

Early Education Funding  
3 & 4 Year Old Claim Form Guidance

**Please read before completing the Claim forms**

1. Enter the registered name of the Provider.
2. Enter the Suffolk Early Education Grant scheme **(SEEGs) number**. (This is the six digit number starting with a '5' or a '6'. Do not use your Ofsted number in this space).
3. **Sheet Number:** number the sheet(s) accordingly in the box provided in the top right-hand corner of the claim form (each sheet having two sides).
4. **Child details:** complete all boxes.

You may only claim funding for eligible children who are on the provider's register for the week in which the headcount day falls or would have been attending were it not for sickness or other genuine temporary absence.

**Please note:** if you wish to claim for a child who joined the setting after headcount day, please read the guidance and complete the additional claim form if applicable.

Please contact the parent/carer of any absent child that you were expecting to attend during headcount week to verify they still require the funded place at your provision and are not claiming with another provider.

Complete the form in **alphabetical order by surname**.

**Surname** box: enter the child's full **LEGAL** surname.

**First Name/Middle Name** boxes: enter the child's full **LEGAL** forename/s, (the middle name box may be left blank if the child does not have a middle name).

**Address** box: the child's address must be provided, the house number (or house name if applicable) and the road is sufficient.

**DOB** box: enter the child's date of birth using the format **DD-Mmm-YY** (e.g. 17-Sep-12)

**Postcode** box: a valid postcode must be provided, this is essential information. We will use the postcode to calculate the disadvantage formula.

**SEN** box: enter a SEN code for each child. If there is no special educational need please enter N. If the child has any special educational need please enter one of the following codes:

**A – School Action or Early Years Action**

**P – School Action Plus or Early Years Action Plus**

**S – Statement**

**N – No identified Special Educational Need**

**E – Education, Health and Care Plan (this has replaced a Statement)**

**K – SEN Support**

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**ETH** box: enter the Ethnicity code. This should be provided by the parent/carer on the PAF3 or PAF4 form. It is recommended that you give the parent/carer the list of the approved ethnicity codes when they are filling out their PAF so that the code provided is correct. If the parent/carer leaves this box blank or provides an incorrect code, please use code "NOBT".

**Gender** box: enter either M (male), F (female) or N (not specified).

5. **EYPP Eligibility**

Please place an "X" in the box/boxes that apply for each 3 & 4 year old child on the claim that is eligible for Early Years Pupil Premium. You may leave these boxes blank if the family are not eligible or if they chose not to provide the information.

<b>Eligibility Criteria - (FOR EYPP FUNDING ONLY)</b>
<b>ECO</b> – Economic criteria
<b>LAA</b> – A Child who is looked after
<b>AFC</b> – Adopted From Care
<b>SGO</b> – Child Arrangement Order / Special Guardianship Order / Residence Order

More information regarding checking EYPP eligibility for 3 & 4 year olds can be found on the funding section at <http://www.suffolkcpd.co.uk/>.

6. **Funded hours per week (maximum 15 hours)**

Enter the total number of funded hours that the child attends with you per week.

The claim form will highlight the hours in red if you enter more than the maximum 15 hours entitlement. Please enter to the nearest 0.25 hour.

**Please note:** if you have a stretched offer agreement in place with the parent/carer, please enter how many hours you are claiming for, not how many hours the child actually attends.

7. **Attended Hours**

Enter the total hours that the child attends the provider during a **normal week**. This **INCLUDES** the free entitlement hours (those that are funded by Suffolk County Council) **added to** any **additional hours** that were paid for by the parent/carer during headcount week. Please enter to the **nearest 0.25 hour**. **Please do not leave blank.**

8. **Totalling the funded hours that you are claiming for**

A maximum of 25 children can be claimed for on each sheet of the funding claim form (12 on the front and 13 on the back). Use the boxes at the bottom of the sheet and follow the instructions to help you to sub-total the hours on each sheet and transfer them to the next. Download additional sheets if required (saving as sheet1.xls, sheet2.xls, etc)

The total hours you are claiming for the term should be entered into box F on the final sheet of your claim.

You must satisfy yourself that a child is not attending any other provision where funding is also being claimed. If more than one provider is being used then each provider must ensure that no more than the maximum 15 funded hours is being claimed per week between them.

9. **Maintained School Nursery Classes**

Under our rules, where a child is attending a Local Authority Maintained School Nursery class for 15 hours a week (which is the most common pattern of attendance) no other provider can claim. **The Maintained School Nursery will always have priority in a claim for the full entitlement if the parent agreed to the offer of a full time place (15 hours).** If a parent/carer has an agreement with the Maintained School Nursery to take up less than the 15 hours offered by a class, and uses another provider, that provider may claim for the balance of the 15 hours not claimed by the School Nursery.

For example, if a child attends the Local Authority Maintained School Nursery class for 10 hours and a playgroup for 7 hours, the playgroup may **only claim funding for 5 hours**. Any arrangements for a child attending a Maintained School Nursery class for less than the 15 hours must have been agreed between the parent/carer and the school. From the Autumn Term 2010 Maintained School Nursery classes should be using the parent/carer declaration & funding authorisation forms.

10. **School Reception Classes**

Once a parent/carer accepts a **full or part time place for their child in a school reception class, this will use all of their full time entitlement**.

It is only if a parent/carer chooses the option to defer the place until later in the reception class year that the parent/carer could use their entitlement in the Private, Voluntary and Independent (PVI) sector. The school must then keep a reception place for that child from the term requested by the parent/carer.

11. **Special Schools**

Where a child also attends a special school, the funded hours attended are halved then counted towards their 15 hours free entitlement hours.

For example, if a child attends a special school for 12 hours a week this counts as 6 hours of their funding entitlement leaving a remaining 9 hours that could be claimed elsewhere.