

Early Education Funding - General Guidance

Please read before completing your task on the Provider Portal

1. General funding information

Early Education Funding claims are now all submitted using the Provider Portal. Please see the separate Provider Portal Guidance document for information to submit a claim via the Provider Portal. www.suffolklearning.co.uk/early-years/claiming-funding-for-2,-3-4-year-olds

2. We will endeavour to credit your bank account within 30 working days of receipt of the fully and correctly completed funding task on the Provider Portal.

Please note we will no longer be contacting providers if they have failed to submit their funding task via the Provider Portal. We will be assuming any unsubmitted claim is a NIL return.

3. Funding will not follow the child from one provider to another where a child moves to a new provider during a term. Please ensure parents/carers are made aware of this when planning their early education arrangements each term.

Providers can charge a Parent/Carer their usual rate for childcare if the child has claimed Early Education funding at another provider in that term when a parent/carers has decided to move a child part way through the term. A place does not need to be offered free of charge as providers cannot claim funding for a child that has previously claimed funding in that term.

4. If a new child starts after headcount day and has not claimed any early education entitlement in Suffolk during the same term SCC will fund the place from the date the child starts (in full weeks only). An additional claim will need to be submitted. This will take the form of an extra task on the Portal sent out to all providers after half term. Please enter the number of weeks, to the nearest full week, that you are claiming for that child. You can claim up to 12 weeks in Autumn Term, up to 9 weeks in Spring Term, and up to 11 weeks in Summer Term. Claims must be for a minimum of 2 funded weeks attended in that term.

Any additional claim payments will be made during the last week of the term to which they apply.

5. Funded hours

Bank holidays and PD days should be treated as non-funded days. If these days cannot be offered as an extra day during that term we would expect you to offer the additional day(s) in another term

6. Stretched Offer

There is no requirement that providers must be open for at least 38 weeks of the year.

However, if a provider chooses to give parents the option of the 'stretched offer' this can be offered for two-year old funding, the *universal* three and four-year-old funding and the three and four-year-old *extended* entitlement funding. Two-year-old funding and *extended* entitlement funding are subject to eligibility criteria. **Information on how to enter a stretched offer on your funding claim can be found on the provider portal guidance**, (for further information on the stretched offer, refer to the 'Stretched offer' guidance) available on www.suffolkcpd.co.uk.

7. School Nursery Classes

Any hours taken at a school nursery count towards the child's funded entitlement.

8. Childminders cannot receive Early Education Funding for their own children

Early Years provision is defined in section 18 of the Childcare Act 2006. This definition of childcare specifically excludes care provided for a child by a parent, step-parent or other relative.

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9. Privacy Notice

As set out in the Data Protection Act 2018, the privacy notice is a mandatory document that you should give to parents to explain how you will handle their personal data.

The SCC CYP privacy notice can be found at this link www.suffolk.gov.uk/about/privacy-notice/children-and-young-people-services-privacy-notice/

10. Payments

The description on your remittance advice will show **Early Education Funding**. All parts of the formula, including the deprivation element, will have this description. A funding statement will be available for all providers to run within the provider portal during the second half of the term. This statement will explain how the termly funding has been calculated and when the payments were credited to bank accounts.

11. Advance Payments for group providers

An advance payment will automatically be made to all group providers in the first week of each term. If you anticipate your advance payment may be too high, for example if your numbers have reduced considerably compared to the previous term, you will need to let us know as soon as possible by emailing provider.portal@suffolk.gov.uk

Advance Payments for Childminders

Unlike group providers, childminders are not automatically paid an advance. If you are a childminder and you would like to receive an advance payment please complete and submit the advance request form before the termly set deadline, which is available via www.suffolkcpd.co.uk.

The amount of your advance is confirmed by the remittance advice sent from the Payments team. If no remittance is received for any payment from SCC, then please follow up with the Payments Team on 03458 500 989.

12. Termly payments

The total funding payment to providers will be based on the termly funding claim submitted via the Provider Portal. The payment due will be adjusted in respect of any advances paid. If an advance payment exceeds the total sum due to a provider in respect of the term we will require any overpayment to be repaid and an invoice will be issued.

The balance of funding for the term, after adjustment for any advance payment, will be paid when the claims for all providers have been submitted and processed. All providers will be paid the balance of their funding at the same time. The EYC service will endeavour to pay the funding within 30 working days of receipt of the fully completed and verified data.

13. Hourly rate

For eligible funded 2-year olds

The hourly rate paid to you for any eligible funded 2-year-old is £5.20 an hour.

For 3 and 4-year olds

The hourly rate paid for all funded 3 and 4-year olds is £4.00 an hour.

14. Inclusion Fund and Disability Access Fund

Information about how to apply for the Inclusion Fund and Disability Access Funding is available here: www.suffolklearning.co.uk/early-years/sen-in-suffolk/disability-access-fund-daf

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15. Deprivation Supplement– applicable to funded 3 and 4-year olds

SCC will analyse the postcodes from the EEF claims to find out how many of those children live in neighbourhoods classified as economically disadvantaged as per the 'IDACI data'. The deprivation supplement will be paid at a rate of 31p per eligible 3 and 4 year old child per hour. This rate applies for up to 30 hours and will be paid as part of your funding balance. The funding is being provided so that additional provision for these children can be made to help compensate for this disadvantage, but this should be used to support all the children. Any payments made in respect of the deprivation supplement will also be shown on your termly funding statements.

16. Termly and Year End Funding Statements

Termly funding statements and Financial Year end funding statements are available for you in the provider portal.

17. Change of contact details, provider name, bank details.

- Please notify us in writing if there are any changes to your contact details or provider name.
- If you wish to change your bank details, please complete the relevant sections of the 'LoP Pro Forma' document and send it to childcare.planning@suffolk.gov.uk
- If your provision is due to close, please complete the relevant sections of the 'LoP Pro Forma' document and send it to childcare.planning@suffolk.gov.uk

18. Provider records

Funding claim information will be stored within the history of your Provider Portal profile.

Parent/Carer Authorisation Forms (PAFs) Please retain original versions of PAFs for audit for 7 full years. This should include a copy of the evidence of date of birth/valid ID and, where applicable, a copy of the evidence seen to prove eligibility for 2-year-old funding or Early Years Pupil Premium (if a child is eligible for EYPP under the non-economic criteria).

Please note: date of birth evidence is only required for the first claim for each child.

Registers (Statutory Framework for the early years foundation stage point 3.76)

You must also keep registers detailing the following:

- Child's Full Name
- Dates and Hours of Attendance
- Names of staff looking after the children

Important - registers must be retained for future reference. Your registers will be checked during funding audits carried out at your setting by the EYC service. OFSTED and CIPFA (Chartered Institute of Public Finance and Accountancy) guidance currently indicates a period of up to 24 years.