt the parent prior to the validity end date

Please note: a child **cannot** take up their new funded place during a Grace Period.

See [Annex H](#) for further information.

Children claiming 30 hours between more than one setting:

- The parent must fully complete the termly table on the Parental Declaration Form (PDF) to nominate how the funding will be allocated between settings
- The parent must decide which setting will be claiming the 15 Universal hours and which setting will be claiming the Extended hours and detail how these hours are going to be split on the termly table of the Parental Declaration Form (PDF)
- The hours should be entered on to the Synergy Provider Portal by the settings as they are shown on the PDF
- If the family do not have a valid 30 hours code for the term or the Grace Period has ended, the child will only be entitled to claim the 15 Universal hours at the setting where they have nominated to receive the Universal hours


Please note: the 15 Universal hours should be fully used first before a parent claims the Extended Entitlement hours.

2.1.3 - The Grace Period

The Local Authority will continue to fund a place for an existing funded child whose parents cease to meet the eligibility criteria or do not re-confirm their code at the validity end date until the end of a **Grace Period**, the end date of the grace period is shown on the Eligibility Checker.

During the grace period they should continue to receive the additional 15 hours a week, or fewer if the entitlement is being stretched, over the equivalent of 38 weeks of the year.

If the parent has not been able to re-confirm their code before the end of the grace period, the funding will cease for the extended hours and they will not be funded for them in the following term.

When a code falls into the grace period, a yellow triangle with an exclamation mark () will be displayed next to the child's name on the Synergy Provider Portal. This is to prompt schools to contact the parent to re-confirm their code.

The table below shows the grace period dates where a child is no longer eligible. The Local Authority will send reminders to the school when a code falls into the grace period asking them to remind parents to re-confirm their code before the end of the current term. This is to avoid parents and schools from losing their 30 hours funding in the following term.

Date Parent receives ineligible decision on reconfirmation:	LA audit date:	Grace Period End date:
1 Jan – 10 Feb	11 February	31 March
11 Feb – 31 March	1 April	31 August
1 April – 26 May	27 May	31 August
27 May – 31 August	1 September	31 December
1 September – 21 October	22 October	31 December
22 October – 31 December	1 January	31 March

2.1.4 - 30 Hours funding for children in Foster Care

Children in foster care are eligible for 30 hours childcare if the following criteria are met:

- Accessing the Extended hours is consistent with the child's care plan
And either
 - In single parent foster families, the foster parent engages in paid work outside their role as a foster parent, or
 - In two parent foster families, both partners engage in paid work outside their role as a foster parent. If one partner is not a foster parent, then they must be in qualifying paid work and earn a minimum of the equivalent to 16 hours per week at national minimum/living wage

The Local Authority who the child is Looked After by will allocate a 30 hour code to the foster carer, as the Government Childcare Service will not be able to make the relevant checks.

Warwickshire foster carers with a Warwickshire foster child - must contact their Social Worker for an application form. When completed, it is to be signed by the child's Social Worker and sent with the required documentation to the Designated Administrator for checking, before being passed to the Designated Officer from the Fostering Team to be authorised.

Warwickshire foster carers caring for a child from another Local Authority - must contact the child's Social Worker for an application form. This form must then be completed with the child's Local Authority, who are responsible for issuing a 30 hour code where the carers are eligible.

Foster carers from outside of Warwickshire with a Warwickshire foster child - must contact the child's Social Worker for an application form. When completed it is to be signed by the child's Social Worker and sent with the required documentation to the Designated Administrator from the Fostering Team for checking, before being passed to the Designated Officer from the Fostering Team to be authorised.

Once the signed application form and evidence of paid income has been received by the Early Years Funding Team, a code will be generated by the DfE and the details will be sent to the foster carer by secure email. The email will show details of the code validity start date, validity end date and re-confirmation date.

The code, starting with 400, is to be treated in the same way as a standard 30 hour code and will need to be re-confirmed every 3 months with the issuing Local Authority. The foster carer will need to contact either their own or the child's social worker to request re-confirmation every 3 months on or around the re-confirmation date. When the code is re-confirmed it must be passed to the nursery provider and treated the same as a standard 30 hour code.

2.2 Additional Premiums

2.2.1 - Early Years Pupil Premium

The Early Years Pupil Premium (EYPP) is additional funding, 62p per hour from April 2023 and 66p per hour from September 2023 (See section 2.4 Payment arrangements for September 2023 payment uplifts) the equivalent of £368.40 for the financial year 2023/2024 paid termly, based on the funded hours claimed, to schools who have children receiving the 3 & 4 year funding Universal entitlement and where the child's parents are in receipt of qualifying benefits or other qualifying criteria is met.

Schools are able to use this extra funding to support each eligible child to improve outcomes for them. Detailed information for each child should be kept about what the funding was used for, how the decision was made to use it, and how outcomes for each child have been improved – Ofsted may ask schools about how they have supported eligible children when they inspect the school.

A child will be eligible for the Early Years Pupil Premium if:

- Their parents are in receipt of one or more of the following benefits or credits
 - Income Support
 - Income-based Jobseekers 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, but not Working Tax Credit, with an annual gross income of no more than £16,190
 - Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
 - Universal Credit – the parent must have an annual net earned income equivalent to and not exceeding £7,400, assessed on up to three of the parent's most recent Universal Credit assessment periods

Or

- The child has
 - Been Looked After by the local authority for at least one day
 - Been Adopted from care

- Left care through Special Guardianship
- A Child Arrangement order

Additional Note: Warwickshire Looked After Children (LAC) will automatically have the EYPP weighting added. To add EYPP for a LAC from another LA, schools will need to send supporting information either: Adoption Birth certificate, Special Guardianship and Child Arrangement Orders to the Early Years Funding Team via the Document Upload service in the Synergy Provider Portal.

How to claim:

To claim for the Early Years Pupil Premium (EYPP), schools should advise parents that they must fully complete the EYPP application section on the PDF (Parental Declaration Form) and sign the Declaration.

The parent **MUST** sign the Declaration before EYPP can be claimed as this is the parent's agreement to use their personal details to check for eligibility using the Government's Eligibility Checking Service (ECS).

Their details should then be entered on to the Parent/Carer tab on the Synergy Provider Portal with the termly Headcount claim and the consent to check for EYPP box must be ticked.

EYPP payment will be made with the Actual payment for the term. Schools **must** check the Synergy Provider Portal after the Headcount week to make sure that all children are present on their claim and to check that those children that applied, have been allocated the EYPP funding. This will be shown in the **Weightings** column.

Following the processing of the funding claims, where a child **has not** had EYPP added as expected, it will mean that eligibility could not be confirmed using the ECS or the required information was not added to the Synergy Provider Portal as required.

Where this is the case schools must:

- Check the information added to the Synergy Provider Portal for accuracy e.g. errors in the National Insurance number or date of birth etc. and advise the Early Years Funding Team of any changes that need to be made
- Contact the parent, where the details are confirmed as correct to request additional supporting information, including a Job Centre letter confirming income-based benefits or credits or Universal Credit full service statement
- A copy of the additional supporting information must be sent to the Early Years Funding Team, via the Document Upload service on the Synergy Provider Portal
- Information / changes must be received by the Early Years Funding Team by the submission end date for the current funding term via the Headcount or Online Adjustment process
- Information will be reviewed by the Early Years Funding Team and eligibility determined
- Schools must recheck their Synergy Provider Portal where any additional allocations will have been added to the weightings column.

Important Note:

It is recommended that all children that may qualify complete the EYPP application. Where eligibility is confirmed, this may provide additional support for a child when making their application for a primary school place. The Primary Schools admissions policy 2022/2023 Academic Year states:

If a Warwickshire Community or Voluntary Controlled primary school is oversubscribed, then the following oversubscription criteria will be used when allocating places:

- *Children who are in receipt of the Early Years Pupil Premium, with no more than 14% of the places available to be allocated under this category. The child must be in receipt of the premium at the time the application is made.*

2.2.2 - Deprivation Factor

The Deprivation Factor (DF) is an additional premium of £0.62 per hour paid to the school based on children living in a postcode that falls within the most deprived 30% of postcodes as determined by IDACI (Income Deprivation Affecting Children Index). The DF is paid automatically to the school.

If this has been added to the child's funding base rate, 'DF' will show in the **Weightings** column next to the child's name on the Synergy Provider Portal.

2.2.3 - Disability Access Fund (DAF)

The Equality Act 2010 offers protection against discrimination, harassment and victimisation, and applies to statutory and non-statutory early years organisations. Local authorities must comply with the provisions of the Act in finding suitable provision for eligible disabled children.

The Disability Access Fund (DAF) was introduced to support disabled children's access to the entitlements for three and four year olds. Schools receive £858.92 per eligible child per calendar year (See section 2.4 Payment arrangements for September 2023 uplift information). The funds could be used, for example, to support schools in making reasonable adjustments to their schools and/or helping with building capacity, either for the child in question or for the benefit of children as a whole attending the school.

Three and four year olds will be eligible for DAF if they meet the following criteria:

- the child is in receipt of Disability Living Allowance (DLA)

and

- the child receives the Universal 15 hours entitlement

Please note that children do not have to take up the full 570 hours of early education funding that they are entitled to in order to receive the DAF. Children will be eligible where they take up any period of funded entitlement and receive DLA.

Four year olds in primary school reception classes are not eligible for DAF funding.

All schools who are eligible to receive funding for three and four year olds, qualify to receive DAF payments if they have eligible children.

Local authorities must fund all schools providing a place for DAF eligible children at a fixed annual rate of £858.92 per eligible child. The DAF is payable annually as a lump sum and will not be reduced if a child does not take up their full 15 hours entitlement.

Local authorities should distribute DAF funding in its entirety to schools, and DAF funding should not be offset against any other funding which the local authority may ordinarily be providing for children eligible for the DAF.


If a child eligible for the DAF is splitting their funded entitlement across two or more providers, the local authority will ask parents to nominate the main setting. This setting will receive the full DAF payment for the child.

If a child receiving DAF moves from one setting to another, the new setting is not eligible to receive DAF funding for this child until the anniversary of the first payment has passed. DAF funding received by the original setting will not be reclaimed.

Where children are still eligible for the DAF; schools should receive a second payment one year later. It is paid the term after the 12 month anniversary they first received the DAF payment.

In cases where a child who lives in one local authority attends a school in another local authority area, the local authority where the school is based is responsible for funding the DAF for the child and eligibility checking.

How to claim:

- Schools are responsible for identifying eligible children and should prompt parents to sign the Declaration on the Disability Access Fund (DAF) section of the 3 & 4 Year Old Parental Declaration Form (PDF)
- Schools will need to check eligibility by seeing evidence of the child's Disability Living Allowance (DLA) award letter
- A copy of the DLA award letter must be sent to the Local Authority using the secure **Document upload tab** on the Synergy Provider Portal during the Headcount period
- The following symbol will show next to the child's funding details if a document was attached 
- Where a copy of the DLA award letter is not attached to the Document upload tab, the claim for DAF cannot be approved
- Payment is made as an adjustment with the termly final (actual) payment and can be seen in the Adjustment Payments in the Summary tab in the Synergy Provider Portal

2.3 Delayed or Deferred Entry into Reception Year

Warwickshire County Council provides full time places in school reception classes for all children in the September following their fourth birthday. Three and four year old funding as detailed in this guidance does not apply to children attending school reception classes of maintained schools, as they will be funded through school budgets and have different administrative arrangements.

Children attending a non-maintained (independent) school remain eligible to claim funding until they are of statutory school age, which is the term after their fifth birthday.

The Local Authority's (LA) policy is that pupils should be educated in the year group appropriate to their chronological age.

Some children may start in Reception later in the school year, perhaps due to medical issues or because they are a summer-born child and are not considered ready to start school in September. This is referred to as Delayed Entry. The child has a school place, in their correct academic cohort, but is not taking up the place until later in that academic year.

Early Years funding may be claimed in the usual way in respect of a child whose parent/guardian has **formally** arranged with the Head Teacher and Local Authority to **delay** the child's entry into school, until they reach statutory school age, the term following their 5th birthday. Please note that this does not apply to a child who is being "phased in" during the Autumn Term at the beginning of the reception year, as Early Years funding cannot be claimed once a child is on the school's register.

Parents must still apply for a school place in line with the co-ordinated admission arrangements, and meet the standard Local Authority deadlines, so that an offer of a school place can be made **before** the request for delayed entry is agreed. Parents must be made aware of this requirement, and all enquiries about delayed entry should be referred to the School Admissions Service at www.warwickshire.gov.uk/admissions

In a small number of cases, it may be appropriate for parents to request that the child starts school a year later, so that the child is educated in the chronological year group below where they would normally be. This is referred to as Deferred Entry.

In September 2015 the Department for Education (DfE) wrote to all Local Authorities to advise that the School Admissions Code (2014) would be updated in respect of the admission of summer born children into schools. Requests for children who are due to start school can be made to the Local Authority, and those requests will be considered in line with Local Authority guidance. Requests for children to be educated outside of their year group who are already of compulsory school age will be considered on an individual basis, in line with the guidance. Warwickshire's 'Guidance Notes relating to the education of children outside of their chronological year group' can be found at <https://www.warwickshire.gov.uk/applying-school-place-reception/deferringstarting-school/3?documentId=792&categoryId=20165>

Additional DfE guidance for parents on deferred entry considerations can be located, here: <https://www.gov.uk/government/publications/summer-born-children-school-admission>

Parents need to make a formal request for deferred entry, along with an application for the child to start school, in line with the co-ordinated admission arrangements. Parents must be made aware of this requirement, and all enquiries about deferred entry should be referred to the School Admissions Service at www.warwickshire.gov.uk/admissions

There are significant implications for a child who is educated out of year group, and parents need to consider the long term view of their child's educational needs. It is important to also be aware that children who are in receipt of Warwickshire's SEND Inclusion Grant are not eligible to receive the grant where they delay/defer their entry into school.

If schools are aware of potential delayed or deferred entry children, these **MUST** be discussed with the Statutory Assessment Team as early as possible, to ensure schools are aware of the statutory obligations that they will have to meet when Reception aged children remain in nursery provision.

The Statutory Assessment Team can be contacted at edassessmentteam@warwickshire.gov.uk

2.4 Payment Arrangements

Current hourly rates are as follows:

2023/2024 Early Education Funding Rates from September 2023

PVI settings and school run provision including maintained schools with nursery classes.

Early Education Funding Rates	2023 – 2024 Summer term £ - per hour	2023 – 2024 Autumn & Spring terms £ - per hour
Funding Rate for 2 Year Olds	5.90	7.81
Funding rate for 3 & 4 year olds -Universal and Extended Entitlement hours	4.54 (£4.51+ £0.03 Teachers Pay and Pension Grant)	5.01 £4.98 + £0.03 Teachers Pay and Pension Grant)
Early Years Pupil Premium- allocated to Universal Hours	0.62	0.66
Deprivation Factor – allocated to Universal and Extended hours	0.62	0.62
Disability Access Fund – annual payment for eligible children in receipt of Disability Living Allowance	828.00	858.92 (An extra payment of £30.92 will be paid for the period of Sept 23 to Mar 24 for eligible children already paid for the full financial year.)

Maintained Nursery Schools Only

Early Education Funding Rates	2023 – 2024 Summer term £ - per hour	2023 – 2024 Autumn & Spring terms £ - per hour
Funding Rate for 2 Year Olds	5.90	7.81
Funding rate for 3 & 4 year olds -Universal and Extended Entitlement hours	4.54 (£4.51+ £0.03 Teachers Pay and Pension Grant)	5.01 £4.98 + £0.03 Teachers Pay and Pension Grant)
Maintained Nursery School Supplementary Funding paid for 3 & 4 year old <u>Universal Entitlement Hours Only</u>	3.77 (3.80 minus 0.03 TPPG paid in base rate for Universal hours)	3.98 (£4.01 minus £0.03 TPPG paid in base rate for Universal hours)
Early Years Pupil Premium- allocated to Universal Hours	0.62	0.66
Deprivation Factor – allocated to Universal and Extended hours	0.62	0.62
Disability Access Fund – annual payment for eligible children in receipt of Disability Living Allowance	828.00	858.92 (An extra payment of £30.92 will be paid for the period of Sept 23 to Mar 24 for eligible children already paid for the full financial year.)

Schools will be informed in advance of any changes to these rates.

Funding is paid for a maximum of 570 hours per year for the Universal entitlement and up to 1140 hours per year if also claiming for the Extended entitlement. These entitlements can be taken in a variety of ways in order to meet the needs of the family.

2.4.1 - Patterns of Payments

3 and 4 year old Funding is provided for a minimum of 38 weeks per year. In order to assist in your financial planning, the funding will always be paid as follows:

Autumn Term	14 weeks
Spring Term	11 weeks
Summer Term	13 weeks

This pattern may not always correspond to school term dates. A Termly Information letter will be sent out, prior to the end of each term, with all relevant dates and deadlines for the following term and can be found on the website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds>

Actual payment dates, and Headcount dates set by the Department for Education for the Academic Year –2023/2024:

Twice Termly Paid Providers

Twice termly paid funded providers, PVLs, Academies and Maintained Nursery Schools and Classes

Term	Headcount Date	Deadline date for Headcount submissions	Interim Payment Date		Actual Payment Date	
			2 YO	3 & 4 YO	2 YO	3 & 4 YO
Autumn Term 2023/2024	5 th October 2023	13 th October 2023	22/09/2023	20/09/2023	17/11/2023	15/11/2023
Spring Term 2023/2024	18 th January 2024	26 th January 2024	19/01/2024	17/01/2024	08/03/2024	06/03/2024
Summer Term 2023/2024	16 th May 2024	24 th May 2024	24/04/2024	26/04/2024	21/06/2024	19/06/2024

Interim payments:

- Interim payments for 2, 3 & 4 year funding are calculated by using the **WEEKLY** hours entered onto the **Estimates** tab on the Synergy Provider Portal and sent before the submission deadline date, as notified in the Termly Information letter
- The Synergy Provider Portal will open 2 weeks before the start of term for the school to enter the Estimate hours
- Where the submission deadline is missed by the school, the interim payment will not be made, the school will receive the full term's funding in the Actual payment
- The interim amount is 70% of the estimated payment amount for the term

Guidance on how to use the Estimates tab is included in the FIS Synergy Online Provider Portal Guidance which is emailed to providers at the start of the Autumn term and can also be found at: <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds>

Actual or final payment:

This is the remaining 30%, or the balance after the Headcount figures have been calculated, minus the interim payment already paid.

2.5 Entering the Headcount Claim

At a set point within each term schools must submit the school's Headcount claim via the Synergy Provider Portal to ensure that payments made to the school are accurate and reflect all children in attendance and taking up a place.

To ensure schools are kept informed a **Termly Funding Information Letter** will be sent at the end of each term which includes all the important dates and deadlines needed to enter the Headcount claim for the next term.

The school must have access to the internet and the relevant associated resources and equipment to complete funding claims, sufficiency, census returns and other requests for information. All related communications are made using internet linked systems or email.

Schools are responsible for inputting the Headcount return within the deadlines given by the Early Years Funding Team and to check the accuracy on completion at the end of each term.

The school's Headcount claim, including EYPP and DAF, is made through the Synergy Provider Portal.

2.5.1 Headcount Claim Process:

- The web address for the Synergy provider Portal, which is used to enter funding claims is: <https://admissions.warwickshire.gov.uk/synergy/providers>
- Sign in using the unique username and password issued by the Early Years Funding Team
- Where a school has not used the system before, please contact the Early Years Funding Team for sign in details, username and password
- A copy of the **FIS Synergy Provider Portal Online Funding Guidance** is sent to all schools at the start of the Autumn term It can also be found at: <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds>
- The **FIS Synergy Provider Portal Online Funding Guidance** should be followed to enter funding claims as there may be changes to the system following an upgrade
- The Synergy Provider Portal opens 2 weeks before the first day of each term and closes one week after Headcount Day as detailed in the Termly Information letter
- Children are not always carried forward on the Synergy Provider Portal from term to term, you will need to check the children listed carefully for all funding types - 2, 3 & 4 year olds

Note: Some children will NOT be carried forward from Summer term to Autumn term.

- The school must enter all the children they are claiming funding for that term and the number of funded hours from the details on the signed Parental Declaration Form (PDF)
- The school must check that they enter the child's details on the Provider Portal accurately and in accordance with the legal name, date of birth and address, ethnicity and SEN type as shown on the PDF and update details as necessary
- Only children attending the school during the week of the specified Headcount date, can be entered on to the Headcount claim. A claim should be made for the whole of the term, this allows the school, where they agree, to pass a proportion of the funding to another Warwickshire early years provider if the child moves to another setting before or after Headcount. Refer to [Section 2.6](#)
- The Synergy Provider Portal closes for inputting on the Headcount submission deadline

date, as notified in the Termly Information Letter. The Synergy Provider Portal will not allow any changes to be made to Headcounts after this date

- The school **must** check the Synergy Provider Portal from 2 weeks after Headcount week, to check that their Headcount claim is correct, this includes the child's personal information, claimed hours, for adjustments for DAF and weightings for EYPP and DF
- Any changes after the Headcount submission date should be made using the Online Adjustment process via the provider portal see [Section 2.6](#)
- After the Headcount information is submitted, a detailed breakdown of funding allocated to each child will be shown on the Actuals, child summary tab on the Synergy Provider Portal for 2, 3 & 4 year funding. The Universal and the Extended 30 hours for 3 & 4 year funding are shown separately

Additional Important Information:

- The Early Years Funding Team are not able to make any changes to funding after the end of a term. Adjustments, where agreed, can only be made during the current term
- The Local Authority may reclaim funding that has been overclaimed relating to any terms if identified at audit
- Funding will continue to be paid for inset days taken up to a total of 5 days per school year, however it must be noted that **funding is paid for 38 weeks** per year and a school year is classed as **39 weeks including inset days**
- The Local Authority is required to secure a minimum of 38 weeks of pre-school education over the course of an academic year. Any phased induction for three-year-olds should usually be completed within the first three weeks of the term
- Information from your Headcount may be shared to ensure effective safeguarding and promote the welfare and protection of children
- Payments may be delayed where returns remain outstanding

2.5.2 Payment Summary

The Synergy Provider Portal must be used to check your final Headcount **Summary** at the end of each term.

This can be accessed using: <https://admissions.warwickshire.gov.uk/synergy/providers>

Selecting the Summary page on the Funding tab for the term will show the details for the Estimate, Actual, Adjustments and Weighting payments for the selected term. Summary information for all terms from the start of the setting's records in the system can be checked.

The funding details on the Summary tab from the previous academic year are to be used for the setting's Indicative Budget information.

2.5.3 Summer Term Sufficiency Return

The Local Authority collects 2, 3 and 4 year old place and vacancy information from funded Early Years providers in the Summer term during the Headcount period. The submission deadline date will be notified in the Termly Information letter.

The return is completed by selecting the **Sufficiency Tab** on the Synergy Provider Portal:

<https://admissions.warwickshire.gov.uk/synergy/providers>

For details on how to complete the Sufficiency return please refer to the **Synergy Provider Portal Guidance**.

By completing this information, the school is giving Warwickshire County Council an accurate insight into place sufficiency in the local area. Being able to follow the trends in sufficiency helps Warwickshire County Council to locate areas of high demand and investigate the need to create additional early years places to ensure parents can access their funding entitlement. Any information used for reporting purposes will be anonymised.

The Sufficiency return **MUST** be completed, there may be a delay to the final termly payment where a return is not completed.

2.6 Adjustment to Payments

3 & 4 Year Olds

Funding will normally be paid for the whole term to the provider the child attends on Headcount Day.

For children attending school on Headcount Day (or within the week of the specified Headcount date), a claim should be made for the whole of the term, even if they joined after the term started. This will enable the school to pass a proportion of the funding to another Warwickshire setting if the child has already taken sessions with them, where agreed between the settings.

Where a child leaves a setting after Headcount, providers should make a private arrangement between themselves to agree to pass a proportion of the funding to the other setting for the remainder of the term. There is no obligation to do so. Refer to 2.6.2 and 2.6.3 below.

Where funding for a child has already been made at Headcount, a claim for the remainder of the term using the Adjustment process cannot be made, unless this has been agreed between both settings.

Note: It is Warwickshire's policy that funding claimed at Headcount must not be transferred to an other setting outside of Warwickshire.

Where an arrangement is made by a setting from another local authority to transfer funding to a Warwickshire setting, the setting will be paid at the funding rate of the other local authority. This may be higher or lower than the funding rate paid by Warwickshire and no additional funds can be paid by Warwickshire e.g. to adjust a lower hourly rate.

To make any changes after the Headcount period has ended, the Adjustment process must be followed:

- Adjustments to the Headcount claim must be made using the Online Adjustment process via the Synergy Provider Portal: <https://admissions.warwickshire.gov.uk/synergy/providers>

- Guidance on how to enter Online Adjustments can be found **in the FIS Synergy Provider Portal Online Funding Guidance** which is sent at the start of the Autumn term. It can also be found at: <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds>
- Online Adjustments must be entered during the specified dates notified in the Termly Information letter
- Adjustments can only be accepted if they meet the criteria detailed in Section 2.6.3
- Payments for any adjustments are made to schools on the last week of the funding term where they have not been added to the Actual payment

2.6.1 - Child Leaving Before Headcount

Where a child leaves before the Headcount date they **cannot** be included in the funded numbers and the Local Authority **cannot** pay for any hours they have already attended.

Please ensure that parents are aware of this, as they will be responsible for paying for these hours as outlined in the Parent/Guardian Declaration Form (PDF).

Schools **may** be able to receive this proportion of the term's funding by agreement from the setting who makes the Headcount claim. This should be arranged directly between the providers concerned. However, this is not mandatory.

2.6.2 - Child Leaving After Headcount

Where a child leaves after the Headcount date and the school has made a funding claim for them, they are entitled to retain the funding for the remainder of the term.

If there is agreement, the school can arrange to pass the relevant proportion of the funding entitlement to the new setting for the remainder of the term. This should be arranged directly between the providers concerned. However, this is not mandatory.

2.6.3 - Child starting After the Headcount

Where a child starts at the school after the Headcount date and has moved from another setting where funding has been claimed they will not normally be entitled to further funding until the following term. See [Section 2.6.2](#).

If a child joins the school after headcount for whom claim has not been made at another setting in the current term and fits within the below specified categories, a claim must be made via the Online Adjustment process via the FIS Synergy Provider Portal during the specified dates as notified in the Termly Information Letter.

Categories where adjustments may be made after the termly headcount:

- A house move into the area for the child or parent

- If the child's primary carer changes resulting in the need to change setting
- Where a sibling moves school and the child needs to move to attend adjacent/nearby nursery provision
- Military family posted in / out of the area
- Child protection and safeguarding reasons
- Where the child has not previously taken up a place and is a new starter eligible for funding
- Family requirements change and funded hours need to be increased e.g. change in parents working patterns

Please ensure that all parents/guardians sign their PDF each term, which sets out the hours and patterns of attendance for the funded entitlement that the parent and school have agreed.

An example of the current PDF is shown at [Annex A](#). Please contact the Early Years Funding Team to discuss individual situations or for further advice.

Adjustment payments will be made for the number of weeks in the term from when the change or start date occurred.

2.7 Charges

Government funding is intended to deliver 15 or 30 hours a week of funded, high quality, flexible childcare. It is not intended to cover the cost of meals, other consumables, additional hours or additional services.

Schools should be aware that they can charge for meals and snacks as part of a funded place, and that they can also charge for consumables, such as nappies or sun cream, and additional services, such as trips and specialist tuition. Voluntary consumables must be for items that are used by the child and must not include standard items that all children must have access to, such as standard art resources e.g. paint, or PPR for staff to support personal hygiene requirements.

These charges must be voluntary for the parent and listed clearly in writing on fee sheets and invoices. **Each element of the voluntary charges should be separately detailed stipulating what is included as a 'consumable', meal or snack.**

Where parents are unable or unwilling to pay for voluntary consumable charges, schools who choose to offer the funded entitlements are responsible for setting their own policy on how to respond, with options including waiving or reducing the cost of meals and snacks or allowing parents to supply their own meals and consumables. Schools should make their policy clear in writing to parents prior to a child taking up a place.

Parents must be permitted to send their child to the setting for funded hours without paying any voluntary charges, should they choose to do so.

The local authority will not intervene where parents choose to purchase additional hours of provision or additional services, provided that this does not affect the parent's ability to take up their child's funded place and it is made clear to parents that charges as above are voluntary.

Children accessing any of the funded entitlements must receive the same quality and access to provision, regardless of whether their parents opt to pay for additional hours, services, meals or consumables.

There must be no charges associated with the funded entitlement, and schools must not charge “top-up” fees (the difference between the provider's normal charge to parents and the funding they receive from the local authority to deliver the funded entitlement) in relation to any funded hours. The Local Authority must ensure that no other fees are being charged in relation to the funded entitlement, for example for registration or uniform. Schools risk removal from the Directory of Providers and withdrawal of funding if they do so.

Schools can charge a deposit to secure a funded place which must be refunded to the parent within a reasonable time scale and, except in exceptional circumstances, by the end of the first month of attendance. The school is entitled to retain the deposit where the child does not take up the place.

Where children are accessing the funded entitlement over the lunch period, any charge that a school makes for lunch must be agreed with the parents in advance or alternative arrangements made such as the parents providing their own meals e.g. a packed lunch.

If a child's attendance exceeds the funded entitlement, schools can charge a fee for the additional hours which are not covered by the funded place.

Clear written information must be given to parents outlining the funded entitlement and any voluntary fees charged for additional services, including any extra hours that the parents have agreed to buy. This information should clearly show where funded hours form part of a longer session or contractual arrangement and clearly include what the extra charges are for listing these separately.

Schools must ensure their invoices and receipts are clear, transparent and itemised so that parents can see that they have received their child's funded entitlement completely free of charge and can identify and understand fees paid for any additional hours or services as listed within the fee and session information provided.

The school must ensure that the business name and address is shown on invoices and receipts, so they can be clearly identified as coming from a specific provider.

The school must ensure that the school's name and address is shown on invoices and receipts, so they can be clearly identified as coming from a specific provider.

2.8 Parent/Guardian Declaration Form (PDF) – 3 and 4 year olds

The Parental Declaration Form (PDF) is an agreement between schools and parents to commit to the school the number of hours they claim for the whole of the term.

The Parent should be directed to www.warwickshire.gov.uk/childcarecosts for full details of the funding entitlements and the Parental Declaration Form (PDF) terms and conditions of funding **before** signing the form.

- **A Parental Declaration Form (PDF) must be fully completed, signed and retained for**

each child by the school

- A copy of the current PDF can be found on the Early Years website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds> copies are also shown in [Annex A](#)
- The Parent/Guardian Declaration Form 2022/2023 is formatted to enable electronic completion. This allows the school to email the form to parents/guardians to complete and return electronically, without the need to print
- Only one PDF per child should be completed each academic year; and it must be updated and signed each term by the parents and the school to confirm agreed attendance patterns
- PDFs must be retained by the school for 6 years plus the current year (7 years) and should be available in the event of any queries and for audit purposes
- Do not send copies of Parental Declaration Forms (PDF) to the Early Years Funding Team unless they have been requested
- Where charges sessions and services are offered to parents outside of the main school's allocated funded offer, schools are encouraged to establish an additional written agreement between parents and themselves to outline agreed hours of attendance and funded entitlement claimed. However, the standard PDFs must still always be completed

Please ensure that all parents/guardians are aware that:

- A child can only be funded if they meet the eligibility criteria for the funding type
- All hours attended by their child at all settings must be declared on the form, not just the funded hours
- The parent specifies which setting the Universal 15 hours are to be paid if they are claiming the extended entitlement of 30 hours and are sharing their funding between more than one early years setting
- For 3 & 4 year old funding, the parent must have a valid code for the term to claim 30 hours Extended funding. The code must be entered on the PDF
- The 30 hour code must be re-confirmed every 3 months or as directed by HMRC
- If a parent is claiming the Extended hours using a 30 hour code, the details must be fully completed on the PDF to give consent to check eligibility using the ECS checking system
- The Local Authority will only pay for a maximum of 15 hours per week over 38 weeks per year for each entitlement
- The maximum number of hours payable per day is 10
- The 570 or 1140 hours annual entitlement must be taken over no fewer than 38 weeks per year

- The entitlements can be stretched by offering fewer hours per week over more weeks of the year up to the maximum entitlements
- Funding will only be paid for a child starting after Headcount day that meet the specified categories. See [Section 2.6](#)
- The parent must make sure that their child regularly attends the funded hours they are claiming for including the full session e.g. 8am start and 6pm finish
- If a parent wants to claim for EYPP the correct section of the PDF must be completed to give consent to check eligibility using the ECS checking system
- If a parent wishes to claim Disability Access Fund (DAF), the correct section of the PDF must be completed and returned with a copy of the Disability Living Allowance award letter
- Parents will be liable for the cost of any hours not covered by the funded entitlement for example if a child leaves before the Headcount date or use additional services

2.9 Sharing of Funding

Every session attended by a child must be declared on the PDF. Where the Funded entitlement is accessed through a partnership of 2 providers or more, their combined offer should be within the national minimum standards outlined in [Section 1.3](#).

The Parent/Guardian Declaration Form (PDF) must show how the funding is going to be split over all providers and where the Universal entitlement is to be paid if the 30 hours Extended entitlement is being claimed.

Where a child attends two providers and receives in total more than the maximum funded entitlement, the Local Authority will apportion the amount of funding payable in respect of that child, based on the number of hours accessed at each setting. Parents will be liable to pay the provider(s) for any additional hours taken over and above the funded entitlement.

The Local Authority will review the PDF's in place at each provider prior to apportioning the amount of funding to each provider.

2.10 Child Attendance

Schools are responsible for ensuring parents understand the need to achieve regular, fully attended patterns of attendance, including the claimed funded hours. Schools should always check and record why a child is absent and record any follow up action they have taken if they have any concerns about the absence.

Schools must be alert to patterns of absence that may indicate wider safeguarding concerns (please also refer to [Section 4.2.2 Safeguarding](#)).

All absences must be recorded on SIMS or paper registers to show a true reflection of the absence. Absence codes must be used in line with other school pupils e.g. H - holiday (agreed), I - illness (not medical or dental appointments). **'DfE Code X - 'non-statutory school aged absence - not required to be in school' must not** be used to record absences on planned booked sessions and must only be used to record non-attendance for a child who is not booked to

attended specific sessions, e.g. where a child attends for morning sessions only, the X code would be used to record attendance for this child for the afternoon session.

For further information for SIMS reporting see the WCC MIDAS team – ‘SIMS Attendance’ guidance available from your MIDAS Support and Training Team - 01926 414100.

And

School attendance guidance issued by the DfE - <https://www.gov.uk/government/publications/school-attendance>

Issues of poor attendance must be proactively managed by the school and will be reviewed at audit. Failure to take robust action may result in loss of funding for the school.

Schools can only claim for hours that are regularly attended by the children, and the Parent/Guardian Declaration Form (PDF) must reflect the attendance and claim patterns for every child.

Warwickshire County Council will not penalise schools for short term absences of children, for example through sickness or a family emergency, but if absence is recurring or for extended periods the Local Authority may reclaim funding. The school's attendance/absence management policy will be considered and how effectively appropriate follow up action has been taken or support provided to the family, when considering whether funding should be reclaimed.

The school should keep all correspondence and records relating to the management of poor attendance issues.

If further guidance on how attendance can affect funding is needed, please contact the Early Years Funding Team.

For further guidance on: -

- Warwickshire's Children Missing from Early Education can be found here: <https://www.safeguardingwarwickshire.co.uk/safeguarding-children/i-work-with-children-and-young-people/child-missing-from-education>

2.11 Cross-Border Arrangements

The Local Authority where the child is accessing the funded place, rather than where they live, pays the Funded Entitlement. Therefore, schools in Warwickshire should claim for all eligible children on their register irrespective of where the children live. If a child also attends another setting which is not in Warwickshire, please ensure that no more than the maximum 15 or 30 funded hours are claimed between the different authorities. These details should be clearly indicated on the PDF to avoid any potential over-payments.

Cross checking arrangements are always carried out with neighbouring local authorities to identify any potential funding issues.

Out of County Looked After Children (LAC) must be identified by the school. The LAC child's carer will need to show them evidence that the child is LAC or supply details of the child's social worker for the Early Years Funding Team to contact. It is requested that this information is sent via the

Notes tab on the Synergy Provider Portal during the Headcount period. After the Headcount has been completed an email will be sent to schools requesting that the Synergy Provider Portal is checked, and that Early Years Pupil Premium (EYPP) has been allocated to all children as expected. The Early Years Funding Team will need to be contacted where there continues to be a query around allocations.

2.12 Early Years CENSUS

The Department for Education (DfE) requires Local Authorities to carry out an annual Early Years Census of all providers of funded 2, 3 & 4 year old places in the private, voluntary and independent sectors and school run provision (excluding maintained nursery classes and nursery schools). The Early Years Census is mandatory, and data must be collected at the individual child level. There may be additional Census collections as required by the Department for Education.

The Early Years Census information is collected using SIMS for school nursery class places.

Where a school has both allocated maintained nursery class pupils and additional s27 nursery places Early Years Census information will be collected separately - maintained nursery class pupils via termly SIMS uploads and s27 pupils via Synergy annual Early Years Census in January.

The Census information will be used to determine the funding allocated to Warwickshire County Council by the Department for Education. Any delays or errors in the data returns will affect the funding allocation for Warwickshire and may affect funding for individual providers too.

Process for Maintained Nursery Classes, Academies and Nursery Schools

It is vitally important that schools keep their SIMS system up to date, as this will be used to create the statutory school census returns in October, January and May. Registered pupils of the school (2, 3 and 4-year-olds depending on the statutory age range of the school) **must** continue to be included in these returns.

Please refer to the DfE Census Guide for Schools with Early Years provision for full details of how to complete the Early Years Census:

<https://www.gov.uk/guidance/complete-the-early-years-census/which-children-to-include>

A summary is detailed below:

- Schools **must** be aware of their statutory age range to be able to decide which census their children should be added to
- Where the school has 2, 3 and 4 year olds as registered pupils (included in the school's age range) they will need to be included on the Schools Census via SIMS
- Children attending the school who are not within the statutory age range (not included in the school's age range as pupils) of the school need to be counted as attending a s27 state funded governor run provision and included in the Early Years Census, do not include them in the school census – an Early Years Census form must be completed via the Synergy Provider Portal in the Spring Term

- For schools who only have a maintained nursery class, (without a s27 state funded governor run provision), the children must be included in the School's Census via SIMS
- For schools who have a maintained nursery class and a s27 state funded governor run provision, the children who are pupils of the school (within the Published Admission Number (PAN)) must be added to the School Census (SIMS). Any children above the PAN will need to be counted as attending the s27 state funded governor run provision and included in the Early Years CENSUS (Synergy Provider Portal)
- Children may appear on the 2 different censuses where their funding entitlement hours are split between 2 different settings. In which case, the number of free entitlement hours for each child across all provision is limited to 15 hours or where eligible 30 hours

For further information refer to the census guidance **Early Years Census Guidance for Maintained Nursery Schools, Maintained Nursery Classes, Academies and Schools with State Funded Governor Run (SFGR) nursery provision** which will be emailed prior to the start of the Spring Term. This guidance can also be found on the Warwickshire County Council website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds>

2.13 Information for Parents

Copies of the information leaflets for parents and schools are available from the Early Years Funding Team on **01926 742233 / 01926 742218**.

All leaflets including translated versions can be accessed via the website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers/early-education-funding-2-3-4-year-olds>

Parents may also obtain information about the early education entitlements, and get help in choosing and applying for childcare, by going to the Warwickshire County Council website www.warwickshire.gov.uk/childcarecosts

2.14 Indicative Budgets

Historical payment information is supplied to enable schools to manage their financial planning and give an initial budget.

Schools can access this information via The Summary Tab in the Synergy Provider Portal which gives the actual funding amounts paid to the school for the Summer, Autumn and Spring term in the previous year.

Schools will be able to access actual updated budget information on a termly basis once each terms Headcount is completed. This information will be notified via The Summary Tab for the current term.

Section 3 – Delivery of Funded Places

3.1 Published Admission Number (PAN)

All maintained nursery classes have been issued with a Published Admission Number (PAN). The PAN is the maximum number of pupils that the school can admit to the maintained nursery class. This number will have been allocated by the Local Authority. Schools must ensure they do not exceed their PAN when claiming early education funding for the maintained nursery class. If there is demand at the school for additional early years places, then the school can consider creating these via a governor run (s27) nursery.

For further information on school run provision please refer to the 'Childcare Provision on School Sites guidance', available via the Early Years & Childcare Sustainability Officers.

3.2 Staff Qualifications / Ratios

Staffing qualifications and ratios are stipulated by the Department for Education and published in the Statutory Framework for the Early Years Foundation Stage.

For maintained nursery classes, schools must ensure that there is at least one member of staff for every 13 children, at least one member of staff must be a qualified teacher and at least one other member of staff must hold a full and relevant level 3 qualification, as per the Statutory framework for the early years foundation stage(EYFS) - <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

Schools must ensure that staff qualifications are checked as full and relevant to ensure staffing requirements are met, this includes staffing for any lunch sessions and before / after school care.

For a full list of full and relevant DfE approved qualifications for EYFS staff: child ratios please follow this link <https://www.gov.uk/government/publications/eyfs-staffchild-ratios-dfe-approved-qualifications>

Where a school is offering s27 care alongside maintained nursery pupils of the school please refer to the EYFS for the relevant statutory requirements for each delivery model.

3.3 Space Requirements

All schools must have regard to the space requirements listed in the Statutory Framework for the Early Years Foundation Stage when considering admitting more children than the allocated PAN.

Schools must measure the usable space available allowing 2.3m² per 3 & 4 year old child. Usable space does not include toilets, storage areas, thoroughfares, dedicated staff areas, cloakrooms, utility rooms and kitchens.

Please refer to the Statutory Framework for the Early Years Foundation Stage, Section 3.58 and footnote 59 for more information.

3.4 Marketing and Promotion

It is important that schools review and develop marketing strategies to ensure that the nursery (and wider school offer) is advertised within the local community to keep the school visible to prospective parents. Schools should consider adding a section onto the website for the nursery, which outlines how a place can be accessed, what parents need to do, session times and any additional charges for hot meals etc.

Other marketing or promotion techniques could be:

- displaying a banner in the local area advertising funded places
- adding information to the school website or Facebook page regarding availability of places/sessions
- attending local events to publicise the school
- distribute leaflets/flyers to the local community

In order that a school can market and promote its offer effectively, it would be recommended to undertake processes such as competitor analysis, review of local demographics and SWOT analysis.

Contact your Early Years & Childcare Sustainability Officer for further advice and guidance.

Section 4 – Local Authority Requirements

All schools and providers registered to claim funding for 2, 3 and 4 year old funded places must sign the annual Provider Agreement **unless** they are a school with a maintained nursery class with an allocated PAN for 3 and 4 year olds, and not providing any additional hours or places paid for separately by parents. All providers including schools must have regard to the current 'Early Education and Childcare Statutory guidance for Local Authorities' and follow all Department for Education requirements.

The Local Authority is required by legislation to secure information, advice and training for the following childcare providers:

- Those registered on the Ofsted Early Years Register who are judged less than 'Good' by Ofsted in their most recent inspection report
- Newly registered providers on the Ofsted Early Years Register who have not yet had an inspection report published

Information, advice and training must include the following:

- Meeting the requirements of the Early Years Foundation Stage
- Meeting the needs of children with special educational needs and disabilities, vulnerable and disadvantaged children
- Effective safeguarding and child protection

The Local Authority's support to maintained schools is led by the Quality, Standards and Safeguarding Team. Support may be offered via an Early Years Adviser to maintained schools who are judged less than 'Good' by Ofsted, this will depend upon the issues raised in the Ofsted report, and the support arranged via other sources e.g. school to school support.

Warwickshire County Council will conduct Early Years Business Health Checks and / or Early Years Funding Audits to ensure that schools are meeting the requirements laid down in the Guidance and Requirements of Early Education Funding for 3 & 4 Year Olds – Maintained Sector for schools with Nursery Classes, or Guidance and Requirements of Early Education Funding for 2, 3 & 4 year olds.

These requirements include:

- 2, 3 and 4 year old funded places are delivered completely free of charge to parents
- Funding provided is used properly and in accordance with any Local Authority arrangements made with providers and schools
- Schools and providers offer funded places in accordance with 'Early education and child-care - Statutory guidance for local authorities'

Please see [Section 4.5](#) and [Annex D](#) for more information about the audit process.

4.1 Advice and Support for Schools

Where schools categorised by Ofsted as below 'Good' are delivering the funded entitlement, they will need to improve the quality of their provision, and complete actions identified in their Ofsted inspection report. This may include, where applicable, participation in training or other quality improvement programmes, and peer support from other schools.

The Local Authority may offer support via an Early Years Adviser to schools who are judged less than 'Good' by Ofsted. This support will focus on addressing the Early Years issues identified in the Ofsted report, which will form the basis for the school action plan. The most appropriate support will be decided via the Local Authority Quality, Standards and Safeguarding Team on a case by case basis, depending upon the issues identified in the Ofsted report.

Support will also be available following a Business Health Check and / or an Early Years Funding Audit where areas have been identified for development or actions are required to be completed by the schools.

A written record of visit will be sent to the school following any support visits given. Please see [Annexes F](#) and [G](#).

4.2 Continuous Quality Improvement, Workforce Development and Safeguarding

4.2.1 Quality Improvement

Every child should have access to an Early Years setting where there is excellent learning and development adapted to the needs of each individual child and delivered by well qualified and well-trained practitioners. All parents should be confident that the setting their child attends is aspiring to deliver the best quality provision.

In order to ensure that children have the best start in life, they need high quality provision.

Warwickshire County Council currently commissions learning and development opportunities through the Warwickshire Early Years Hub as a part of the Lawrence Sheriff Teaching School hub. Providers can find more information at <https://warwickshireeyh.co.uk/>.

Training can be accessed at www.warwickshireearlyyears.co.uk

Schools are able to access training at other providers, including those delivering online training, if they wish.

4.2.2 Safeguarding

Every school has a duty under the Childcare Act 2006 to comply with the Statutory Framework of the Early Years Foundation Stage, under which they are required to demonstrate that they take the necessary steps to safeguard all children in their care. Please also refer to [Section 2.10 Child Attendance](#) and Warwickshire's Children Missing Early Years Education guidance.

Schools must also comply with all safeguarding arrangements as laid down by the Safeguarding Warwickshire Partnership. This will include completion of an annual Safeguarding Audit. Failure to complete the Audit, or any other return that the Local Authority requires, may result in a delay to funding payments.

Information may be shared with other agencies in order to ensure effective safeguarding and promote the welfare and protection of children.

4.2.3 Ofsted

Following inspection, if a school is judged by Ofsted to be less than 'Good', it is a requirement that the school works to improve the quality of their provision, by addressing the issues identified in the Ofsted inspection report. The requirements may include, where applicable, participating in training or other quality improvement programmes.

Schools **MUST** inform the Local Authority of the outcome of an Ofsted inspection **within 3 working days**.

Warwickshire County Council will adhere to the requirements of the Early Education and Childcare Statutory Guidance when making a decision to withdraw or suspend funding.

4.3 Inclusion and Special Educational Needs

In order to ensure an inclusive approach, schools must have regard to the Special Education Needs and Disability Code of Practice 2015 and the Equality Act 2010 and ensure all staff members are aware of their duties under it.

Schools must have:

- An up to date SEND or Inclusion Policy that meets the requirements of EYFS and the SEND Code of Practice and describes what the school does to identify, assess and intervene with regard to SEN and disabilities
- The school must publish a SEN information report on the school's policy for pupils with SEN and should update it annually. Details of what must be included are in schedule 1 of the Special Educational Needs and Disability Regulations 2014, and section 6 of the Special educational needs and disability code of practice: 0 to 25 years
- The SENDCo **must** be a qualified teacher working at the school. A newly appointed SENDCo must be a qualified teacher and, where they have not previously been the SENDCo at that or any other relevant school for a total period of more than twelve months, they must achieve a National Award in Special Educational Needs Coordination within three years of appointment
- Regular professional development for the school SENDCo and other staff to meet the needs of children with SEND
- Universal practice of identification, intervention, and monitoring of children with possible/identified SEND which must meet the requirements of the SEND Code of Practice
- Targeted and Specialist support which must be implemented, monitored, recorded and reviewed with parents/carers for any child with possible or previously identified additional educational, health or social care needs. This cycle of intervention must involve referral to external professionals as required
- A commitment to work fully with families in the development of SEND provision not only for their child but across the school
- Information on Warwickshire SEND and Advice Service (SENDIAS) which is available to all parents. Parents must be signposted to the Local Authority's Local Offer

Children and parents must be involved at all stages of identifying and assessing need, and reviewing targets identified within targeted and specialist intervention, wherever possible.

All schools must meet the requirements of the Equality Act as described in The Equality Act 2010 and school's Departmental advice for school leaders, school staff, governing bodies and local authorities May 2014.

The Equality Act 2010 brings together disability, sex, race and other grounds of discrimination within one piece of legislation. The Equality Act 2010 requires providers to comply with two main duties:

- Not to treat a child, parent/carer or member of staff with a disability 'less favourably'
- To make 'reasonable adjustments' for those with disabilities

Where there is a newly designated SENDCo, support and training will be available from the IDS Specialist Early Years Teachers. All SENDCo's will be able to access general SEND support and advice when needed and will be expected to attend briefings and "SENDCo Surgeries" to update their knowledge and skills.

School SENDCo's can access support and guidance from the Integrated Disability Service (IDS) for children with specific needs and/or disabilities. See [Section 7](#) for contact details.

Schools who have 3 and 4 year olds in receipt of Disability Living Allowance (DLA) are entitled to receive an additional payment (currently £858.92 per year) to support disabled children's access to funded sessions - the Disability Access Fund (DAF). Schools are responsible for identifying eligible children, and ensuring parents complete the relevant section on the Parental Declaration Form (PDF). Please see [Section 2.2.3](#) for more information.

4.4 Financial Management Guidance

All schools in receipt of 3 and 4 year old funding must ensure that they have robust financial procedures in place in order to ensure that payments for funded places are administered appropriately. Schools and Academies must ensure that suitable external support is in place to review and manage financial procedures and practices robustly e.g. WES/Schools Finance.

Nursery services should be monitored to ensure that numbers and take up of places continue to be financially sustainable.

Schools must ensure that nursery place take-up, alongside other pupil numbers, is monitored and reviewed. Schools must ensure that they are proactive in promoting the offer within the local community and undertake promotion, advertising and marketing of the school.

To ensure that there are robust financial management procedures in place, officers from the Early Years & Childcare Sustainability Team will conduct regular Business Health Checks and Audits. (See [Annex D](#) for a copy of the Business Health Check and Audit template)

4.5 Audit Requirements

The Statutory Guidance for Local Authorities places a duty on the local authority to ensure:

- early education places are delivered completely free of charge to parents
- early education places are provided flexibly in a pattern which should meet the needs of parents
- that the funding provided is used properly and in accordance with any arrangements made with schools
- that schools meet the needs of disabled children and children with special educational needs
- effective safeguarding and promotion of the welfare of the children for whom the early education is provided

- that schools actively promote fundamental British values
- that schools take any measures identified in a report from Ofsted to improve the overall effectiveness of the provision
- there are effective administration arrangements

Warwickshire County Council will audit providers on a regular basis, in conjunction with a Business Health Check, to monitor the above requirements. The Local Authority will also audit where a concern or complaint has been received, or where additional support may be required – e.g. if the school appears to be in financial difficulties.

Please see [Annex C](#) for the information that will be requested to undertake the audit.

The Local Authority will need to be satisfied that the required paperwork has been completed correctly, the funding claim has been made in accordance with the instructions given by the Early Years Funding Team and that the setting complies with the Statutory Guidance.

Guidance will be given at the time of the health check and audit, or on request, to support schools if they are not sure of the correct procedures or if it is found that they are not administering the funding correctly.

Particular attention is given to:

- The number of hours claimed on the Parent/Guardian Declaration Form (PDF), that all the relevant sections are completed and signed, and that it corresponds to the 'Actual' funding claim made and the school's attendance records
- Children's attendance, which must match the hours claimed for by the school
- The funded place being given completely free at the point of delivery, with no 'top up' fee charged. Invoices issued to parents/guardians must clearly state the number of funded hours delivered and a breakdown of any additional hours or services

Following the health check and audit, a report with the outcome, detailing any actions, will be sent. The school will be required to make any necessary changes identified as actions to meet the requirements of funding.

The Local Authority may need to undertake further visits to confirm that the requirements of funding are being met.

The school must ensure that the following information is retained for 7 years (6 years plus current year):

- Parent/Guardian Declaration Forms (PDFs)
- Actual session reports – Synergy system
- Registers or records of attendance
- Invoices and / or £0 Charge forms (where applicable)
- Copies of receipts (where applicable)

4.6 Additional Requirements

The additional conditions that schools must meet are as follows:

- Schools must ensure that standard Parent/Guardian Declaration Forms (PDF) are **fully** completed for every child eligible to claim funding prior to making the funding claim. Only one PDF needs to be completed each academic year and this form should be updated and amended termly as necessary

Parental Contributions and Charges – 2, 3 and 4 year old funding:

- Warwickshire County Council must ensure that the basic entitlement is completely free at the point of delivery – schools **MUST NOT** charge any fees in respect of the funded entitlement. Schools must also ensure that parents are not charged in advance for funded places and then refunded at a later date (other than a deposit, which must be refunded to the parent within a reasonable time scale and, except in exceptional circumstances, by the end of the first month of attendance)
- Schools can charge for additional services over and above the funded hours and the level of such fees should be a private matter for agreement between the school and the parent. However, parents must not be required or expected to take up additional services to access a funded place. Arrangements for charging for additional services must be clear and transparent, including clear details provided as to what is included as a 'consumable' with items listed separately
- As a condition of receiving 3 & 4 year old funding all schools will need to comply with all auditing and monitoring requirements for children accessing funding. This will include the requirement to:
 - Accurately complete and submit online 3 headcount forms per academic year using the Synergy Provider Portal (or any replacement Warwickshire County Council system)
 - Accurately complete the online sufficiency return in the summer term each year using the Synergy Provider Portal (or any replacement Warwickshire County Council system)
 - Accurately complete and submit online the Department for Education (DfE) Early Years Census Information using either the termly SIMS count or the annual census via the Synergy Provider Portal (or any replacement Warwickshire County Council system)
 - Accurately complete and return any other audit or monitoring information required by Warwickshire County Council or the Department for Education in relation to 3 & 4 year old funding

Please note that all forms must be completed online, as advised in termly communications. Where a school does not complete all required forms and meet the specified deadlines funding may be delayed or withdrawn.

Section 5 – Tax Free Childcare

Working parents are able to apply for Tax-Free Childcare through the digital childcare service, www.childcarechoices.gov.uk. For every £8 parents pay into their childcare account, the Government will add an extra £2, up to a maximum of £2,000 per child per year, or £4,000 per year, if the child is disabled. Parents can then use these funds to pay for registered childcare outside of the funded entitlements.

The eligibility criteria for Tax-Free Childcare are broadly aligned with 30 hours funded childcare. The main differences are that Tax-Free Childcare is available for children under 12, or 17 if disabled, and is not available to parents in receipt of tax credits, Universal Credit or childcare vouchers.

As part of their childcare service application, parents in receipt of Tax Credits, Universal Credit or childcare vouchers can choose whether they want to keep these benefits and apply for 30 hours funded childcare only or apply for Tax-Free Childcare as well as 30 hours funded childcare.

Parents can use Tax-Free Childcare alongside 30 hours funded childcare to cover additional childcare costs, e.g. during school holidays.

Many parents are not aware of the benefits of Tax Free Childcare, and Warwickshire County Council encourages schools to promote the scheme to parents - this additional funding can help to make the school more sustainable financially, because parents are getting help with their childcare fees. This makes it easier for schools to charge a realistic market rate for their services. See Tax Free Childcare Leaflet – [Annexes I and J](#).

Schools need to sign-up to the childcare service in order to receive Tax-Free Childcare payments using the Childcare Service at www.childcarechoices.gov.uk. All providers registered with a regulator (e.g. Ofsted) will have received an invitation to apply, containing the information they need to sign up.

Local Authority maintained schools will need the Local Authority's URN number and postcode to be able to sign up to receive Tax-Free Childcare payments which is:

URN: 2498125050

Postcode: CV34 4RL

Please note: - this does not apply to former Local Authority maintained nursery classes now being run by Academies. Academies will need to use their own Charity URN and postcode details as shown on their tax returns.

Providers who need assistance with the sign-up process should contact the digital childcare service helpline on 0300 123 4097.

SUMMARY

All of the requirements detailed in this Guide must be met. They have been introduced to ensure that funding is spent in accordance with the 'Early Education and Childcare Statutory Guidance for Local Authorities' and to meet the financial requirements of Warwickshire County Council.

If a school fails to meet these requirements, Warwickshire County Council will take action which may result in the suspension of funding.

Section 6 – Frequently Asked Questions

When can a child access a funded place? [Section 2.1](#)

- 2 year olds: eligible children are funded from the start of the following term after their second birthday until they are eligible for 3 and 4 year old funding
- 3 and 4 year olds: are funded from the start of the following term after their third birthday, all children are entitled to up to six terms of funded early education before reaching statutory school age (the first term following their fifth birthday)
- Depending on local arrangements for admission to school, many children start full time education in school reception classes before reaching compulsory school age
- The start date of each term is:
 - Autumn term - 1st September
 - Spring term - 1st January
 - Summer term - 1st April

What is the minimum funded early education entitlement? [Section 2.1](#)

- The 2 year old and 3 and 4 year old universal funded entitlement is for up to 570 hours per year delivered over a minimum of 38 weeks of the year (equating to 15 hours a week)
- The 3 and 4 year olds extended entitlement with a 30 hour code is up to an additional 570 hours per year delivered over a minimum of 38 weeks of the year (equating to 15 hours a week)
- If both the universal and extended hours are used, the entitlements are up to 1140 hours funding per year delivered over a minimum of 38 weeks of the year (equating to 30 hours a week)
- The funded entitlement is a guarantee of a funded place, but it does not offer a guarantee of a place at any one specific provider or a particular pattern of provision
- Parents may need to contact more than one provider to obtain the offer that meets their particular circumstances

What if providers are not open for the full 38 weeks?

- A parent can choose a provider that is open for fewer than 38 weeks of the year and receive 15 or 30 hours per week during fewer weeks
- The funded entitlement hours cannot be compressed i.e. a parent cannot take more than 15 or 30 hours per week over fewer than 38 weeks of the year
- Local Authorities should ensure that there are sufficient 38 week places to meet parental demand and have a responsibility to provide information regarding settings that do offer 38 weeks of provision

Does it matter which Local Authority the child is resident in? [Section 2.11](#)

- All Local Authorities have a duty to provide sufficient early education places for three and four year olds
- Local Authorities receive funding for the number of children attending funded early education places within their area, regardless of where the children live
- No child should be refused a funded place based on where they live and the Local Authority in whose area the setting is situated will receive and administer the funding

Will parents be expected to make a financial contribution towards their child's funded early education place? [Section 2.7](#) and [4.5](#)

- Parents cannot be required to contribute to the cost of the basic funded entitlement but may be charged fees for meals, other consumables, additional hours or additional services. Charges for consumables or meals relating to the funded place must be voluntary
- Parents should be made aware of these charges in advance of their child taking up a funded place
- Providers must not levy any fee in respect of the funded entitlement nor should they charge parents fees in advance for their entitlement to be refunded later (other than a deposit to reserve a place, which must be refunded within a reasonable time scale, as advised in 2.8 and 3.7 sections within the Guidance & Requirements of Early Education Funding for 2, 3 & 4 year olds)
- All invoices for parents must clearly show the number of funded hours they have received completely free, and how the charges have been calculated for any additional hours/services that the parent has agreed to pay for over and above the funded entitlement

Do parents have a right to a place with a particular provider?

- The right to a funded early education place is for a funded place in the local area, not the right to a funded place with a particular provider or for a specific session

What happens to the 3 and 4 year old funding if a child moves from one provider to another during the course of a term? [Section 2.6](#)

- Normally the setting where the child is attending during headcount week receives the funding for the whole of the term
- Adjustments to payments for Funding will only be made in exceptional circumstances as outlined in Section 2.6 of the Guidance and Requirements of Early Education Funding for 2, 3 & 4 year olds
- Providers should use Parent/Guardian Declaration Forms, which set out the hours and patterns of access to the funded entitlement that the parent and provider have agreed to, usually on a termly basis. An example Parental Declaration Form is shown at [Annex A](#)

What happens if a child attends sessions at more than one provider? [Section 2.9](#)

- Parents should detail the hours and pattern of attendance for all settings their child attends on the Parent/Guardian Declaration Form (PDF)
- Where a child attends two providers and receives in total more than the minimum funded entitlement, if a local agreement cannot be made on how the funding will be allocated, the Local Authority will apportion the amount of funding payable in respect of that child, based on the number of hours accessed at each provision on a pro-rata basis

Can parents receive 3 & 4 year old funding if their child attends both a School Nursery and PVI provider? [Section 2.9](#)

- The same rules apply to the Maintained Nursery Class or School and PVI sector. Parents should detail the hours and pattern of attendance for all settings their child attends on the Parent/Guardian Declaration Form (PDF)
- If a child attends two providers and receives in total more than the minimum funded entitlement, if a local agreement cannot be made on how the funding will be allocated, the Local Authority will apportion the amount of funding payable in respect of that child based on the number of funded hours accessed at each provision on a pro-rata basis

How is funding for the provision of funded places allocated to Local Authorities?

- Funding is provided through the Dedicated Schools Grant (DSG), which is a ring-fenced grant provided to Local Authorities to fund educational provision in all types of providers. This includes Private, Voluntary and Independent providers offering funded early education
- The Warwickshire Schools Forum approves how the DSG is allocated, and the Early Years sector has representatives who sit on this body Local Authorities have a statutory duty to secure sufficient funded places for every three and four year old whose parents want a place and for every eligible 2 year old
- Local Authorities are responsible for determining the rate at which providers will be funded for delivering the funded entitlement and the arrangements for making associated payments
- The Warwickshire Schools Forum and the EY Funding Working Group approves the level of funding rates for early years' providers, based on the Department for Education's guidance

Section 7 – Where to Get Help and Useful Contacts

Early Years and Childcare, Entitlements, Sufficiency and Business Team
Shire Hall
Market Place
Warwick CV34 4RL

Website: <https://schools.warwickshire.gov.uk/early-years-childcare-providers>

Mandy Latham

Lead Commissioner Early Years & Childcare Entitlements, Sufficiency & Business

Tel: 01926 742216

Email: mandylatham@warwickshire.gov.uk

Early Years & Childcare Administrator

Early Years & Childcare Entitlements, Sufficiency & Business Team

Email: earlyyearsadmin@warwickshire.gov.uk

Early Years Funding Enquiries:

PVI, Academies, Maintained Nursery Schools and Classes 2, 3 & 4 year Funding

Tel: 01926 742233

Email: eyfunding@warwickshire.gov.uk

Website: [Early Education Funding for 2, 3 & 4 year olds](#)

Early Years & Childcare Sustainability Officer Enquiries

Email: earlyyears@warwickshire.gov.uk

Website: [Early Years & Childcare Business Support](#)

2 Year Funding Application Enquiries:

Tel: 01926 742218

Email: 2help@warwickshire.gov.uk

Early Years Advisors

Tel: 01926 742547

Email: earlyyearsadvisors@warwickshire.gov.uk

Integrated Disability Service (IDS) Birth to Five Team

Tel: 01926 413737 (option 6) or 01926 413 777

Email: idsteachingandlearning@warwickshire.gov.uk



Follow us on Facebook: - [/www.facebook.com/wccearlyyears/](https://www.facebook.com/wccearlyyears/)



Tel: 01926 742274

Email: fis@warwickshire.gov.uk

Website: www.warwickshire.gov.uk/fis

Department for
Education

www.gov.uk/government/organisations/department-for-education



Easy access to the public services you use and the information you need, delivered by the UK government
www.gov.uk

www.gov.uk/government/organisations/ofsted

HMRC

Apply for 30 hours code and Tax Free Childcare - www.childcarechoices.gov.uk
Customer Care Line: 0300 123 4097



www.warwickshire.gov.uk

www.warwickshire.gov.uk/childcarecosts

Childcare
Choices

www.childcarechoices.gov.uk

Parental Declaration Form for 3 & 4 Year Olds – Annex A

Parent / Guardian Declaration Form

FOR 3 & 4 YEAR OLDS EARLY YEARS ENTITLEMENT(S) 2023/2024

For more details visit www.warwickshire.gov.uk/childcarecosts



Please complete ALL parts of this form as appropriate
(sections marked with * are mandatory)

Only one form to be completed per
academic year updated termly

*Provider Name: (Setting A)	
--------------------------------	--

Part 1 - Childs Details			
*Child's Legal First Name:	*Child's Legal Middle Name:	*Child's Legal Last Name:	Preferred Last Name:
*Address:			*Post Code:
*Child's Date of Birth (dd/mm/yyyy):			
*Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/> Other – Please Specify:		
*Ethnicity – Put an 'x' in one box below			
White-British (WBRI)	<input type="checkbox"/>	Pakistani (APKN)	<input type="checkbox"/>
White - Irish (WIRI)	<input type="checkbox"/>	Bangladeshi (ABAN)	<input type="checkbox"/>
Traveller of Irish heritage (WIRT)	<input type="checkbox"/>	Any other Asian background (AOTH)	<input type="checkbox"/>
Any Other White Background (WOTH)	<input type="checkbox"/>	Black Caribbean (BCRB)	<input type="checkbox"/>
Gypsy/Roma (WROM)	<input type="checkbox"/>	Black - African (BAFR)	<input type="checkbox"/>
White and Black Caribbean (MWBC)	<input type="checkbox"/>	Any other Black background (BOTH)	<input type="checkbox"/>
White and Black African (MWBA)	<input type="checkbox"/>	Chinese (CHNE)	<input type="checkbox"/>
White and Asian (MWAS)	<input type="checkbox"/>	Any other ethnic group (OOTH)	<input type="checkbox"/>
Any other mixed background (MOTH)	<input type="checkbox"/>	Refused (REFU)	<input type="checkbox"/>
Indian (AIND)	<input type="checkbox"/>	Information not yet obtained (NOBT)	<input type="checkbox"/>

**Early years provider use only*

*Documentary proof of DOB: (e.g. Birth Certificate / Passport)	*Document recorded by: (Full name)	*Date Recorded: (dd/mm/yy)

Additional information if you are claiming Extended 30 hours:

Parent / Carer Forename and Surname	Parent / Carer National Insurance Number:	30 Hour Eligibility Code (11 digit number starting with 500)

Part 2 – Claim Details									
AUTUMN TERM – 14 Weeks funding (maximum 210 /420 hours)							A	B	C
Setting(s) Name List all settings your child attends (maximum of 2 in one day)	Funded Hours Type Universal hours no code required Extended hours 30 hours code required	Funded hours used per day					Total number of hours per week (maximum equivalent of 15 Universal and 15 Extended over 38 weeks between all providers)	Number of weeks funding claimed per year: Term time only: 38 weeks Stretched: up to 52 weeks	Provider use only Hours added to portal (A x B/38 = C)
		Mon	Tue	Wed	Thur	Fri			
A	Universal								
	Extended								
B	Universal								
	Extended								
C	Universal								
	Extended								
Total Daily Funded Hours									
Additional paid for hours – Setting A									

SPRING TERM – 11 Weeks funding (maximum 165 /330 hours)							A	B	C
Setting(s) Name List all settings your child attends (maximum of 2 in one day)	Funded Hours Type Universal hours no code required Extended hours 30 hours code required	Funded hours used per day					Total number of hours per week (maximum equivalent of 15 Universal and 15 Extended over 38 weeks between all providers)	Number of weeks funding claimed per year: Term time only: 38 weeks Stretched: up to 52 weeks	Provider use only Hours added to portal (A x B/38 = C)
		Mon	Tue	Wed	Thur	Fri			
A	Universal								
	Extended								
B	Universal								
	Extended								
C	Universal								
	Extended								
Total Daily Funded Hours									
Additional paid for hours – Setting A									

SUMMER TERM – 13 Weeks funding (maximum 195 /390 hours)							A	B	C
Setting(s) Name List all settings your child attends (maximum of 2 in one day)	Funded Hours Type Universal hours no code required Extended hours 30 hours code required	Funded hours used per day					Total number of hours per week (maximum equivalent of 15 Universal and 15 Extended over 38 weeks between all providers)	Number of weeks funding claimed per year: Term time only: 38 weeks Stretched: up to 52 weeks	Provider use only Hours added to portal (A x B/38 = C)
		Mon	Tue	Wed	Thur	Fri			
A	Universal								
	Extended								
B	Universal								
	Extended								
C	Universal								
	Extended								
Total Daily Funded Hours									
Additional paid for hours – Setting A									

Part 3 – Additional Entitlement DAF and EYPP			
Disability Access Fund (DAF):			
<p>Three and four year old children who are in receipt of child Disability Living Allowance (DLA) and are receiving the funded Early Education entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's nursery as a fixed annual rate, as notified by the Local Authority, per eligible child, per calendar year.</p> <p>Please tick if your child is eligible for DLA YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If you have ticked Yes, you must provide a copy of the DLA Award letter to your early years provider.</p> <p>If your child is splitting their funded Early Education entitlement across two or more providers please nominate the setting where the local authority should pay DAF</p>			
*Name of Provider:			
Early Years Pupil Premium (EYPP)			
<p>The Early Years Pupil Premium (EYPP) gives providers additional funding to support some three and four year old pupils. Children with EYPP will have a higher priority when applying for a school place where a school is oversubscribed. For more details visit: www.warwickshire.gov.uk/childcarecosts</p> <p>Q1: Family Income and Benefits</p> <p>Is your gross household income below £16,190 and you are in receipt of benefits (not Working Tax credit) or Is your Net income below £7,400 and you receive Universal Credits?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>A claim for EYPP will not affect your claim for benefit or credits</p> <p>Q2. Other</p> <p>Has your child left local authority care through Adoption, Special Guardianship Order or Child Arrangement Order ? Children Looked After by Warwickshire County Council will automatically have EYPP applied</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If you have answered Yes, please provide a copy of the relevant order to your nursery provider</p> <p>If you have answered Yes to either Q1 or Q2 please complete the following section:</p>			
*Parent / Carer Surname:	*Parent / Carer Forename:	*Parent / Carer Date of Birth:	*Parent / Carer National Insurance No or NASS Reg No:

Part 4 – Terms, Parental Consent and Declaration Please read all information before signing
<p>TERMS</p> <p>WCC will fund eligible children for the Universal and Extended entitlements for 570 Universal or 1140 Extended hours per year. This equates to 15 Universal hours per week and 15 Extended hours (if eligible) for 38 weeks. Children may take their entitlement over more than 38 weeks and up to 52 weeks if taking a stretched offer.</p> <ul style="list-style-type: none"> A child will be eligible for the Universal and Extended entitlement from the term after the child has reached the age of 3 The government's term dates used are: <ul style="list-style-type: none"> Children born in the period 1st January to 31st March: the start of term beginning on or after 1st April after the child's 3rd birthday Children born in the period 1st April to 31st August: the start of term beginning on or after 1st September after the child's 3rd birthday Children born in the period 1st September to 31st December: the start of term beginning on or after 1st January after the child's 3rd birthday If a child is claiming the Extended 30 hours, they must also have a 30 hour code issued by HMRC with a validity start date the term before they wish to claim funding in line with the term dates above The parent must re-confirm the code every 3 months with HMRC The Local Authority will continue to fund a place if the code expires until the end of the code's Grace Period If the parent no longer meets the eligibility criteria for Extended hours or has not re-confirmed their code before the grace period has ended, they can continue to take up the child's Universal entitlement at the provider of their choice as stated on the PDF The Early Years Entitlement funded place should be delivered free of charge without paying 'top up' fees or registration fees as a condition of their funded place Parents should be aware of the nursery's admissions policy and understand the hours/sessions which can be taken as funded provision. The parent should have full details of the nursery's pricing tariff, in writing, for the additional services that should be paid for The parent should be given clear written information (invoice) to show how they have received their child's funded sessions

- The provider(s) where the child is in attendance on the Headcount Day, will receive the funding entitlement for the whole of the term.
- If a child leaves before Headcount Day the parent will be liable to pay the provider for the sessions already taken
- If a child leaves after Headcount Day, funding will not automatically be passed to the new provider. An agreement must be made between providers to transfer any funding if they agree.
- The funding for the term is calculated using the hours attended during Headcount week, funded hours cannot usually be increased after this date
- The parent must make sure that their child attends the hours/sessions that they are claiming funding for and in the agreed pattern of attendance. If the child has persistent non-attendance, WCC reserves the right to re-claim those hours from the provider
- A child is allowed to take short term absences without the funding being withdrawn e.g. sickness or holidays the nursery will have to agree extended periods with the Early Years Funding office
- The parent should comply with any notice period requirement in line with the contract or agreement they have made with their nursery provider
- The parent must sign this form each term, any changes to the details on the Parental Declaration Form (PDF) must be initialled and dated by the parent
- The parent should be made aware of the complaints procedure in relation to the funding

Parent/Guardian Consent and Declaration:

- I confirm that the information I have provided above is accurate and true.
- I understand and agree to the conditions set out in this document
- I confirm that the Information I have provided can be shared with Warwickshire County Council and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim 30 Hours Funding, Early Years Pupil Premium (EYPP) or Disability Access Fund
- I confirm that information may be shared to ensure effective safeguarding and promote the welfare and protection of children.
- I confirm that the provider named below can claim the Early Years Entitlements on behalf of my child

*Name of Provider:

TERM	Autumn	Spring	Summer
Name of Parent / Carer / Guardian with legal responsibility:			
Signature:			
Date:			

Providers Signature:			
Position:			
Date:			

CHILDMINDERS ONLY:

Please tick to confirm that you are not a close relative of this child* ☐

Close relative is defined under the Childcare Act as a parent, grandparent, aunt, uncle, brother or sister.

Your information Rights:

This service provides child care funding for children attending early years placements. Our valid lawful basis for processing personal data is a legal obligation.

To see how we use your personal data and what your information rights are, please read WCC's Education Services privacy notice at: www.warwickshire.gov.uk/childcarecosts

It should be read in addition to the council's overall customer privacy notice at www.warwickshire.gov.uk/privacy which includes the contact details if you have a complaint about your information rights.

For general enquiries, please contact Warwickshire County Council 's Customer Service Centre on 01926 410410.



PARENT/CARER COPY



Parent / Guardian Declaration Form

FOR 3 & 4 YEAR OLD EARLY YEARS ENTITLEMENT(S) 2023/2024

For more details visit www.warwickshire.gov.uk/childcarecosts

Funding Terms and Parent/Carer Agreement

Below are Warwickshire County Council's (WCC) terms to provide the Early Years Entitlements for eligible 3 & 4 year olds. It is important that the parent and the provider read this **BEFORE** signing the Parental Declaration Form (PDF) and the Early Years Provider makes a funding claim on behalf of the child

Terms of funding:

- WCC will fund eligible children for the Universal and Extended entitlements for 570 Universal or 1140 Extended hours per year. This equates to 15 Universal hours per week and 15 Extended hours (if eligible) for 38 weeks. Children may take their entitlement over more than 38 weeks and up to 52 weeks if taking a stretched offer
- A child will be eligible for the Universal and Extended entitlement **from the term after** the child has reached the age of 3
- The government's term dates used are:
 - Children born in the period 1st January to 31st March: the start of term beginning on or after **1st April** after the child's 3rd birthday
 - Children born in the period 1st April to 31st August: the start of term beginning on or after **1st September** after the child's 3rd birthday
 - Children born in the period 1st September to 31st December: the start of term beginning on or after **1st January** after the child's 3rd birthday
- If a child is claiming the Extended 30 hours, they must also have a 30 hour code issued by HMRC with a validity start date the term **before** they wish to claim funding in line with the term dates above

Continued.....

- The parent **must** re-confirm the code every 3 months with HMRC
- The Local Authority will continue to fund a place if the code expires until the end of the code's Grace Period
- If the parent no longer meets the eligibility criteria for Extended hours or has not re-confirmed their code before the grace period has ended, they can continue to take up the child's Universal entitlement at the provider of their choice as stated on the PDF
- The Early Years Entitlement funded place should be delivered free of charge without paying 'top up' fees or registration fees as a condition of their funded place
- Parents should be aware of the nursery's admissions policy and understand the hours/sessions which can be taken as funded provision
- The parent should have full details of the nursery's pricing tariff, in writing, for the additional services that should be paid for
- The parent should be given clear written information (invoice) to show how they have received their child's funded sessions
- The provider(s) where the child is in attendance on the Headcount Day, will receive the funding entitlement for the whole of the term
- If a child leaves before Headcount Day the parent will be liable to pay the provider for the sessions already taken
- If a child leaves after Headcount Day, funding will not automatically be passed to the new provider. An agreement must be made between providers to transfer any funding if they agree
- The funding for the term is calculated using the hours attended during Headcount week, funded hours cannot usually be increased after this date
- The parent must make sure that their child attends the hours/sessions that they are claiming funding for and in the agreed pattern of attendance. If the child has persistent non-attendance, WCC reserves the right to re-claim those hours from the provider

Continued.....

- A child is allowed to take short term absences without the funding being withdrawn e.g. sickness or holidays the nursery will have to agree extended periods with the Early Years Funding office
- The parent should comply with any notice period requirement in line with the contract or agreement they have made with their nursery provider
- The parent must sign the parental Declaration Form (PDF) form each term, any changes to the details on the Parental Declaration Form (PDF) must be initialled and dated by the parent
- The parent should be made aware of the complaints procedure in relation to the funding entitlements

Your information rights:

This service provides childcare funding for children attending early years placements. Our valid lawful basis for processing personal data is a legal obligation. To see how we use your personal data and what your information rights are, please read WCC's Education Services privacy notice at www.warwickshire.gov.uk/childcarecosts. It should be read in addition to the council's overall customer privacy notice at <https://www.warwickshire.gov.uk/privacy> which includes the contact details if you have a complaint about your information rights. For general enquiries, please contact Warwickshire County Council's Customer Service Centre on 01926 410410.

Information may be shared to ensure effective safeguarding and promote the welfare and protection of children.

The Information provided will be shared with Warwickshire County Council and Department for Education, who will access information from other government departments to confirm the child's eligibility and enable the provider to claim the 30 Hours funding entitlement, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF).



Additional Explanatory Notes for Local Authorities and Providers from the DfE (replacement Fair Processing Notice) – Annex B

Additional Explanatory Notes for Local Authorities and Providers from the DfE

Data Protection

Data from which it is possible to identify children (in any medium, including within a MIS) is personal data. Such personal data must be managed in accordance with the requirements of the Data Protection Act 2018 (the Act). Data Controllers must ensure that their data handling rules comply with the Act and that staff understand these. Local authorities should advise providers about their responsibility to hold data in accordance with the Act including the requirement to issue parents with a fair processing notice explaining how their data and data about their child is to be used.

The Act puts in place safeguards regarding the use of personal data by organisations, including the department, local authorities and schools. The Act gives rights to those (known as data subjects) about whom data is held, such as pupils, their parents and teachers. This includes:

- the right to know the types of data being held
- why it is being held
- to whom it may be communicated

A 'privacy notice' is a good way to be able to meet data subjects' rights and therefore the department recommends that these are used to explain to children and staff how their data is being used in the census collections including the school workforce, early years census and school census. The department (DfE) has drafted template [privacy notices](#) that providers and local authorities may wish to use. However, the template notices will need to be reviewed and, where necessary, amended to reflect business need. Ideally the privacy notice will include [this](#) to the gov.uk webpage on how the department collects and shares data.

It is strongly recommended that the privacy notice be included as part of an induction pack for staff and made available to parents via the provider's website, as well as potentially featured on the staff notice board / intranet. They do not need to be issued on an annual basis as long as new children and staff are made aware of the notices and they are readily available electronically or in paper format.

Legal Duties under the Data Protection Act 2018 (the Act): data security

Providers and local authorities have a legal duty under the Act to ensure that personal data is processed securely. Processing is the collection, handling (use), storage, transmission and deletion of data. Further information is available from the [Information Commissioners Office](#)

If personal data is not properly safeguarded it could damage your reputation and compromise the safety of individuals. Your responsibility as a data controller / processor extends to those who have access to your data beyond your organisation if working on your behalf, that is, if external IT suppliers can remotely access your information. The '[10 steps to cyber security](#)' and '[Responsible for information](#)' pages provide further guidance and advice. It is vital that all staff with access to personal data understand the importance of protecting it; that they are familiar with your security policy; and that they put security procedures into practice. It is recommended that you provide

appropriate initial and refresher training. Further information on handling data securely is available in the [DfE guidance on data protection for schools consider cloud software services](#)

Health Check and Audit Booking Letter – Annex C



Early Years & Childcare Sustainability Officer
Warwickshire County Council
Early Years & Childcare Entitlements, Sufficiency & Business Team
Shire Hall
Market Place
Warwick
CV34 4RL

Telephone: - 01926 742633

Email: - earlyyears@warwickshire.gov.uk

Dear

I am writing to confirm the date of your Early Education Funding Audit for 2 (if applicable), 3 and 4 year olds:

Prior to the meeting taking place, the school should ensure that the documents listed below are prepared for the meeting and a suitable person is available at the meeting, in order to review the paperwork provided.

On arrival a brief tour of the nursery is helpful in order for the team to familiarise themselves with the layout of the nursery and staff deployment. The Early Education Funding Audit process includes an opportunity to discuss financial planning, the Synergy portal, marketing/promotion and occupancy. This discussion needs to take place with the relevant staff member/s. A copy of the Funding Audit form, which will be completed by the Early Years & Childcare Sustainability Officer during the visit, is attached for your reference.

The following documents will be required during the visit to complete the Early Education Funding Audit:

For the term to be audited (*specified term*):

- Completed and signed Parental Declarations Forms for every funded [child](#)
- Copies of the register or signing in sheets
- Procedure for recording absences e.g. key H = holiday
- Copies of invoices for children claiming Funded Entitlement, including £0 invoices – paper or electronic (if applicable)
- Copies of Bank Statements/Financial records to show receipt of the Early Education Funding
- Any correspondence relating to claim [changes](#)

If you have any queries, please contact your Early Years & Sustainability Officer on the above number.

Yours sincerely

Mandy Latham

Mandy Latham
Lead Commissioner
Early Years & Childcare Entitlements, Sufficiency & Business

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Business Health Check and Audit – Annex D

WARWICKSHIRE COUNTY COUNCIL
EARLY EDUCATION FUNDING AUDIT – MAINTAINED

CONFIDENTIAL TO: The School and the People Directorate, WCC

Full name and address of setting: 	Telephone Number:	Date:
	Email Address:	
	Number of Weeks open:	
Current occupancy levels: - Maintained – School Run Provision -	Number of Places Offered: Maintained - School Run Provision -	
Business Considerations: Financial planning, SIMS, Synergy, Occupancy, Marketing / Promotion, Staffing, Space, EYFS etc.		
Early Years Covid Recovery Grants Accessed:		

Early Education Funding Audit - MAINTAINED		
Parental Declaration Forms for every funded child for the term being audited <ul style="list-style-type: none"> • Correct form used • Session numbers / hours tally with claim • Contract signed by parents and setting • Signed + dated termly in advance by parents • Stretch / Term time offer – clear + correct • EYPP section completed, where claimed • DAF section • Unused 30 hr codes – any / why? • Any child attending more than one nursery 	<input type="checkbox"/> YES <input type="checkbox"/> NO	Comments:
FE session information as displayed or handed to parents to verify FE provided free at point of delivery <ul style="list-style-type: none"> • Charges clear and transparent – sheets for 2, 3 and 4 yr. funded places – 15 / 30 hrs. • Charges for additional services clearly displayed inc. number of funded hours • Funded models and sessions are clear and transparent inc. £0 for funded hours. • Website refers to free entitlement + session times. • Average / stretch / term time – clearly written • Registration fees – clear & not for funded only places • Deposits (funded only) – clear & refundable within 1 month of place take up. • Session times displayed / notified to parents, establish the FE session within these • FE model offered corresponds to advertised session times • Uniform, not a compulsory requirement 	<input type="checkbox"/> YES <input type="checkbox"/> NO	Comments:
Copies of register or signing in sheets <ul style="list-style-type: none"> • Child attendance matches claimed hours • Note key used for recording absence • Completed in pen Confirm settings policy for contacting and managing poor absence (funding may be withdrawn or reduced)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Comments:

Early Education Funding Audit – MAINTAINED continued.....		
<p><u>*School Run Provision.</u></p> <p>Copies of invoices / bills sent to parents showing FE free at point of delivery and additional hours are clear + link to fee / payment information.</p> <ul style="list-style-type: none"> • Zero charge invoices inc funded only • No additional charges relating to FE • Additional charges match advertised rates and any payment arrangements e.g. annualised billing. • Setting name and address inc • Child specific funded hours shown 	<input type="checkbox"/> YES <input type="checkbox"/> NO	Comments:
<p>Copies of bank statements/financial records to show receipt of Free Entitlement.</p> <ul style="list-style-type: none"> • Funds used for business purposes 	<input type="checkbox"/> YES <input type="checkbox"/> NO	Comments:
<p>Additional Information: -</p> <ul style="list-style-type: none"> • Copies of correspondence where there has been a change to Headcount claim i.e. child is entitled to a late payment in line with Requirements of Early Education Funding 	<input type="checkbox"/> YES <input type="checkbox"/> NO	Comments:



Early Education Funding Audit – Child Samples – MAINTAINED					
Child's Initials	PDF	Invoice	Register	Comments	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					





Early Education Funding Audit – Child Samples – SCHOOL RUN PROVISION					
Child's Initials	PDF	Invoice	Register	Comments	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					



Next Review Date:

The school will receive a detailed Funded Entitlement Audit Summary and Action Plan following the meeting. Actions and timescales for completion will be agreed at the meeting.

The school is responsible for ensuring that any actions are completed and confirmation is returned to the Early Years & Childcare Sustainability Officer. In order to ensure there is no risk to the schools Funded Entitlement payments, actions must be submitted in line with the agreed action dates.

Name of School Representative:

Date:

Signature:

Name of Early Years & Childcare Sustainability Officer:

Date:

Signature:

Health Check and Audit Action Plan – Annex E



Warwickshire County Council Early Education Funding Business Health Check & Audit – Summary and Action Plan

Organisation:						
Contact details:				URN:		
Date of Health Check & Audit:		Duration:		Type of Visit:	Setting	Teams
Visit undertaken by:						
Meeting held with:						
Term Audited:						
Children claimed:	2 years:		3 & 4 years:			
To be read in conjunction with the Early Education Funding Business Health Check and Audit Form completed at the visit.						
Early Education Funding Audit						
<u>Parental Declaration Forms (PDFs): -</u>						
<u>Charges, Sessions + Website: -</u>						
<u>Registers: -</u>						
<u>Invoices: -</u>						

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Bank Statements: -

Early Education Funding Business Health check

Business Plan and Cash Flow: -

Additional information discussed: -

Action Plan

What: -

Completion date / by whom: -

Links to other meetings / information: -

Privacy Summary: We will treat all information you provide confidential and treat it in accordance with the **General Data Protection Regulations**.

How this record is shared: The Setting and relevant WCC teams as required

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Business Support Team Record of Meeting – Annex F



Warwickshire County Council Early Years & Childcare Entitlements, Sufficiency & Business Team – Record of Visit

Organisation:						
Contact details				URN:		
Date of visit:		Duration:		Type of Visit:	Setting	Teams
Visit undertaken by:						
Staff present:						
Date of last Ofsted inspection and outcome						
Purpose of this visit:						
Summary of discussion						
Agreed Actions				Lead	By when?	

Date next visit:

<p>Privacy Summary: We will treat all information you provide confidential and treat it in accordance with the General Data Protection Regulations.</p> <p>How this record is shared: The Setting and relevant WCC teams as required</p>

OFFICIAL - Sensitive

Early Years Advisory Team Record of Visit – Annex G

September 2021



Warwickshire County Council Early Years Advisory Team Record of Visit: School

School:			
School contact details:		URN:	
Date of visit:		Duration:	
Type of visit: <ul style="list-style-type: none"> • Face to Face • Teams 			
Visit undertaken by:			
School staff present:			
Contextual Information			
Date of last Ofsted inspection and outcome			
Actions			
Progress towards Ofsted Action Points	Action	Progress: completed, impact evident ? improvement sustained ?	
Actions from previous visit <i>Completed?</i> <i>Sustained ?</i> <i>Impact ?</i>			
Purpose of this visit:			
Summary of discussion			
Feedback from school regarding effectiveness of the visit:			
Impact of Aspiration Network Support – not checked	Strong	Developing	Not yet evident / does not attend

Further action required by the school:		Lead	By when?
School Self-Evaluation			
Overall Effectiveness	Leadership	Teaching and Learning	Behaviour and welfare
Outcomes	EYFS		
Good practice that can be shared:			

Privacy Summary: We will treat all information you provide confidential and treat it in accordance with the **General Data Protection Regulations**.

How this record is shared:

- A copy of the record will be issued to the setting.
- A copy of the record will also be shared with the following officers:
 - Amanda King – Lead Commissioner Early Years Quality, Standards and Safeguarding
 - Sonia Waszczak: Early Years and Safeguarding Advisory Teacher
 - SLE support staff if relevant
 - Relevant staff within the Education Services Team: for example, School LIO, Leadership within the Communities Directorate
 - Education and Early Years Strategy and Commissioning Manager

30 Hours How to Apply – Annex H

Appendix A: Providers verifying 30 hours eligibility codes



Parents will apply for 30 hours free childcare using the [childcare service](#) online application. Parents will give you their [30 hours eligibility code](#) to reserve their 30 hours place.



You will need to [validate the code](#). To do this, you need from the parent:

1

Written
parental
consent

2

30 Hours code

3

Parent's
National
Insurance
Number

4

Child's Date of
Birth



[Validate Code Yourself](#)

Using the [Eligibility Checker](#) found on the
Synergy Provider Portal



[Inform parent their code is valid](#) and can
take up [30 hours place](#)



[Make a note of the code's validity end date and Grace period end date to remind parents to re-confirm their code before these dates expire.](#) The LA will also notify you when a code is at the end of its Grace period. Your parents may also let you know when this occurs

Tax Free Childcare Leaflet – Annex I



HM Government



HELP PAYING FOR CHILDCARE



Childcare
Choices

MONEY TOWARDS CHILDCARE

Any **one** of the following schemes...

Age
0-11
Or 16 if disabled

Get up to
£2000 per child
For working families

TAX-FREE CHILDCARE

Age
0-16

Claim back up
to **85%** of costs
For working families

UNIVERSAL CREDIT

Age
0-15
Or 16 if disabled

Claim back up
to **70%** of costs
For working families

TAX CREDITS



AVAILABLE IN UK

... **can** be used with

FREE HOURS OF CHILDCARE

Age
2

For families getting
**certain government
support**

15 HOURS FREE CHILDCARE

Age
3 & 4

For **all** families

15 HOURS FREE CHILDCARE

Age
3 & 4

For **working** families

30 HOURS FREE CHILDCARE



AVAILABLE IN ENGLAND

For offers in Wales, Scotland and Northern Ireland check childcarechoices.gov.uk
Speak to your provider about any additional charges that may apply

For full details visit

childcarechoices.gov.uk

Getting childcare vouchers?

Go to GOV.UK to find out more

Tax Free Childcare Leaflet – Annex J

Message for Childcare Providers

Sign up to Tax-Free Childcare and help your business grow

If you're a registered childcare provider, you can sign up to a childcare provider account and receive payments from parents who use Tax-Free Childcare.

The scheme helps parents to stay in work or work more hours by reducing childcare costs. This help may generate additional income for your business by increasing the need for extra hours of paid for childcare while parents are at work.

Don't Miss Out

Help get parents up to £2000 per child each year or £4000 per disabled child each year



It couldn't be easier to sign up as a Childcare Provider with Tax Free Childcare. Once you've been approved by a regulator (for example Ofsted), you will receive an invitation letter.

If you haven't received your invitation letter or you have lost it, please contact the helpline on **0300 123 4097**.

The invitation letter will provide you with a 11-digit user ID. With your user ID, your bank details and your business postcode (the one registered with your regulator); you can now [sign-up](#).

Childcare
Choices

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