

Early Years and Childcare Service  
Room 167, County Hall  
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15 March 2016

Dear Provider/Administrator

### **Early Years Portal – Spring Amendment Window Open**

The Early Years Portal is now available to record any changes in funding for children during the Spring Term. Please recalculate the funded hours required for any children that have joined or left your setting and those that have increased or decreased their termly hours. Please only input "End Dates" for those children that have left the setting **NOT** the end date of Term.

Regarding the Good Friday, if you have not offered those hours elsewhere or deducted from the termly claim you must adjust now. For children who purchase additional hours in that week, their weekly funded hours should be used first and the Friday hours reduced from charges. The online calculator is available on the following weblink:  
[www.devon.gov.uk/eyef](http://www.devon.gov.uk/eyef) under resource documents.

We only fund whole or ½ hours so if your sessions are of 15 minutes you can multiply them for the term. You must however ensure that you do have a 15 hour model, 3 sessions of 5 hours or 5 sessions of 3 hours so that parents can access 15 hours free without having to pay for any additional time.

### **\*\*DO NOT INPUT ANY SUMMER HOURS INTO THE PORTAL UNTIL MAY \*\***

If you are inputting new children please ensure that the record is accurate so that it can be easily matched when submitted. If you start your amendments and have further updates to complete, please only save the data. Only submit if you are happy that it is complete and ensure this is done by the deadline.

### **Early Years Entitlement – Spring term balancing payments**

Headcount balancing payments were made at the beginning of March. If you have not received a payment, please check if your forecast was greater than the termly claim or if funding was due back for your Autumn Amendment. Any over payments of funding are deducted from payments from Devon County Council (not just EYEF payments).

### **Forecast payment – Summer 2016 (non DCC school settings)**

Forecast payments for Summer Term will be at 70% of the total funding for 2, 3 & 4 year olds and EYPP received for the Spring term Headcount. If you know that you will have a significant variation in the number of children claiming, please let us know **by email by Friday 1<sup>st</sup> April**. **Indicate the total number of hours per term** you will be claiming and a manual adjustment can then be made to your forecast payment.

**All Funded Childminders must** advise us of estimated hours by email in order to receive a forecast payment. Alternatively, you will have the full payment in June.

Textphone: 0845 155 1020  
[www.devon.gov.uk](http://www.devon.gov.uk)

Strategic Director People Jennie Stephens

## **Summer Headcount**

Summer Term claims will commence from Friday 1<sup>st</sup> April for stretched claims and Monday 11<sup>th</sup> April for term-time claims. The stretched offer will run right through to Wednesday 31<sup>st</sup> August and the term-time claims will end 22<sup>nd</sup> July. Your term dates may differ so you need to communicate those to your parents.

## **2gether Golden Tickets**

The new Golden Tickets last term saw an increase of 2 year olds accessing provision. We now have a new Golden Ticket postcard being sent to eligible families. Providers Guidance is unchanged and providers need to make the same checks as previously.

## **2gether Funding Rates Summer 2016**

We were able to delay the 2 year reduction in the 2 year old funding rate but from Summer 2016 the hourly rate will be £4.88 which was agreed as part of our Funding Formula Consultation in Summer 2014. Summer 2017 is due to reduce to £4.82.

If DfE notify us of a change of EY funding rates, we will then be able to review again.

## **2gether eligibility from another Local Authority**

If you receive an eligibility letter from a parent from another Authority, please could you send a copy to the EYEF Helpdesk so that we can amend the child's record to show they are entitled to 2gether funding. This should help reduce the number of children showing as not eligible when we run our checks prior to payment of funding.

## **Early Years Action Plus Funding / EY SEN Support Funding**

If there are any reviews outstanding for this term, please submit immediately so payments can be made promptly in Summer Term. Once funding is agreed you will not receive another letter unless your request an increase or if there is a decrease in agreed funding. It will be paid termly if the review is received.

Our website has lots of useful information so please do refer to our Guidance notes if you have any queries but we have some important reminders below.

## **Early Years Entitlement Funding Team**

You cannot insist that a child attends for a minimum amount of time/sessions in excess of 2.5 hours (unless you have the 5 hour model).

All providers must have a term-time offer for 2, 3 & 4 yr olds. Stretched offers are optional.

You must have a 15 hour model for families that only want to access their funded time.

15 hours need to be shown as delivered free of charge on invoices for those parents purchasing additional hours.

The funding is not a subsidy to your hourly charges.

Providers cannot have additional conditions attached to funded time such as registration fees, purchasing of lunches or accessing holiday periods (term-time children).

Early Years Pupil Premium Information can be found at:

<https://new.devon.gov.uk/eycs/for-providers/business-finance-and-funding/early-years-pupil-premium> or <http://devon.cc/eypp>

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