

Early Years and Childcare Service
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Exeter EX2 4QD

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25 November 2016

Dear Provider/Administrator

Early Years Entitlement – Autumn term balancing payments

Headcount balancing payments have now been paid. If you did not receive a payment, please check if your forecast was greater than the termly claim. Any over payments of funding will be deducted from future payments from Devon County Council (not just EYEF payments). You can check the funding paid when the Amendment Task is sent.

The **Amendment Task** has recently been sent to you. You must record any increases/decreases for any child at your setting including joiners & leavers. **This relates to funding changes for Autumn Term 2016 only.**

DO NOT INPUT ANY DATA THAT RELATES TO SPRING 2017.

If you can input before the deadline this will help us make a start with our checking process. If you are partway through completing the task please save and only submit when you are happy that it is complete. You will be able to resubmit if needed. We have noticed in the past that some providers submitted a leaver without recalculating the hours for the term. Please check before submitting.

Forecast payment – Spring 2017 (non DCC school settings)

Forecast spring payments will be 50% of the total funding for 2, 3 & 4 year olds received in autumn term. If you know that you will have a significant variation in the number of children claiming, please let us know **by Tuesday 13th December** either by email or letter.

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 in order to receive a forecast payment. You will receive an e-mail from us requesting this. If no forecast payment request is received, you will have the full payment in March.

DO NOT INPUT ANY SPRING HOURS INTO THE PORTAL

Spring Headcount Week– 16th – 20th January 2017

Spring Term claims will commence from Monday 3rd January and end 31st March for term-time and stretched all year round claims. Part week adjustments for the beginning of term may need to be calculated for any child who attends a Monday if the funded hours cannot be offered elsewhere. The [online calculator is available online](#).

Spring Term is 12 weeks due to the late Easter. If you have claimed 14 weeks of funding in Autumn Term please bear in mind children will only have 12 weeks of funding available for Summer Term when there are over 13 weeks.

Funding rates update - See link: [Funding for 2017/18](#)

2 Year Old Funding Rates Summer 2017

Textphone: 0845 155 1020
www.devon.gov.uk

Strategic Director People Jennie Stephens

A reminder that we have our reduction of funding for 2 year olds due to be implemented for April 2017 for the 2nd year. The rate is due to reduce from £4.88 to £4.82 as agreed as part of our Funding Formula Consultation in Summer 2014. If DfE notify us of a change of EY funding rates, we will then be able to review again.

2 Year Old 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 2 year old funding.

Golden Ticket with ZZ number – please e-mail child's name, date of birth, home address, parents name and ZZ number to eyef@devon.gov.uk.

See attached link for an update for Spring Term :

[Funding for Weekends and Bank Holidays](#)

Early Years Action Plus Funding / EY SEN Support Funding

SEN payments have been made for Autumn Term. Funding for new applications will be notified shortly as will any changes requested to funding. Funding for other children will continue for Spring Term if we are in receipt of their review. If there are any reviews outstanding for this term, please submit immediately.

Tax Free Childcare is not being managed by Devon County Council. Your URN number will be on your Self-Assessment or Partnership Tax return and you can register online. For voluntary organisations, you will need your Charity number and will need to phone the Helpline. The UTR number for Schools has been updated on the Blog. This scheme will help make chargeable childcare more affordable for parents returning to work, increasing their hours or accessing training and may attract more families by offering the scheme.

This is different to the Childcare Voucher Scheme (those such as Busy Bee Vouchers) where employers have to decide to participate. This scheme will only be open to new parents until April 2018.

School Admissions is now live so can you please remind parents that they need to apply for their Reception Class place by 15th January 2017! Late applications may mean that they do not get a space at their preferred school if they are over-subscribed. Can providers check during the amendment window that we hold the correct addresses for all children as they may not have received their letter and may also not show them being in the correct catchment area for a school. Addresses must be updated when providers are advised that a family has moved.

Please ensure this is shared with the relevant staff, committee, governors who are involved with your Early Years provision. See the links and the attached 3rd page.

Can we also take this opportunity to wish you, your staff and families a very Merry Christmas and Happy New Year and we'll do it all again in 2017!

Early Years Entitlement Funding Team

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www.devon.gov.uk

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Reminder of the main Principles of Early Years Entitlement Funding

The 15 hours Early Years Entitlement must be delivered free of charge and only additional hours booked can be charged for. Providers must be transparent with regards to their fees for sessions and hours.

If your system cannot generate invoices for chargeable hours only, the deduction made for funded hours must be at your chargeable rate. The funding is not a subsidy to your hourly charges and therefore you cannot simply deduct £3.70 and charge parents the difference.

As a registered provider, every hour that you are open (Mon-Fri) between 7am and 7pm must be available as funded time (max of 10 hours per day as per DfE Framework). Lunch time can be planned as a session within your day but it must be available as free Funded time. You cannot charge for the time but you can charge for food but this must be optional.

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

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

A parent must not be charged for any hours until their full free 15 hours have been used (term time offer).

You cannot insist that a child attends for a minimum no of sessions (minimum time 2.5 hours). You may feel it is beneficial for the child but how the entitlement is used is parental choice.

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

Providers have the option of registering for 2 yr olds. Providers will also have the option of extending their funding offer to include weekends from Spring 2017. Details on the attached link:

[Funding for Weekends and Bank Holidays](#)