



# Northumberland

## County Council

### Information and frequently asked questions regarding Funded Entitlement for 2, 3 & 4 year olds.

#### Frequently Asked Questions

**1. When can a provider be added to the directory of approved providers?** Eligible providers who agree to the terms within the Northumberland Local Code of Practice ([NLCoP](#)) can be added to the list at any point during the term, however, if this is not complete before 'headcount day' of the term in which they join the list - they will not be able to receive funding until the next term.

**2. When do children become eligible for funding?**

- **3 & 4 year olds** - ALL 3 & 4 yr olds are eligible for 15 hours funded entitlement the term after their third birthday.
- **3 & 4 year old extended entitlement** - NOT ALL 3 and 4 year olds are eligible for the 30 hours funded entitlement. Parents who meet the eligibility criteria will become eligible for the funding the term after their third birthday and the term after eligibility has been established. Providers must then validated parents official 30 hour code from HMRC via [The Wizard](#) before they can apply for funding.
- **2 year olds** - NOT ALL 2 year olds are eligible for the 15 hours funded entitlement. Children who meet the eligibility criteria will become eligible for the funding the term after their second birthday. Parents of all eligible two year olds must show the provider the official confirmation of eligibility letter or 'Golden Ticket' with an eligibility reference number on before the provider can apply for funding using this number.

**3. What documentation is needed before a child can access funded entitlement?**

All eligible children **MUST** have a completed [parent declaration form](#). This gives providers consent to check eligibility and provide the information needed to claim funding from the local authority. This should be kept by the provider.

**4. Can an eligible child receive the funding at any point in the term?** Currently in place each term is something called 'headcount day' and eligible children who are attending the provision by headcount date will receive the funding for that term, 3 and 4 year old children starting after 'headcount day' will not receive funding until the next term. However, they should be given a place if this is possible within current ratios. Eligible 2 year old children (see Q2 above) will be paid for from the day they start as there are 2 headcounts for this age group. See Key dates for the Term.

**5. How many hours of funded entitlement are children entitled to?** All eligible children are entitled to 15 or 30 hours a week from the term after their second and/or third birthday. Parents can access as little or as much of the free entitlement as they choose.

**6. Does a provider have to be able to offer the full 15 hours 38 weeks of the year in order to become an approved provider?** Children are legally entitled to 15 hours 38 weeks a year and although parents may choose not to use the full offer providers should be able to provide/offer this for parents. There may be some individual instances which can be looked at on an individual basis. If a provider intends to claim funding for less than 15 hours/38 weeks then parents must be made aware of this and the potential consequences i.e. they cannot reclaim the hours lost at a different point in time.

**7. What would happen if a child leaves before or after headcount date?** Providers can request a 4 weeks' notice period from parents and they should be made aware of this when they take up their entitlement. Providers are required to pass on funding they have received for children should such a request be received from a provider where a child has moved either before or after the headcount date. This should be done directly between providers and a transfer date and payment agreed without the involvement of the Authority. Where providers cannot agree a transfer the Authority will make a decision and adjust funding at the next payment.

**8. What is the hourly rate for 2, 3 & 4 year old funded entitlement?** The current (2019/20) base rate for 2 year old funded provision is £5.20 per hour. The current (2019/20) base rate for 3 & 4 year old funded provision is £4.00 per hour. The amount a provider receives may be more or less than their normal hourly rate for fee paying parents - if lower, no extra charges can be applied for the funded hours, however charges can be applied for snacks, meals (a packed lunch option must be given) and any hours a child attends over and above their funded entitlement.

**9. How is deprivation funding allocated?**

Additional amounts are added for deprivation for 3 and 4 year olds only. Deprivation is distributed based on the deprivation level of a child's postcode via the income deprivation affecting children index (**IDACI**). For 2019/20 there are 3 deprivation bands that attract payment in the summer term 2019 A- £1.09, B-0.86, C-0.69. From autumn term there will be 2 bands A- £1.09, B-0.86. Payments will be processed at the final end of term payment. See key dates document.

**10. How is Early Years Pupil Premium (EYPP) for 3 and 4 year olds claimed?**

Providers are required to submit parents surname, date of birth and National Insurance number via headcount process (see question 11). The Local Authority will then makes checks with the DWP and providers will be made aware of eligible children. Payments at 0.53 per hour will be processed at the final end of term payment. See key dates document.

**11. What is Disability Access Funding (DAF)?**

Three and four year old children who are in receipt of child Disability Living Allowance and are receiving the free entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's early years setting as a fixed annual rate of £615 per eligible child. Children in receipt of DAF will be eligible where they take up any period of free entitlement and it can be claimed at any point in which a child takes up their entitlement. [See guidance.](#)

**12. What is the process for claiming additional funding for children with SEND?** Early Years Short Term Additional Resource (EYSTAR) via the Inclusion Fund [guidance](#).

**13. How is funding claimed?** PVI approved providers will receive login details and password along with written guidance on how to access a secure online portal to submit 'headcount' information to the Authority. Maintained schools will claim through SIMS. Please refer to the SIMS Handbook.

**14. Can a child take their entitlement at more than one provider?** Where a child attends more than one setting to receive their free entitlement, the parent should indicate via Parent Declaration form how they wish the funding to be split between the settings.

**15. What is Community/Charitable Powers?** The governing body of a maintained school has the power to provide, or enter into contracts to provide any facilities or services that will further any 'charitable purpose' for the benefit of pupils at its school, families of pupils or people who live and work in the local community. This power is in addition to governing bodies' powers and responsibilities on the control and community use of school premises.

'Charitable purposes' may cover such services and activities as:

- childcare (including before and after school and during the holidays);
- adult and family learning;
- health and social services; and
- parenting support and other facilities of benefit to the local community. Examples include access to information and communication technology (ICT), or sports facilities.

**16. Are funded places only offered during term times?** Providers who operate all year round can offer funded entitlement as a 'stretched offer'. The entitlement can be provided over more than 38 weeks at less hours per week. If a setting can accommodate this, it is the responsibility of the provider to ensure the child receives up to their full entitlement over the year 570 or 1140 hours.

**17. What would happen if the provision is not available?** (e.g. closed for holidays, election, training, staff illness) It is the responsibility of the provider to make sure funded hours are provided at another time where this is reasonably practicable. Parents must be made aware if they are being deprived of any of their free entitlement.

**18. If parents choose to take holidays or children are ill when they should receive their entitlement should the missed hours be offered at an alternative time?** This is not a requirement in these circumstances. However, providers must be aware of and follow the monitoring of attendance guidance within the NLCOP.

**19. What are the rules for staggered intakes?** Providers receiving funding have a statutory obligation to offer the full 15 hours per week over the full 38 weeks to all eligible two, three and four year olds. Providers must agree an alternative delivery model with the Authority if unable to meet the core offer.

Where, for practical reasons, a provider wishes to offer a staggered intake, they must be aware that parents need not accept the situation. In such cases written agreement must be sought from the parent in advance of the start of the term before depriving a child of their free entitlement. In cases where parents agree to a staggered intake, but would be financially disadvantaged by having to pay for childcare, the Provider has an obligation to reimburse the parent for their childcare costs.

**20. How long do approved providers remain on the directory of funded providers?**

Providers are able to remain on the list and agree to do so by accepting any changes to the NLCoP communicated to them, unless they request to be removed or they are no longer eligible ( i.e. are no longer Ofsted registered, receive an Inadequate or Requires Improvement Ofsted Inspection grade, or are unable to meet the Northumberland Local Code of Practice).

**NOTES**

- The Northumberland Local Code of Practice (NLCoP) sets out the FULL expectations for providers offering Funded Places. Approved providers must be fully aware of all the requirements within. This frequently asked questions document is to support providers understanding of common issues recently addressed and is not full guidance.
- Parents who apply for 2 year old funding and are successful in their application for a funded place, will receive a list of approved providers from which they can choose. The provider should check each child's eligibility (i.e. copy of the letter from NCC confirming they will be funded and sight of the child's birth certificate to confirm age eligibility).
- Regarding 3 & 4 year olds 15 hours, this is a universal offer. It is parental choice with all the funding as to where they place their child. (Providers must check age eligibility by sight of birth certificate)
- Regarding 3 & 4 year olds 30 hours, this is a targeted offer for working parents. It is parental choice with all the funding as to where they place their child. (Providers must check age eligibility by sight of birth certificate and valid 30 hour code)
- Sight of birth certificates should be documented in induction documentation and signed by the staff member who has viewed the certificate. This is to ensure children are eligible by their age i.e. term after their second/third birthday and provides evidence that correct procedures are being followed if an audit was carried out under the terms described in NLCoP.