



EAST RIDING
OF YORKSHIRE COUNCIL

Early Years Single Funding Formula (EYSFF)
And
The Delivery of Free Early Years Provision for
3 and 4 year olds

A Guide for Schools and Private, Voluntary
and Independent (PVI) Settings

November 2010

Contents	Page No	
Section 1	Introduction to the Early Years Single Funding Formula	3
Section 2	Requirement	4
Section 3	Affordability	5
Section 4	The Consultation Process	6-8
Section 5	The Free Early Years Provision	9-12
Section 6	The Role of the Local Authority	13
Section 7	Flexibility	14-15
Section 8	Eligibility	16-17
Section 9	Providers	18
Section 10	Appeals	19
Section 11	Quality	20
Section 12	Application for places	21
Section 13	Funding and Payments for Schools and PVI Settings	22-25
Section 14	Local Authority Agreement with Schools and PVI Settings And School and PVI Setting Agreement with parents	26
Section 15	List of local providers & other useful information	27-28

Introduction to the Early Years Single Funding Formula

Since April 2004 all 3 and 4 year olds in England have been entitled to part-time free early learning and childcare. From September 2010 the universal free entitlement is 15 hours per week, to be delivered flexibly. The new offer aims to improve child outcomes by increasing access to quality early years provision, and by helping parents to access the offer in a way that better supports them to balance work and family life – both of which are crucial to reducing the effects of child poverty.

This guide aims to raise the quality of this provision within the East Riding by responding to questions from Schools, PVI settings and parents during the lead up to implementation in September 2010.

Number of Schools and PVI Settings in the East Riding of Yorkshire (approximate numbers)

- Childminder 25
- Day nursery 51
- Pre school 68
- Independent 4
- Nursery classes 54
- Nursery schools 4

Requirement

In June 2007 the Government announced that all Local Authorities (LAs) will be required to develop and use a single local formula – the Early Years Single Funding Formula (EYSFF) for funding early years provision in the maintained and the private, voluntary and independent (PVI) sectors from April 2010. This is to support the flexible extension and to address inconsistencies in how the offer is currently funded across maintained schools and PVI providers. The EYSFF aims to introduce a consistent method of distribution of funding across the sector based on common principles and a more transparent approach. The formula also aims to ensure that the funding fully reflects levels of participation and supports a fair playing field between different providers. The approach for local authorities to take was set out in a DCSF document- Implementing the Early Years Single Funding Formula – practical guidance July 2009.

As a result of some local authorities experiencing difficulties in devising a formula, the requirement to implement the formula was delayed a year to April 2011. Local authorities which were in a position to implement a formula from April 2010 were asked to submit an application to become a pathfinder authority. The East Riding of Yorkshire Council submitted a pathfinder application and was successful: this allowed an Early Years Single Funding Formula to be introduced from April 2010.

Affordability

The key point in designing the EYSFF is affordability and ensuring that the Local Authority is able to meet its duty within given budgets. The funding comes from two sources, the Dedicated Schools Grant (DSG) and a Standards Fund Grant (1.10- Early Years: Extending and increasing the flexibility of the entitlement for 3 and 4 year olds). The most crucial constraints to designing this formula are:

- the funding available
- the uncertainty of the take up of the additional hours
- the prediction of future pupil numbers based on participation
- the unknown cost of future sustainability and flexibility
- the unknown cost of transitional protection

Funding levels referred to in this manual of guidance relate to 2010/11 and will need to be adjusted for future years, to reflect changes in Government funding priorities.

The Consultation Process

- 4.1** Two seminars were held on 29 April 2009 for all PVI and Maintained settings that were affected by the changes. The consultation paper was distributed at these seminars so all settings could fully understand the reasoning behind the EYSFF and have an opportunity to ask questions.

All settings were invited to respond to the proposed consultation on the EYSFF Scheme for the East Riding in April 2009 by the deadline of 20 May 2009. The responses were collated and presented to the Schools Forum on 6 July 2009 where the proposals were agreed (See the Families Information Service Hub (FISH) website).

Below is a summary of the agreed scheme

- 4.2** You will be provided with an initial annual budget share before 1 April each year- See Appendix 1a for PVI settings and Appendix 1c for schools.
- 4.3** The pupil count dates will be the third Thursday in January, third Thursday in May and the first Thursday in October. *There will be no adjustment for pupils moving within a term.*
- 4.4** You will be required to provide an estimate of the pupil hours to be used in the calculation for the initial annual budget for the forthcoming financial year- see Appendix 2 for an example of the form you will be required to complete. The payment each term will be based on the estimate you provide at the start of the year. 50% will be paid to you at the beginning of each term and the other 50% after half term.
- 4.5** An adjustment will be made 3 times a year, in the term following the headcount for the Summer and Autumn Terms and before the 31 March for the Spring Term. This adjustment is between the estimated number of pupil hours (on your return mentioned in 4.4 above) and the actual pupil hours on the headcount forms- see Appendix 1b.

- 4.6** The rate per hour for 2010/11 has been agreed at:
- | | |
|----------------------------------|----------------|
| PVI settings and nursery schools | £3.50 per hour |
| Nursery classes | £2.44 per hour |
| Nursery schools block sum | £90,000 |

Transitional protection will be available at 60% for 2010/11 and 30% for 2011/12. For schools this will be calculated by comparing the funding they would have received under the old formula and the new formula. For PVI settings forms EYF01 and EYF02 need to be completed on a termly basis if they want to apply, and sent to the Schools Management Accountant before the end of the financial year i.e. March. (Schools Finance, County Hall, Room BF61, HU17 9BA.)

- 4.7** PVI settings will receive disadvantaged pupil funding using the data from the January Early Years census and matching home postcodes of pupils to Index of Multiple Deprivation (IMD) score. If you qualify for this funding you will receive it in 3 equal instalments with the first payment each term- see Appendix 1a. Schools already receive disadvantaged pupil funding within their funding formula.
- 4.8** Quality Funding - A contingency fund of £40,000 from the Standards Fund Grant will be made available as part of a support package for a limited number of settings to access statutory or other training/professional development.
- 4.9** Special Educational Needs Funding- This is through existing arrangements with support from Early Years Advisers and the Pre-School Learning Alliance.
- 4.10** Funding for Sustainability of £60,000 will be available across the East Riding. This funding can be applied for using the Exceptional Circumstances Funding form- See Appendix 6.
- 4.11** Flexibility Funding - Funding for flexibility will be available through an application process. The application needs to include details on the extension to offer i.e. increase opening times, lunch time etc and a break down of the additional cost involved.

4.12 The formula will be reviewed during 2010/11 as the full impact of participation-led funding, flexibility, sustainability, disadvantaged pupils and quality become clear.

The Free Early Years Provision

Funding Arrangements

5.1 Pupil count

It is essential that all settings accurately record the number of hours a child takes per week. Based on the headcount week, this is the number of hours the setting will be funded for the term. Settings should establish Parental Agreements with parents, which will set out the hours and patterns of access to the free entitlement that the parent and provider have agreed to for a defined period. It should record whether a parent is taking up any part of the free entitlement with another provider.

The maximum number of hours that can be recorded is 15 hours.

Funding will not be deducted for children who leave immediately after the count, but it is expected that settings will take children who wish to start after the count, (where no funding is provided) without charge for the free early years provision, providing they still have an available place and providing the additional child does not trigger the need for additional staffing.

See 13.12 for the circumstances in which funding will be considered for a child starting after the headcount.

Staggered intakes – If a provider operates a system of staggered intakes a child should be inducted into a setting within 2 weeks. Both providers will be funded for this period of time. The provider of the pupils leaving the setting will need to apply for the funding by contacting the Schools Management Accountant on (01482) 394211.

5.2 Eligibility Dates for Early Years Funding

A child born in the period	Will become eligible for a free place
1 st April to 31 August	1 st September following the child's 3 rd birthday (Autumn* school term)
1 st September to 31 st December	1 st January following child's 3 rd birthday (Spring* school term)
1 st January to 31 st March	1 st April following child's 3 rd birthday (Summer* school term)

* based on a 3 term school year

5.3 Payment of the Grant to providers

The payment terms are sent out to providers annually (as a guide refer to Appendix 1a). However if a provider finds itself in financial difficulties due to cash flow problems as a result of underestimating the number of hours to be funded in a term, compared to the headcount return, they can apply for an emergency advance by contacting finance on (01482) 394213 to initiate a payment.

5.4 No top-up fees (Code of Practice pages 12 and 30)

- Providers cannot levy a fee in respect of the free entitlement.
- Providers cannot make access to the free entitlement conditional on the payment of any charge.
- Providers are free to manage their business for wrap around care.
- Free hours that children receive must be clearly presented to parents as hours on the providers' billing documentation.
- Free hours must be shown as a nil charge rather than monetary 'discount' on bills.

Example only

15 hours a week – free entitlement	£0.00
10 hours a week @ chargeable rate (say £3.76 per hr)	£37.60

Total hours in week 25, total to charge parent £37.60

5.5 The Termly Headcount Dates

These are the same for all providers and providers will be notified of the dates prior to the start of the year.

The Free Early Years Provision Cont'd

Additional Supplements

5.6 Flexibility

The extension of the free early year's provision to 15 hours for all three and four year olds and for that entitlement to be delivered more flexibly was implemented in September 2010. The funding for this is by way of a Standards Fund Grant, although this grant may be included within the Dedicated Schools Grant at some later date. Settings can use the application form (Appendix 7) to apply for flexibility funding. Schools are also asked to complete the Budget Adjustment Scenario Calculator to calculate any additional salary costs that are required.

The EYSFF has been designed to support measures to promote and incentivise flexible patterns of delivery by:

- Recognising and supporting the costs associated with delivering different patterns of provision e.g. delivering over a lunch time period or opening longer hours
- Incentivising settings to move away from sessional provision and deliver the entitlement in patterns that are more responsive to parental demand.

5.7 Deprivation funding

Meeting the needs of deprived children is a key part of the Government's objective of narrowing the gap between children from different backgrounds. Settings that receive this funding should ensure it is used specifically for that objective.

5.8 Quality

Evidence shows that the quality of staff is a key driver for improving children's outcomes and narrowing attainment gaps. EYSFF supports and promotes quality and encourages a culture of continuous improvement in the quality of provision.

5.9 Sustainability

The EYSFF must be based on participation levels. However this can cause financial difficulties especially in some rural areas where the sustainability of a particular setting would suffer. Settings can apply

by completing an Exceptional Circumstances Funding form (Appendix 6). In addition to this PVI settings would need to complete an EYF01 and/or an EYF02 form if applying for Exceptional Circumstances funding as a result of pupils leaving before the headcount date (Appendices 4 and 5).

The Role of the Local Authority

6.1 What is the role of the East Riding of Yorkshire Council?

Local Authorities should have regard to all of the following principles when planning and managing the delivery of the free entitlement:

- The needs and best interest of the child should be paramount
- The free entitlement must be provided completely free at the point of delivery
- Local authorities should deliver the free entitlement in a way that balances their priorities around sufficiency, quality and accessibility
- Local authorities and providers should consult with and listen to parents about how they want to access their flexible free entitlement.
- The free entitlement should be delivered in a way that reflects parental demand as much as possible and gives parents choice about where and how they access their entitlement
- Local authorities and providers should adopt an inclusive approach, promoting equality of opportunity, particularly to the most disadvantaged, looked after children and children with a disability or special educational needs

See Code of Practice page 10.

Flexibility

7.1 What does flexibility mean?

There is a national expectation that certain guaranteed models of access to the free entitlement should be available. See Code of Practice page 15.

Parents can expect at least 3 x 5 hours or 5 x 3 hour sessions per week (though not necessarily at the provider of choice).

Parents who wish to access fewer hours can access a maximum of 12.5 hours within 2 days.

Parental demand may differ so provision of the models above should not restrict greater flexibility beyond the guaranteed models.

Government guidelines set a national framework for delivery outside of which local authorities should not fund providers; See Code of Practice pages 12 and 17.

- No session longer than 10 hours
- No session shorter than 2.5 hours
- Not before 8am or after 6pm
- The full 15 hours over no fewer than 3 days (this would permit up to 12.5 hours over 2 days)
- A maximum 2 providers per child at any one time.
- A partnership with another group setting
- A partnership with a childminder

Providers can set their own offer as long as they remain within these guidelines and consult parents about the pattern of flexibility on offer.

7.2 Can a setting insist that parents access all their free entitlement at a particular setting?

No. See Code of Practice page 17.

7.3 What if a setting opens for less than 38 weeks or 15 hours per week?

The Government recognises that some providers are not able to open for 15 hours a week or the full 38 weeks a year so may not be able to offer the full minimum free entitlement. Parents can choose a reduced entitlement at these providers if they wish but if the local authority has made the full entitlement available at a different provider the local authority is not obliged to offer the rest of the child's free entitlement elsewhere. Although they will attempt to broker local partnerships to enable parents to access their full entitlement. See Code of Practice page 13.

The local authority will only fund these providers for the weeks or hours they can deliver and should ensure parents who choose these settings are aware they will receive less than their full entitlement.

7.4 What if a setting opens for more than 38 weeks per year?

The Government expects local authorities to consider parental demand for a 'stretched' offer as part of their next Childcare Sufficiency Assessment. This is in preparation for enabling any parent who wants it, to access a stretched offer from September 2012. See Code of Practice page 6.

7.5 What if a parent uses 2 settings and only one of these is open for more than 38 weeks?

Provision can be accessed across the full calendar year if required. The free entitlement for one year is 570 hours and this may be taken across the year as required where reasonably practicable but can't be squeezed into fewer than 38 weeks. Parents have to decide how many hours they wish to use at each setting.

7.6 Must a child with SEN attend all 15 hours?

Where children with SEN, on advice of the local authority and provider, take up less than 15 hours, the local authority may consider fully funding this place to enable 'surplus' funding to be used to better support the child e.g. increased staffing ratios if no other funding is available. (This does not apply to children with SEN whose parents have chosen to access fewer hours.)

Eligibility

8.1 How many providers can a parent access weekly?

Parents can choose to access their 15 hours from up to two providers, which can be schools or PVI settings or a partnership of both.

8.2 What is the maximum number of hours of free Childcare and Early Learning per day parents can expect to access?

On any day a parent is eligible to 10 hours, however in schools this is unlikely to be available. Parents are allowed a maximum of 12.5 hours over two days.

8.3 Eligibility

Who is eligible for a free place?

All children between the ages of 3 and 4 years. However settings should ensure that the free entitlement is sufficiently flexible and accessible to meet different families' needs in relation to their entitlement, particularly for:

- Children from low-income families
- Armed forces families
- Children with a disability and /or special needs
- Children from minority ethnic groups including gypsies/travellers, refugees and asylum seekers
- Looked after children
- Children from disadvantaged and socially excluded groups such as families with a parent who is homeless, a teenager, mentally ill, disabled, misusing substances, in prison or experiencing domestic violence.

If a child moves into the local authority from another country they are entitled to free early years provision on the same basis as any other child regardless of whether they have British citizenship.

8.4 When is a child eligible for a free place?

See Code of Practice page 11 2.4 and 2.5. It is a settings responsibility to check details of each child including date of birth to ensure eligibility which may include sight of an original birth certificate.

Schools and PVI settings will be informed of the weeks the funding will cover prior to the start of the year.

Providers

9.1 Where can parents access their free early years provision?

- Childminders (who are specifically accredited to offer free early years provision)
- Day Nurseries
- Foundation Stage Units in infant or primary schools
- Independent Schools
- Nursery Classes
- Nursery Schools
- Pre-schools and playgroups

9.2 If a parent chooses to split their free entitlement hours who will receive the funding?

Parents can choose to split the 15 hours free entitlement across two PVI settings and the funding will be split pro rata.

However, if the parent uses 15 hours at a school and wants to use another PVI setting for additional hours the funding will go to the school and the parent will have to pay for the additional hours at the PVI setting.

If a parent uses for example, 9 hours at a school and a further 9 hours at a PVI setting, the school would receive funding for the full 9 hours the PVI setting would receive funding for 6 hours and the parent will be asked to pay for the remaining 3 hours.

If a child accesses free provision at two providers in different local authorities the local authorities will agree between themselves who will receive the funding.

Appeals

10.1 What is the procedure if a parent is not satisfied with the way that their child is receiving their free entitlement?

The Headteacher or setting manager/leader should initially try to resolve the problem or complaint with the parent. If the problem or complaint cannot be resolved the concern should be raised with the School Governing Body or via the Families Information Service (FISH).

If the parent is still not satisfied, the problem or complaint can be escalated to the Early Years and Extended Services Manager or the Head of Inclusion Services.

If there are concerns that the school or PVI setting is not meeting statutory duties within the early years foundation stage, complaints should be made directly to Ofsted.

Quality

11.1 Are lunchtimes included in the Ofsted inspection?

Regardless of whether lunchtimes are included in the free entitlement Ofsted will expect schools and settings to deliver EYFS seamlessly throughout the day and all children's needs to be considered and met.

11.2 What staffing is required across the lunchtime period?

Schools and PVI settings are required to meet the welfare requirement of EYFS at all times.

11.3 The East Riding's Emphasis on Quality.

Within the East Riding there is an increasing emphasis of raising the quality of Early Years provision and prioritising support to those of lower quality that are delivering the free entitlement.

There are circumstances when the Early Years funding may be withdrawn from schools and PVI settings which are described in the Local Authority/Provider Agreements.

Application for places

12.1 How do parents apply for places in schools?

Parents must apply directly to the school of their choice. There is no right of appeal if a nursery place is not available.

12.2 How do parents apply for places in PVI settings?

Each setting has its own application system and may have a waiting list; so the earlier parents apply the more likely they are to get a place in the setting of their choice. There is no right of appeal if a place is not available.

12.3 Does a child who accesses some or all of the 15 hours free entitlement in a school nursery automatically transfer to Reception class?

No. A child's attendance at a nursery class does not guarantee admission to the school for primary education. See Code of Practice pages 48 and 49. Parents have to apply separately to the school via East Riding of Yorkshire Council's on line admission procedure.

Funding & Payments

13.1 Can Schools and PVI settings charges for meals?

Schools and PVI settings can make a reasonable charge for meals provided to children during the day. However, the local authority is legally required to secure free early years provision, so schools and PVI settings cannot insist parents pay for a meal or childcare for the lunchtime period if that prevents a parent from taking up the free early year's provision.

For some parents, charges for meals may present a significant barrier, which in practice denies children access to the free early year's provision. Where children are accessing the free early years provision over the lunch period, any charge that a school and PVI setting makes for lunch should be agreed with the parent in advance, and parents should be given the option of providing a packed lunch if this would be more affordable.

13.2 Are children entitled to a free school meal?

No. They must be registered for full-time education to be eligible for free schools meals. See Code of Practice page 49. For children who when reaching statutory school age would be eligible for Free School Meals (FSM) flexibility funding may be used to support parents and providers.

13.3 What if parents would like to purchase additional hours?

Many parents choose to purchase additional hours at the same school and PVI setting where they access their free early year's provision. The rates which schools and PVI settings charge for their privately funded hours are a matter for the school and PVI setting to decide. Parents must be presented with a bill so that they can understand what hours they have accessed in relation to the free early year's provision and how any fees relate to additional services or hours.

13.4 Is there any additional funding to help schools and PVI settings move to more flexible provision?

Flexibility funding is available to help schools and PVI settings that incur additional costs as a result of providing flexible provision. Funding is until August 2012 after which settings will have to generate sufficient income to make their pattern of delivery sustainable in the longer term. Flexibility funding should:

- Facilitate greater flexibility of provision so that parents have greater choice in how they use the free early year's provision.
- Preserve diversity and choice in market provision.
- Promote improvements in the quality of provision.
- Support effective and efficient distribution of resources at local level.
- Improve outcomes for disadvantaged children.
- Target areas where there is no other provision for 3 and 4 year olds.

Flexibility funding will be allocated to schools and PVI settings that can demonstrate they have responded to parental demand- see Appendix 7 & the FISH website.

13.5 What does 'Free at the point of access' mean?

Schools and PVI settings must not charge parents 'top-up' fees on free hours (this is the difference between what a school and PVI setting would normally charge and the funding they receive from the local authority).

No other fees may be charged in relation to the free early year's provision e.g. registration or uniform.

Parents should not be expected to pay up-front and be refunded at a later date, and if they want to access their free place only, they should be able to do so.

13.6 Will the local authority split funding if a child starts the autumn term in a PVI setting then transfers to a school?

Where schools have a policy of staggered intakes the local authority will fund both the school and the setting for 2 weeks. PVI settings will need to contact the Schools Management Accountant to access this funding.

13.7 What if a setting closes for school closure days?

The setting will be paid for any school closure days taken, up to a total of 5 days per school year.

13.8 When will the school and PVI setting receive their funding?

Schools and PVI settings are notified of their annual budget allocation and payment dates before the start of the financial year in March.

PVI settings can refer to Appendix 1a for an example of their budget share notification and payment dates for 2010/11.

13.9 What if a child is absent for a session or a short period?

The local authority will not reclaim funding from schools and PVI settings if a child is absent for a short period, but will use its discretion where absence is recurring or for extended periods.

13.10 Can a setting refuse to offer parents access to just their free entitlement if they only offer full-time day-care?

Yes. Parents are entitled to 15 hours early years provision but not necessarily at the PVI setting of their choice. PVI settings cannot make parents pay for additional hours in order to access their free entitlement so PVI settings should make it explicit to parents when they request a placement that the free early years provision will be included as part of the day care. If a PVI setting cannot meet the parents request they should be directed to FISH for assistance in meeting their requirements.

13.11 Why are postcodes so important?

It is vitally important that schools and PVI settings record each child's postcode on the headcount form in January as postcodes in areas of deprivation (identified through the Index of Multiple Deprivation) attract disadvantaged pupil funding. Each PVI setting in receipt of disadvantaged pupil funding must produce an action plan which will be monitored by the Early Years Development Advisor.

13.12 Exceptional Circumstances.

Children starting after the headcount day and/or increases to hours will not be funded. The circumstances in which funding will be considered are as follows:

- Safeguarding Issues
- If the family leaves the area
- If the families circumstances change i.e. new job /unemployment
- Child with long term sickness
- To accommodate changing shift patterns
- Provision not appropriate to child's needs

See Code of Practice page 42

Local Authority Agreement with Schools and PVI Settings and School and PVI Setting Agreement with Parents

14.1 What are Local Authority Provider Agreements?

Provider Agreements will set out

- How schools and PVI settings will contribute to delivery of a local flexible offer.
- How they will drive up quality.
- How the local authority will support this.
- How they will work in partnership. See Code of Practice page 17.

14.2 What are Parental Agreements and Parental Declarations?

- Parental Agreements should be used by schools and PVI settings to encourage parents to commit to an agreed pattern of flexible access to the free early year's provision for a given period. They should be retained by the school and PVI setting and are intended to assist with planning, continuity and sustainability supporting both the school and PVI setting and parent thus ensuring best possible provision for the child- See the FISH website for more details. (Appendix 8-EYF05a and Appendix 9- EYF05b)
- Parental Declarations are sent out with the headcount form and need to be signed by parents and retained for inspection/audit purposes.

List of Local providers & other useful information

Useful Contacts and List of Local Providers

Contact FISH for any queries regarding the free early years provision and for details of schools and PVI settings in your area.

Families Information Service Hub (FISH)

Tel: (01482) 396469

Email: fish@eastriding.gov.uk

Other Documents

Other documents which should be read in conjunction with this guidance manual

- Implementing the Early Years Single Funding Formula – practical guidance July 2009.
- Code of Practice for Local Authorities on Delivery of the Free Early Years Provision for 3 and 4 year olds- September 2010
- ERYC – consultation document on the Early Years Single Funding Formula
- ERYC – responses to the consultation

These documents can all be found on the FISH website.

Abbreviations

AWPU	Age Weighted Pupil Unit
ERYC	East Riding of Yorkshire Council
EYSFF	Early Years Single Funding Formula
FISH	Families Information Service Hub
IMD	Index of Multiple Deprivation
LA	Local Authority
PVI	Private, Voluntary and Independent
DCSF	Department for Children, Schools and Families- now replaced by the DfE
DfE	Department for Education
EYFS	Early Years Foundation Stage
EEF	Early Education Funding

The following Appendices are attached:

- Appendix 1a – PVI settings initial budget for the start of the financial year- example
- Appendix 1b – PVI settings final annual budget summary – example
- Appendix 1c – Schools initial budget- example
- Appendix 2 – Form to request estimated numbers of hours to be funded at the start of the financial year.
- Appendix 3- examples of invoices – PVI settings
- Appendix 4 – EYF01 – Summary of movement during term
- Appendix 5 – EYF02 – Early education funding notification of change during term
- Appendix 6 – EYF03 - School/Setting Exceptional Circumstances Funding Form
- Appendix 7 – EYF04 - Flexibility application Form
- Appendix 8 – EYF05(a) - Parental Agreement Form for Settings
- Appendix 9 – EYF05 (b) – Parental Agreement Form for Schools

All forms can be accessed via the FISH website.

INITIAL ANNUAL BUDGET SUMMARY 2010/11 BASED ON ESTIMATED HOURS**OFSTED No:****NAME:**

Estimated nursery hours payment (see note 1)

A	B	C	D = A x B x C
---	---	---	---------------

Term	Estimated Hours per week	No of weeks	Hourly Rate (£/hr)	Payment (£)
Summer 2010	85	14	3.50	4,165.00
Autumn 2010	67	13	3.50	3,048.50
Spring 2011	90	11	3.50	3,465.00

Estimated nursery hours payment total 10,678.50

Disadvantaged children payment (see note 2) 870.00

Total based on Estimated Hours 11,548.50

Summary of Payments

Term	Date of Payment	Payments			Total (£)
		Estimated Nursery Hours (£)	Adjustment Nursery Hours (£)	Disadvantaged Children (£)	
Summer 2010	50% of estimate w/c 12 April 10	2,082.50	n/a	290.00	2,372.50
	50% of estimate w/c 7 June 10	2,082.50	n/a	n/a	2,082.50
	Total	<u>4,165.00</u>	<u>0.00</u>	<u>290.00</u>	<u>4,455.00</u>
Autumn 2010	50% of est. + summer adj w/c 13 Sept 10	1,524.25	based on 20 May headcount	290.00	1,814.25
	50% of estimate w/c 1 November 10	1,524.25	n/a	n/a	1,524.25
	Total	<u>3,048.50</u>	<u>0.00</u>	<u>290.00</u>	<u>3,338.50</u>
Spring 2011	50% of est. + Autumn adj w/c 10 Jan 11	1,732.50	Autumn adj	290.00	2,022.50
	50% of estimate w/c 28 February 11	1,732.50	n/a	n/a	1,732.50
	Spring adj w/c 28 March 11	n/a	Spring adj	n/a	0.00
Total	<u>3,465.00</u>	<u>0.00</u>	<u>290.00</u>	<u>3,755.00</u>	
Total		<u>10,678.50</u>	<u>0.00</u>	<u>870.00</u>	<u>11,548.50</u>

Notes

1. The estimated nursery hour's payment is based on estimates given by the provider. The payment will be adjusted in the following term for Summer 2010 and Autumn 2010 terms and before the 31 March 2011 for the Spring 2011 term, to reflect the actual hours attended in those terms.

2. The disadvantaged children payment is based on the postcodes of the children on the Spring term 2010 Early Years Census. It will be included in the first payment of each term in three equal instalments.

Example: PVI's will be notified at the end of the financial year

Appendix 1b

Final Annual Budget Summary for a PVI setting for 2010/11

Estimated nursery hours payment (see note 1)

Term	A	B	C	D = A x B x C	Total (£)
	Estimated Hours	No of weeks	Hourly Rate (£/hr)	Payment (£)	
Summer 2010	85	14	3.50	4,165.00	
Autumn 2010	67	13	3.50	3,048.50	
Spring 2011	90	11	3.50	3,465.00	

Estimated nursery hours payment total 10,678.50

Adjustment to actual nursery hours payment (see note 1)

Term	A	B	C	D = B - A x C	E	F = D x E
	Estimated Hours	Actual Hours	No of weeks	Difference Hours	Hourly Rate (£/hr)	Payment (£)
Summer 2010	85	90	14	70	3.50	245.00
Autumn 2010	67	65	13	-26	3.50	-91.00
Spring 2011	90	85	11	-55	3.50	-192.50

Adjustment to actual nursery hours payment total -38.50

Disadvantaged children payment (see note 2) 870.00

Final total 11,510.00

Summary of payments

Term	Date of payment	Payments			Total (£)
		Estimated Nursery Hours (£)	Adjustment Nursery Hours (£)	Disadvantaged Children (£)	
Summer 2010	50% of estimate w/c 12 April 10	2,082.50	n/a	290.00	2,372.50
	50% of estimate w/c 7 June 10	2,082.50	n/a	n/a	2,082.50
	Total	4,165.00	0.00	290.00	4,455.00
Autumn 2010	50% of est. + summer adj w/c 13 Sept 10	1,524.25	245.00	290.00	2,059.25
	50% of estimate w/c 1 Nov 10	1,524.25	n/a	n/a	1,524.25
	Total	3,048.50	245.00	290.00	3,583.50
Spring 2011	50% of est. + aut adj w/c 10 Jan 11	1,732.50	-91.00	290.00	1,931.50
	50% of estimate w/c 28 Feb 11	1,732.50	n/a	n/a	1,732.50
	Spring adj w/c 28 March 11	n/a	-192.50	n/a	-192.50
Total	3,465.00	-283.50	290.00	3,471.50	
Total		10,678.50	-38.50	870.00	11,510.00

Notes

1. The estimated nursery hour's payment is based on estimates given by the provider. The payment will be adjusted in the following term for the Summer 2010 and Autumn 2010 terms and before 31 March 2011 for the Spring 2011 term, to reflect the actual hours attended in those terms.

2. The disadvantaged children payment is based on the postcodes of the children on the Spring term 2010 Early Years Census. It will be included in the first payment of each term in three equal instalments.

Budget for Schools

Included in the Appendix sent to schools at the start of the year titled 'Data used in Calculating Schools Budget Share-

Early Years Funding and Protection

Early years funding	Hours \ Week in term	Weeks in term	Hourly rate (£\hr)	Funding (£)
Summer term	225.00	14	2.44	7,686
Autumn term	125.00	13	2.44	3,965
Spring term	175.00	11	2.44	4,697
Early years funding total				16,348
Nursery AWPU funding		Pupils (FTE)	AWPU value (£)	Funding (£)
2010/2011		9.00	2,312.73	20,815
Early years protection				Funding (£)
Early years funding				16,348
Less Nursery AWPU funding				20,815
Variance				-4,467
Protection [at 60% of negative variance, if greater than £100]				2,680

Appendix 2

EAST RIDING OF YORKSHIRE COUNCIL ESTIMATED NUMBER OF FREE FUNDED HOURS 2010/2011

There is a spreadsheet version of this form available on the documents section of the FISH website.

Provider:

Completed by:

Tel no:

Please enter into each column the number of children you estimate will be attending your setting against the number of hours you expect them to be taking up. The total box at the bottom of each column will be for the number of children. The finance team will calculate the total number of hours for which you will be funded.

	No of eligible 3 & 4 year old children anticipated on the register on the headcount date		
Hours	20 May 2010	7 Oct 2010	20 Jan 2011

2.50			
3.00			
3.50			
4.00			
4.50			
5.00			
5.50			
6.00			
6.50			
7.00			
7.50			
8.00			
8.50			
9.00			
9.50			
10.00			
10.50			
11.00			
11.50			
12.00			
12.50			
13.00			
13.50			
14.00			
14.50			
15.00			

Total			
-------	--	--	--

Please note: The numbers entered above will be used to calculate the estimated nursery hour's payment for 2010/2011. The May / October / January headcounts will be used to calculate the adjustments to the estimates to match the actual nursery hour's payments.

The 38 weeks funding will be as follows:

Term	Date from	Date to	Weeks	Eligible birth date ranges
Summer 2010	12/04/10	23/07/10	14	01/04/05 – 31/03/07
Autumn 2010	13/09/10	17/12/10	13	01/09/05 – 31/08/07
Spring 2011	10/01/11	01/04/11	11	01/01/06 – 31/12/07

If your term dates and weeks differ from those above please enter details below:

Term	Date from	Date to	Weeks
Summer 2010			
Autumn 2010			
Spring 2011			

Please return the completed form by **4 March 2010** to:

Helen Palmer, Schools Finance, Accountancy Section, Room BF61, East Riding of Yorkshire Council, County Hall, Beverley, HU17 9BA or fax to 01482 394202

PVI EXAMPLE INVOICES

Scenario

XYZ Nursery Ltd is open Monday to Friday between the hours of 8.00am to 6.00pm throughout the year with the exception of Bank Holidays and the Christmas Period.

The funded weeks are claimed in line with the School Calendar. (It is helpful when calculating invoices and funded hours to refer to the Early Education Funding Calendar.)

It operates the following fee structure:

	Times	Cost	Hourly Rate (Cost/Hours)
Morning Session	8.00am-1.00pm	£17.10	£3.42
Afternoon Session	1.00pm-6.00pm	£17.10	£3.42
Full Day	8.00am-6.00pm	£34.20	£3.42
Weekly	8.00am-6.00pm	£160.00	£3.20
Additional Hours Rate		£4.20	

Example Invoices

This example invoice is for a funded week.

In this example Joe attends nursery 4 days per week and is eligible to claim 15 funded hours. He is charged on the daily rate. His set days and contracted times are as follows:

Day	Times attended	Hours per day	Funded hours	Chargeable Hours
Monday	8.00 – 6.00pm	10	5	5
Tuesday	8.00 – 6.00pm	10	5	5
Wednesday	8.00 – 6.00pm	10	5	5
Thursday	8.00 – 6.00pm	10	0	10
Total		40	15	25

INVOICE

Mr and Mrs Bloggs
15 Appletree Close
East Yorkshire

XYZ Nursery
20 Nursery Lane
East Yorkshire

Childs Name Joe Bloggs

Date of Birth 10/07/06

Eligible for NEF YES

INVOICE NO: 02

INVOICE DATE: 13/09/10

		Cost
Week commencing 13/09/10		
Funded Hours	15 hours x 1 week	£0.00
Additional Hours	25 hours x 1 week x £3.42	£85.50
Total		£85.50

Appendix 3 Continued

This example invoice is for a funded month (in this example September 2010).

<u>INVOICE</u>		
Mr and Mrs Bloggs 15 Appletree Close East Yorkshire	XYZ Nursery 20 Nursery Lane East Yorkshire	
Childs Name Joe Bloggs		INVOICE NO: 03
Date of Birth 10/07/06		INVOICE DATE: 01/09/10
Eligible for Funding YES		
Invoice for the period 01/09/10-30/09/10		
		Cost
Funded Weeks		
Funded Hours 13/09/10-30/09/10	15 hours x 3 weeks	£0.00
Additional Hours 13/09/10-30/09/10	25 hours x 3 weeks x £3.42	£256.50
Non Funded Weeks		
01/09/10-12/09/10	10 hours x 6 days x £3.42	£205.20
Total		£461.70

Example Invoice – Termly Averaging

XYZ Nursery Ltd decides to produce termly invoices, therefore needs to break down the terms into dates and number of weeks/months, as below:

Term	Term Cut off Dates	No. of months in term	No. of weeks in term	No. of funded weeks in term
Summer Term 10	05/04/10-10/09/10	5	23	14
Autumn Term 10	13/09/10-31/12/10	4	16	13
Spring Term 11	03/01/11-01/04/11	3	13	11
		12	52	38

John Smith attends XYZ Nursery Ltd throughout the full Autumn Term (i.e. 16 weeks 13/09/10-31/12/10)

In this example John attends nursery 4 days per week and is eligible to claim 15 funded hours. He is charged on the daily rate. His set days and contracted times are as follows:

Day	Times attended	Hours per day	EEF hours	Chargeable Hours
Monday	8.00 – 6.00pm	10	5	5
Tuesday	8.00 – 6.00pm	10	5	5
Wednesday	8.00 – 6.00pm	10	5	5
Thursday	8.00 – 6.00pm	10	0	10
Total		40	15	25

In the period 13/09/10-31/12/10 there are 13 funded weeks (please see Early Education Funding Calendar 2010/11).

Appendix 3 Continued

<u>INVOICE</u>		
Mr and Mrs Smith 2 Manor Drive East Yorkshire	XYZ Nursery 20 Nursery Lane East Yorkshire	
Childs Name John Smith	INVOICE NO: 04	
Date of Birth 21/08/06	INVOICE DATE: 13/09/10	
Eligible for EEF YES		
Invoice for the period 13/09/10-31/12/10 Autumn Term 2010		
		Cost
Funded Weeks		
Funded Hours	15 hours x 13 weeks	£0.00
Additional Hours	25 hours x 13 weeks x £3.42	£1,111.50
Non Funded Weeks		
Half term week W/C 25/10/09	10 hours x 4 days x £3.42	£136.80
20/12/10-31/12/10	10 hours x 8 days x £3.42	£273.60
Total		£1,521.90
Monthly Amount (Total/4 months)		£380.48

Example Invoice – Yearly Averaging

Robert Jones' parents have contracted him to attend XYZ Nursery Ltd for **52 weeks**. He will attend 2 days per week and is eligible to claim 12.5 hours funded hours for 38 funded weeks. His set days and contracted times are as follows:

Day	Times attended	Hours per day	Funded hours	Chargeable Hours
Tuesday	8.00 – 6.00pm	10	10	0
Wednesday	8.00 – 6.00pm	10	2.5	7.5
Total		20	12.5	7.5

He is charged the full day rate.

<u>INVOICE</u>		
Mr and Mrs Jones 7 New Road East Yorkshire	XYZ Nursery 20 Nursery Lane East Yorkshire	
Childs Name Robert Jones	INVOICE NO: 05	
Date of Birth 23/02/07	INVOICE DATE: 01/04/10	
Eligible for NEF YES		
		Cost
Funded Weeks		
Funded Hours	12.5 hours x 38 weeks	£0.00
Additional Hours	7.5 hours x 38 weeks x £3.42	£974.70
Non Funded Weeks		
Chargeable Hours	20 hours x 14 weeks x £3.42	£957.60
Total		£1,932.30
Monthly Amount (Total/12 months)		£161.03

EARLY EDUCATION FUNDING

NOTIFICATION OF CHANGE DURING TERM

FORM: EYF 02

Details of Child

Name.....

Date Of Birth.....

Postcode.....

Reason for Change in Circumstances

New to area Please complete section A

Leaving Early Education Provider Please complete section B

Change of Early Education Provider within area Please complete A and B

Section A

Early Education Provider Attending:

Address:
.....

Date attendance commenced:

Number of funded hours per week:

Section B

Early Education Provider Leaving.....

Address:
.....

Date Leaving:.....

Number of funded hours per week:

Signature of Parent/ Guardian.....Date.....

(This must match signature on Parental Declaration Form)

This form should be completed and attached to the Summary of Movement During Term Form (EYF 01) if you wish to be eligible to apply for Transitional Protection funding.

THIS INFORMATION WILL NOT BE USED TO MAKE ANY ADJUSTMENTS TO YOUR CURRENT FUNDING



School/Setting Exceptional Circumstances Funding

APPLICATION FORM

Form: EYF 03

Name of Setting:
Ofsted ranking:
Address:
Postcode:
Name of contact person:
Telephone number:
Email address:
Early Years Development Advisor for your area:

Are there other schools or PVI settings delivering Early Years Provision in your area? Please list them:
Would loss of places result in East Riding or Yorkshire Council not meeting its statutory duty to provide access to Free Early Years provision for all 3 & 4 year olds?
What Flexible offer does your setting provide?
Is this application supported by the Early Years Development Advisor for your area?

Please describe why your setting would become financially unsustainable without additional support:



Flexible Entitlement to Early Learning and Childcare
Funding to support the flexible offer

APPLICATION FORM

Name of School/setting
Name, telephone number and email address of contact person
Please describe the hours of delivery and the level of flexibility that is being offered to some or all parents
Costs of delivering flexible offer for 2010/11 One off resources Break down of staffing costs (including on costs). If a school, please use the Budget Adjustment Scenario Calculator and submit it with this form Other costs – please specify and give breakdown Anticipated number of children that will benefit from the flexible offer:
Please return this form to: Bridget Bennett, Sure Start and Extended Services Manager The Old Chapel, 10 Lord Roberts Road, Beverley, HU17 9BE or email: bridget.bennett@eastriding.gov.uk

*This form is for guidance only and can be adapted by the setting

APPENDIX 8

Parental Agreement for PVI Settings

Free Early Years Provision for 3 & 4 Year Olds **Form: EYF 05(a)**

Please ensure you have read the agreement prior to completion

PART 1 CHILDS DETAILS * refer to list of codes		
Legal Forename:		Middle Name(s):
Legal Surname:		Preferred Surname:
Gender:	Ethnicity*	Date of Birth:
Address:		
Post code:		
Telephone Number:		
Name of Parent/Guardian:		
Proof of Eligibility: (i.e. birth certificate) please specify		
Resident Authority:		SEN Provision:

FIRST PROVIDER:							SECOND PROVIDER:						
Hours	Mon	Tues	Wed	Thurs	Fri	Total	Hours	Mon	Tues	Wed	Thurs	Fri	Total
Attending							Attending						
Claiming							Claiming						
Dates attending	From:			To:			Dates attending	From:			To:		
Parent Signature:				Date:			Term/Year:						

FIRST PROVIDER:							SECOND PROVIDER:						
Hours	Mon	Tues	Wed	Thurs	Fri	Total	Hours	Mon	Tues	Wed	Thurs	Fri	Total
Attending							Attending						
Claiming							Claiming						
Dates attending	From			To			Dates attending	From			To		
Parent Signature:				Date:			Term/Year						

FIRST PROVIDER:							SECOND PROVIDER:						
Hours	Mon	Tues	Wed	Thurs	Fri	Total	Hours	Mon	Tues	Wed	Thurs	Fri	Total
Attending							Attending						
Claiming							Claiming						
Dates attending	From			To			Dates attending	From			To		
Parent Signature:				Date:			Term/Year						

Parent

- I am the parent/legal guardian of the child named overleaf
- My child will be attending this PVI setting for the hours shown overleaf
- I am not claiming Free Early Years Provision for more than 15 hours per week in total either at this PVI setting or where funding is split between two schools/PVI settings
Note: You can only claim 12.5 hours per week if your child only attends on 2 days per week
- I understand that the 15 hours Free Early Years Provision must be free at the point of delivery
- I have received detailed information on fees charged for hours attended in excess of the 15 hours Free Early Years Provision and 38 weeks per annum and those for any additional services offered i.e. lunch, trips etc and I understand that I will have to pay fees for those services
- I understand Free Early Years Provision may only be taken between 8am & 6pm
- I will provide a written explanation to the PVI setting should my child be absent for more than 5 consecutive days
- Should my child leave this PVI setting I will abide by the notice period of the PVI setting
- I have shown the original birth certificate of the child named overleaf to the PVI setting **(or if this information is not available I have shown proof of date of birth (other than a birth certificate) to the PVI setting)**
- I understand that the number of weeks in a term may not match exactly with the school term dates.

Signed:	Print Name:
Relationship to child:	Date:

Settings

- I have provided detailed information about fees charged for hours attended in excess of 15 per week and 38 weeks per annum and for any additional services offered i.e. lunch, trips etc
- I will provide the number of hours per term on the days shown overleaf for this child
- I will provide parents/legal guardians with the outcomes of every Ofsted inspection of the PVI setting and will comply with recommendations arising from inspections
- I will endeavour to maintain a minimum of a 'satisfactory' ranking with Ofsted

Signed:	Print Name:
Position:	Date:

*This form is for guidance only and can be adapted by the setting

APPENDIX 9

Parental Agreement for Schools

Free Early Years Provision for 3 & 4 Year Olds Form: EYF 05(b)

Please ensure you have read the agreement prior to completion

PART 1 CHILDS DETAILS * refer to list of codes		
Legal Forename:		Middle Name(s):
Legal Surname:		Preferred Surname:
Gender:	Ethnicity*	Date of Birth:
Address:		
Post code:		
Telephone Number:		
Name of Parent/Guardian:		
Proof of Eligibility: (i.e. birth certificate) please specify		
Resident Authority:		SEN Provision:

FIRST PROVIDER:							SECOND PROVIDER:						
Hours	Mon	Tues	Wed	Thurs	Fri	Total	Hours	Mon	Tues	Wed	Thurs	Fri	Total
Attending							Attending						
Claiming							Claiming						
Dates attending	From:			To:			Dates attending	From:			To:		
Parent Signature:				Date:			Term/Year:						

FIRST PROVIDER:							SECOND PROVIDER:						
Hours	Mon	Tues	Wed	Thurs	Fri	Total	Hours	Mon	Tues	Wed	Thurs	Fri	Total
Attending							Attending						
Claiming							Claiming						
Dates attending	From			To			Dates attending	From			To		
Parent Signature:				Date:			Term/Year						

FIRST PROVIDER:							SECOND PROVIDER:						
Hours	Mon	Tues	Wed	Thurs	Fri	Total	Hours	Mon	Tues	Wed	Thurs	Fri	Total
Attending							Attending						
Claiming							Claiming						
Dates attending	From			To			Dates attending	From			To		
Parent Signature:				Date:			Term/Year						

Parent

- I am the parent/legal guardian of the child named overleaf
- My child will be attending this school for the hours shown overleaf
- I am not claiming Free Early Years Provision for more than 15 hours per week in total either at this school or where funding is split between two schools/PVI settings
Note: You can only claim 12.5 hours per week if your child only attends on 2 days per week
- I understand that the 15 hours Free Early Years Provision must be free at the point of delivery
- I have received detailed information on fees charged for hours attended in excess of the 15 hours Free Early Years Provision and 38 weeks per annum and those for any additional services offered i.e. lunch, trips etc and I understand that I will have to pay fees for those services
- I understand Free Early Years Provision may only be taken between 8am & 6pm
- I will provide a written explanation to the school should my child be absent for more than 5 consecutive days
- Should my child leave this school I will abide by the notice period of the school I have shown the original birth certificate of the child named overleaf to the school (**or if this information is not available** I have shown proof of date of birth (other than a birth certificate) to the school)
- I understand that the number of weeks in a term may not match exactly with the school term dates.

Signed:	Print Name:
Relationship to child:	Date:

School

- I have provided detailed information about fees charged for hours attended in excess of 15 per week and 38 weeks per annum and for any additional services offered i.e. lunch, trips etc
- I will provide the number of hours per term on the days shown overleaf for this child
- I will provide parents/legal guardians with the outcomes of every Ofsted inspection of the school and will comply with recommendations arising from inspections
- I will endeavour to maintain a minimum of a 'satisfactory' ranking with Ofsted

Signed:	Print Name:
Position:	Date: