



THE LONDON BOROUGH
www.bromley.gov.uk

Handbook for the Funding of:

- Free Entitlement (FE) for 2, 3- & 4-year-old year olds (Universal & Extended)
- Early Years Pupil Premium (EYPP)
- Disability Access Fund (DAF)

September 2017

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Disclaimer: Whilst every care has been taken to ensure that the information contained within this handbook is correct at the time of publication, the London Borough of Bromley cannot be held liable for any loss, damage or expense incurred as a result of information contained in this handbook

The FE Agreement & The FE Handbook

The Free Entitlement (FE) Agreement is a binding agreement between the London Borough of Bromley and the early years provider and sets out how the Free Entitlement (FE) is expected to be delivered in the Borough. It summarises the responsibilities that both the local authority and the early years provider have in ensuring that they comply with the [Early education and childcare – Statutory guidance for local authorities](#) .

Early years providers will be required to sign a new FE agreement when there are legislative changes which affect the funding.

Early years providers are defined as:-

- an early years provider other than a childminder registered on the Ofsted Early Years Register;
- a childminder registered on the Ofsted Early Years Register;
- a childminder registered with a childminder agency which is itself registered with Ofsted; or
- schools taking children age two and over and which are exempt from registration with Ofsted as an early years provider.

The Free Entitlement (FE) Handbook provides in more detail the expectation and responsibilities contained in the FE Agreement. It is an important working document which explains the local arrangements for the delivery and funding of the following entitlements:-

- 15 hour entitlement for the most disadvantaged two-year-olds (known as the 2-year-old funding)
- 15 hour entitlement for parents of 3- & 4-year-olds (known as the universal entitlement)
- 30 hours entitlement for working parents of 3- & 4-year-olds (known as the extended entitlement)
- Early Years Pupil Premium (EYPP) for 3-& 4-year-old funded children
- Disability Access Fund (DAF) for 3-& 4-year-old funded children

Neither the FE Agreement nor the FE Handbook provide guidance on how early years providers operate their private businesses, including charges for provision over and above a child's free hours. The local authority will not intervene where parents choose to purchase additional hours of provision or additional services **providing** that this does not affect the parent's ability to take up their child's 2-year-old funding or 3- & 4-year-old universal or extended entitlement.

In order to be able to offer 2-year-old funding or 3- & 4-year-old universal or extended entitlement all newly registered providers and existing providers who want to offer the 2-year-old funding or 3- & 4-year-old universal or extended entitlement for the first time (or had previously offered the entitlement but have not signed a current FE Agreement) must attend an FE Information Session, sign the FE Agreement and complete a BACS form.

Providers **will not**:-

1. be able to offer FE places unless they have attended the FE Information Session and completed all the documentation correctly
2. be able to backdate their claim to include a period when they had not taken all the steps in 1 above
3. receive any funding until the end of the term in which they make their first claim

Funded Entitlements

2-year-old funding: from the term **after child's 2nd birthday**

Parent/carer applies through Local Authority. Eligibility

Provider checks eligibility through OEYE

Eligibility criteria: Section 4.4

Universal Entitlement from the term **after child's 3rd birthday**

All children resident in England within the eligibility age range are eligible

Eligibility criteria: Section 4.1

Extended Entitlement from the term **after child's 3rd birthday**

Parent/carer applies through HMRC

Provider checks eligibility through OEFE

Eligibility criteria: Section 4.5

EYPP child receives universal entitlement for 3- & 4-year-olds

Provider identifies disadvantaged children in their setting

Provider checks eligibility through OEYPP

Eligibility criteria: Section 9.2

DAF child receives universal entitlement for 3- & 4-year-olds

Provider identifies disadvantaged children in their setting

Parent provides DWP eligibility letter for DLA

Eligibility criteria: Section 8.2

Provider area of the Bromley website & friendly URL's

Appendix C

1. Local authority responsibilities

The FE Agreement states that:

Local authorities must secure 2-year-old funding or 3- & 4-year-old universal or extended entitlement for every eligible child in their area.

The local authority should work in partnership with providers to agree how to deliver 2-year-old funding and 3- & 4-year-old universal or extended entitlement.

The local authority should be clear about their role and the support on offer locally to meet the needs of children with special educational needs and/or disabilities (SEND) as well as their expectations of providers.

The local authority must contribute to the safeguarding and promote the welfare of children and young people in their area.

2. Providers Responsibilities

The FE Agreement states that:

The provider must comply with all relevant legislation and insurance requirements.

The provider should deliver the free entitlements consistently to all parents, whether in receipt of 15 or 30 hours FE and regardless of whether they choose to pay for optional services or consumables. This means that the provider should be clear and communicate details about the days and times that they offer 2-year-old funding and 3- & 4-year-old universal and/or extended entitlement to parents, with details of their services and charges. Those children accessing the FE should receive the same quality and access to provision.

The provider must follow the Early Years Foundation Stage (EYFS) and have clear safeguarding policies and procedures in place that link to the local authority's guidance for recognising, responding to, reporting and recording suspected or actual abuse.

The provider must have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements should include a clear approach to identifying and responding to SEND. Providers should utilise the SEN inclusion fund and Disability Access Fund (DAF) to deliver effective support.

3. Safeguarding

The local authority has overarching responsibility for safeguarding and promoting the welfare of all children and young people in its area. It has a number of statutory functions under the 1989 and 2004 Children Acts which make this clear, and the 'Working Together to Safeguard Children' 2015 guidance sets these out in detail.

The provider must:

- Follow the EYFS and have clear safeguarding policies and procedures in place that are in line with local guidance and procedures for responding to and reporting suspected or actual abuse and neglect. In settings a lead practitioner must take responsibility for safeguarding; childminders must take the lead responsibility themselves. Childminders and the designated lead in settings must attend Designated Lead training every two years, taking account of any advice from the local authority on appropriate courses (EYFS 3.5). All other staff must attend training every three years. Training made available must enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. The provider must have regard to 'Working Together to Safeguard Children' 2015 guidance
- Complete and return the Section 11 self-assessment audit within timescales specified by the Early Years Quality and Funding Service. Identified actions must be implemented as soon as practicably possible

4. Eligibility

4.1 The Free Entitlement (FE) place & eligible dates

An FE place means that every eligible 2-, 3- & 4-year-old child can access a total of 570 hours of universal entitlement each year and up to 1,140 hours for 3- & 4-year-olds eligible for the extended entitlement.

Children become eligible from the term after their 2nd birthday (if they are eligible for 2-year-old funding) or the term after their 3rd birthday:

Birthday falls between:	Term funding starts:
1 st April – 31 st August	September
1 st September - 31 st December	January
1 st January - 31 st March	April

Children remain eligible for 2-year-old funding until the term after their 3rd birthday when they become eligible for the universal entitlement.

Children remain eligible for the 3- & 4-year-old free entitlement until they:

1. reach compulsory school age, i.e. the term after their 5th birthday
2. are included on a school roll and funded by the school as a pupil of the school even if this is not full time initially i.e. staggered start
3. have a deferred start date at a school of one, two or three weeks after the beginning of the normal school term as they will be deemed to be on the school roll and funded by the school as a pupil of the school for that term

Children of working parents who have successfully applied for the extended entitlement are eligible **either** from the term following the child's 3rd birthday **or** from the term following the date the eligibility code was issued (whichever is the later). Parents must reconfirm eligibility every 3 months. The child cannot take up the extended entitlement for the first time during the grace period.

Parents are able to share their entitlement between two sites in any one day and a concurrent maximum of three sites at any one time but must agree the arrangement with all the providers concerned and state on the Parent Contract how the universal entitlement hours and the extended entitlement hours are to be shared. Parents cannot access more than the term time maximums of 15 and 30 hours per week or the annual maximums of 570 and 1,140 hours.

Childminders must not claim funding for care provided by them for close family; defined as their own child, step-child, foster-child or other close relative as defined in the Childcare Act 2006 section 18.

Special notes

1. **Children attending the Pre School Specialist Support and Disability Service** are not accessing the universal entitlement and the entitlement can be claimed at another early years provider
2. **Children attending the Petts Wood Playgroup for Children with Special Needs** are accessing the universal entitlement. Their claim for the entitlement will be given priority over claims from other providers

4.2 Documentation required

Providers must obtain the following supporting documentation before allowing a child to access the 2-year-old funding or 3- & 4-year-old universal or extended entitlement and prior to including a child on a claim form – **there are no exceptions:-**

- **Proof of Age:** Providers **must** obtain a copy of a proof of age document for all eligible children for whom they are making a claim for the 2-year-old funding, universal and extended entitlement. Providers do not need to send these with their claim but **must** keep a copy and make it available if required during an audit. Providers should have sight of the original document to confirm that the photocopy is a true copy of the original. The following documents will be accepted as proof of age:
 1. Original Birth Certificate (long or short form)
 2. Certified copy of Birth Certificate (long or short form)
 3. NHS Medical Card
 4. Passport – a copy of the “bio page” of a passport **but only if you obtain written permission* of the passport holder**

*written permission to keep a copy of the “bio page” should be worded as follows:

“I give permission to [provider name] and the London Borough of Bromley to retain a copy of this page of my child’s passport for the purpose of proof of age for Free Entitlement Funding (2, 3- & 4-year-old year olds).

Signature

Print Name

- **Parent Contract:** All parents/carers **must complete and sign** a Parent Contract form in order to claim the 2-year-old funding or 3- & 4-year-old universal or extended entitlement. The parent contract is a legal document and must be signed and dated by both the parent and the provider. Any changes in total hours accessed must be added as an amendment

to the Parent Contract form. Parent Contracts **must** be retained by the provider and be made available **on request** to officers from the EYQF Service as part of the audit checks

- **2-year-old funding confirmation:** Providers **must** obtain a copy of the funding confirmation email, letter or certificate for all eligible children before offering an FE place and making a claim for 2-year-old funding. Providers must verify the eligibility code through the OEYE online checker (<https://www.cloudforedu.org.uk/oeye/bromley/provider>) . Providers do not need to send these with their claim but **must** keep a copy and make it available if required during an audit
- **Eligibility code and Parent's NI number for the extended entitlement:** Providers must verify the eligibility code in accordance with local procedures (Appendix B) **before the child is able to take up the extended entitlement** Providers must verify the eligibility code through the OEFE online checker (<https://www.cloudforedu.org.uk/oefe/bromley/provider>)

Storage of supporting documentation In either paper or digital format FE documentation should be stored securely, having regard to the authority's Data Privacy Policy and for a period of no less than 7 years. The documentation should be destroyed/deleted at the end of this period. The provider must submit the supporting documentation if requested for the purpose of local authority audits and fraud investigations.

All parents/carers must provide the following supporting documentation before accessing the 2-year-old funding or 3- & 4-year-old universal or extended entitlement or **before** being included on a claim form (whichever is the earliest date):

1. Parent Contract - Providers **must** inform parents that they are signing a legal contract and that they should acquaint themselves with the terms and conditions which are enforceable by the provider. Parents must complete a new Parent Contract each time they change their child's provider and make sure that the information provided is accurate and complete
2. Proof of age (usually a birth certificate)

4.3 Children who join/change hours during the term

Children who either join a setting or increase their hours part way through the term will be able to access the FE place/extra hours on condition that the full supporting documentation (see Section: 4.2) is in place **before** the child joins or accesses the increased hours and **before** being included on a claim form (whichever is the earliest date).

Children who join a setting or increase their hours after the final claim has been submitted will only be able to access the 2-year-old funding or 3- & 4-year-old universal or extended entitlement if the full supporting documentation (see Section: 4.2) has been provided **before** the final claim is submitted.

Exceptionally, children who move into the borough* and join a setting after the final claim has been submitted will be able to access an FE place. In this instance, providers should submit a request for an exceptional adjustment according to the procedure set out in 13.11.

**To check if a postcode is within Bromley borough enter the home postcode into <https://www.gov.uk/find-local-council>*

Children who either join a setting or increase their hours in Spring Term after the EY Census Week or are omitted in error from the Census Return will not be able to access an FE place/increased hours until the second half of the spring term. The maximum number of hours that they will be able to claim for is 75 or 90 hours, depending on the number of weeks FE is available after the half term week.

Providers should take every step to ensure that claims for FE for children who join/increase hours part way through the term do not exceed the maximum entitlement for that term/period (13.2). Providers must contact previous providers or other current providers where applicable (the Parent Contract gives providers permission to do this) to confirm that the correct notice has been given and to ascertain the amount of free entitlement still remaining for the term. The provider's claim for the funding will be at risk if these steps are not taken (See 13.3).

4.4 Eligibility for 2-year-old funding

A child is eligible for the 2-year-old funding from the term **after their 2nd birthday** if the family meets the following criteria:

- a family on benefits
- a household income of £16,190 or less
- the child is looked after by a local authority or has previously been in care
- the child has an Education, Health & Care (EHC) plan
- the child receives Disability Living Allowance (DLA)

Parents in the London Borough of Bromley should complete an online application at www.bromley.gov.uk/lam2.

NOTE: The parent can claim 2-year-old funding from the date the application is approved or from the term following the child's 2nd birthday. Before this date they will not have the supporting documents to enable you to offer the funding.

The 2-year-old funding eligibility code must be verified by the provider via the OEYE checker if the application was made through www.bromley.gov.uk/lam2, or by the certificate/letter issued by another local authority, **before** the child accesses the 2-year-old funding. If this is not done and the reference is not given the claim will be rejected.

Children continue to be eligible for the 2-year-old funding until they are eligible for the 3- & 4-year-old universal entitlement.

4.5 Eligibility for 30 hours childcare (Extended Entitlement)

A child is eligible for the Extended Entitlement from the term **after their 3rd birthday** provided the family meets the following criteria set out by the HMRC:

- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months
- This equates to £120 a week (or c.£6,000 a year) for each parent over 25 years old or £112.80 a week (or approximately £5,800 a year) for each parent aged between 21 and 24 years old and £56 a week for apprentices in their first year
- This applies whether they are in paid employment, self-employed or on zero hours contract
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months
- If one or both parents is a non-EEA national, the parent applying must have recourse to public funds

A parent will not meet the criteria when:

- one or both parents has an income of more than £100,000
- one or both parents is a non-EEA national and the parent applying does not have recourse to public funds

Parents can appeal against a decision if they disagree with the eligibility outcome as determined by HMRC. The review and appeals process is managed by HMRC. Parents can contact the HMRC Customer Interaction Centre on 0300 123 4097.

The 30 hours eligibility code must be verified by providers via the OEFE checker **before** the child is able to take up the extended free hours and before including a child on a claim form. Once an eligibility code has been successfully verified, the provider can offer the parent a place, agree a start date and include them on a claim form. Providers must not offer the extended entitlement if a child is in the grace period.

5. The Grace Period

The grace period is the time between the date a parent becomes ineligible for the 30 hours childcare and the date when their child's extended entitlement will no longer be funded by the local authority. The London Borough of Bromley will continue to fund the extended entitlement until the grace period end date (set out in table below) **unless** the child becomes of statutory school age during that time.

Date Parent receives ineligible decision on reconfirmation:	LA audit date:	Grace Period End date:
1 January – 10 February	11 February	31 March
11 February – 31 March	1 April	31 August
1 April – 26 May	27 May	31 August
27 May – 31 August	1 September	31 December
1 September – 21 October	22 October	31 December
22 October – 31 December	1 January	31 March

Parents sharing the 3- & 4-year-old entitlements between two or three providers will continue to be funded for the universal entitlement **at the provider/s of the parent's choice** as indicated on the Parent Contract/s. If the parent wants to make a change to their choice, they must complete a new Parent Contract and notify all providers concerned at least **one calendar month before** the end of the grace period end date.

The grace period may be extended for a short time in very exceptional circumstances if, for example, the parent has been forced to leave their home and paid employment or where the parent is a victim of domestic abuse or other serious crime. If a provider wants to apply on behalf of a parent for an extension, they must do so within one calendar month of the LA audit date (see above). The provider should email eyfundingmanager@bromley.gov.uk with an explanatory letter of the circumstances and the reasons why they are exceptional.

Children will not be able to access the extended entitlement during the grace period if they are not already attending the setting and accessing the extended entitlement immediately prior to the start of the grace period.

6. Flexibility

Providers are encouraged to offer flexible packages of free hours, subject to the following standards, which will enable children to access regular, high quality provision in keeping with the evidence of the benefits of doing so, whilst maximising flexibility for parents and ensuring a degree of stability for providers.

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6:00am or after 8:00pm
- a maximum of two sites* in a single day
- a concurrent maximum of 3 sites* in a single term (see 4.1)

** A child may attend, for example, a breakfast club and nursery setting based on one site, but with separate Ofsted registration, and this would be defined as one site.*

Flexible delivery of the free entitlement can also include stretching the entitlement by taking fewer free entitlement hours a week over more weeks of the year, for example just under 12 hours a week for 48 weeks of the year for the universal entitlement or around 23 hours a week for 48 weeks of the year for the extended 30 hour entitlement.

Providers need to be aware that, subject to the standards set out above,:

- there is no requirement that the 2-year-old funding or 3- & 4-year-old universal or extended entitlement must be taken on or delivered on particular days of the week or at particular times of the day
- there is no requirement that providers must be open for at least 38 weeks of the year, or that providers must offer 30 hours in order to receive funding to deliver the 2-year-old funding or 3- & 4-year-old universal or extended entitlement
- they can choose not to deliver the 2-year-old funding or 3- & 4-year-old universal or extended entitlement

In order for the authority to monitor and assess sufficiency of stretched and flexible places providers are required to:

- make information about their offer and their admissions criteria available to parents at the point the child first accesses provision at their setting
- submit a copy of their **admissions criteria** to the local authority by attaching it to the FE Agreement

7. Partnership Working

Providers must:

Work in close partnership with parents and/or carers to agree how a child's overall care will work in practice when free entitlement is shared across different providers. Providers may want to build a local network of contacts to help them improve their offer to parents. Others may want to create new opportunities by joining up with local providers to create a joint offer that is appealing to parents. Providers should consider joining their local Early Years Partnership Hub.

Work in partnership other providers to improve provision and outcomes for children by sharing information about the child's learning and development with other EYFS settings the child attends.

Review children's progress between age two and three and provide parents and/or carers a short written summary of the child's development in the prime areas. This progress check must identify the child's strengths and any areas where they child's progress is less than expected. If there are significant emerging concerns, or an identified special educational need or disability, practitioners should develop a targeted plan to support the child's future learning and development involving parents and/or carers and other professionals as appropriate. Practitioners must discuss with parents and/or carers how the summary of development can be used to support learning at home.

Consider whether a child may have a special educational need or disability which requires specialist support. Practitioners should link with, and help families to access relevant services.

Keep parents and/or carers up-to-date with their child's progress and development.

Address any learning and development needs in partnership with Practitioners, parents and/or carers, and any relevant professional.

Liaise with local statutory children's services agencies, and with the Bromley Safeguarding Children Board.

8. Special Education Needs & Development - SEND

8.1 SEND and Inclusion

Early years settings should ensure that a child's right to be included is at the heart of their practice by fully implementing the Early Years Foundation Stage framework and guidance. The SEND Code of Practice 2014 acknowledges the benefits of early identification – identifying needs at the earliest point and then making effective provision improves long term outcomes for children.

The SEND Code of Practice stresses the importance of working with parents and parents participating as fully as possible in decisions and being provided with the information and support necessary to enable participation in these decisions. When a setting identifies a child as having SEN they must work in partnership with parents to establish the support that the child needs.

Parents should always be consulted and kept informed of any actions taken to help a child and of the outcome of actions.

All eligible early years providers must:

1. provide inclusive services which include identifying a provision-based SENCO and operate within an inclusion policy in line with the SEND Statutory Guidance and the Equalities Act 2010. Providers must make reasonable adjustments, including provision of auxiliary aids and services for children with disabilities, to prevent them being put at a substantial disadvantage. This duty is anticipatory.
2. promote equality of opportunity through all their policies, procedures and practices.
3. provide a safe and secure environment for children and have up-to-date child protection and safeguarding policies and procedures in line with local and national guidelines and legislation.

Providers have access to the Bromley Specialist Early Years Education Services and there is an expectation that providers will work closely with professionals from Education, Health and Care (EHC) to ensure best outcomes for children.

A wide variety of information, support and advice is available on the Bromley Local Offer website: <https://bromley.mylifeportal.co.uk/earlyyearsspecialist> and the Provider Portal: www.bromley.gov.uk\childcareproviders.

In addition, **for initial advice and support** providers can contact the Outreach & Inclusion Team directly on 020 8315 4739 or outreachandinclusion@phoenixsch.org.uk or Sensory Support on 01689 889850 or Sensory.Support@bromley.gov.uk.

To refer an individual child into Bromley Specialist Early Years Education Services providers should complete the referral form available on the Local Offer website and on the Provider Portal.

8.2 Disability Access Funding (DAF)

A child is eligible for the Disability Access Funding if they meet **both** of the following criteria:

- the child is in receipt of child Disability Living Allowance (DLA); and
- the child receives universal entitlement for 3- & 4-year-olds

Four-year-olds in primary school reception classes are not eligible for DAF funding.

Children do not have to take up the full 570 hours of universal entitlement in order to receive the DAF. Children in receipt of the DAF will be eligible when they take-up any period of free entitlement. DAF is paid to only **one FE provider per child year**.

The parent declaration form has a tick box for parents to indicate if the child is in receipt of DLA. The provider will be entitled to receive a one-off payment of £615 per year. The DAF is not based on an hourly rate and is an additional entitlement. Payment in any further years will not be automatic - the parent must provide evidence on an annual basis and the process must be repeated every year.

The DAF is payable as a lump sum once a year per eligible child. If a child eligible for the DAF is **splitting the FE** across two or more providers, local authorities should ask parents to nominate the main setting. This setting will be where local authorities should pay the DAF for the child.

If a child receiving DAF **moves from one setting to another within a year of the original claim**, the new setting is not eligible to receive DAF funding for this child within the same 12 month period. DAF funding received by the original setting will not be recouped.

In cases where a child who lives in one authority area attends a provider in a different local authority, the provider's local authority is responsible for funding the DAF for the child and eligibility checking.

Claiming DAF

1. Providers ask parents of children qualifying for DLA to provide evidence of their child's entitlement – this should be a letter from the DWP confirming that the child is eligible for DLA for the period of the term in which they are claiming e.g. if claiming in January 2018, the DLA eligibility covers at least the period including March 2018 (you will see that half way down the first page it says “keep this letter safe because it is proof of your entitlement”)
2. Providers must email a copy of the letter **and** a copy of the child's birth certificate **and** the Parent Contract to eyclaims@bromley.gov.uk (please request a secure email for the purposes of sending this information) and state that they are claiming the DAF
3. The DAF payment will be made to the provider (a single payment for 12 months) if EYQS officers are satisfied that the correct documentation has been provided
4. The parent/carer must provide confirmation of eligibility for DLA every year for the provider to claim

Special note: Information about whether a child is in receipt of Disability Living Allowance is sensitive personal data which should be handled appropriately. See section 18 Data Privacy.

9 Social mobility and disadvantage

9.1 Provider's Responsibilities

The provider should ensure that they:

1. have identified the disadvantaged children in their setting as part of the process for checking EYPP eligibility
2. use EYPP and any locally available funding streams or support to improve outcomes for this group
3. evaluate the impact of the EYPP funding on outcomes for children
4. access training to upskill staff to improve outcomes for children.

9.2 Deprivation Supplement

The **Deprivation Supplement** is awarded each financial year in two ways:

1. An additional supplement of £0.30 per funded hour for each child attending the setting and claiming 3- & 4-year-old **universal** entitlement (rate correct as at April 2017). Deprivation supplement is not payable on the 3- & 4-year-old extended entitlement. It is determined by the EYQF Service based on the post codes of 3- & 4-year-old children claiming the Universal entitlement at the provision at the time of the Early Years census in Spring Term (see11.3). The calculation is made before the start of the financial year so that it can be paid from and including the Summer Term payment. Eligibility for the supplement can change year-on-year depending on the cohort of children claiming the universal entitlement at the time of the Early Years census (11.3)
2. an additional supplement of £1.47 per funded hour for all children eligible for EYPP(rate correct as at April 2017).

This means that all children eligible for EYPP will receive an additional supplement of £2.00 per hour which is made up of EYPP (£0.53) and deprivation supplement (£1.47).

Special note: Information about whether a child is in receipt of Early Years Pupil Premium is sensitive personal data which should be handled appropriately. See Data Privacy, section 18.

10 Quality

The Early Years Foundation Stage (EYFS) statutory framework is mandatory for all schools that provide early years provision and Ofsted-registered early years providers in England. The EYFS sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe.

All early years providers must:

- Work with the EYQF Service to maintain and develop their EYFS practice and implement recommendations for improvement
- Develop and maintain a Workforce Development Training Plan for their provision which will provide their staff with the opportunity for appropriate continued professional training and development, including qualifications
- Share information on each child's learning and development with other EYFS settings a child attends and their receiving school through a transition document
- Review children's progress when they are aged 2- 3 years old and provide parents and/or carers with a short written summary of their child's development in the prime areas, share this information as part of the integrated health and education review
- Assess children's learning and development and keep parents and/or carers up-to-date with their child's progress
- Address any learning and development needs of the children in partnership with parents and/or carers, and any relevant professional
- Take part in moderation activities specified by their local authority and provide the local authority with such information relating to the EYFS profile and assessment as they may reasonably request

11 Business Planning

11.1 The FE timetable

The FE timetable for 2017/2018 is as follows:

Term	Claims Due	Claims Paid	Latest Submission	Late Claim Payment
Autumn Advance 2017	14-Jul-17	08-Sep-17	11-Aug-17	06-Oct-17
Autumn Final 2017	03-Nov-17	08-Dec-17	01-Dec-17	05-Jan-18
Spring Advance 2018	17-Nov-17	05-Jan-18	15-Dec-18	02-Feb-18
Spring Final 2018	16-Feb-18	23-Mar-18	16-Mar-18	20-Apr-18

The timetable is also available on <http://www.bromley.gov.uk/childcareproviders> and on the “Important Dates” tab of the FE claim form.

11.2 Late, incomplete, inaccurate or unsecure claims

Late, incomplete, inaccurate or unsecure claims will be dealt with as follows:

1. Payment of claims submitted after the “claims due” date will be made by the “late claim payment” date as detailed in the FE Timetable
2. Claims which are fundamentally incomplete or inaccurate will be rejected. Providers will be advised by email and must resolve any queries within 10 working days of receipt of notification of an issue arising and the claims due and latest submission dates will be applied regardless of the circumstances
3. Errors on the final claim regarding individual children will be rejected. The EYQF Service will process and pay the claim **minus the hours relating to any child/children with incorrect details**. The EYQF Service will notify providers by email that the hours relating to child/children have been removed from a claim. Providers will be given an opportunity to claim for these hours under the request for an exceptional adjustments procedure (see 13.11)
4. Claims sent unsecure to the EYQS will be deleted and providers will be notified by email that they must resend their claim securely
5. Subsequent or amended claims will not be accepted (unless specifically requested by the EYQS) and will be rejected. Errors and omissions will be dealt with as set out above

6. Advance claims received after the “Latest Submission” date will not be processed and the provider will have to make a final claim only for the term
7. **Providers who submit final claims after the Latest Submission date** will be reported to the Head of Service, Early Years, School Standards and Adult Education. The provider will be required to confirm that they have taken appropriate steps to improve the administration of their claiming process in order to avoid the late submission of claims in the future. The final claims will be processed and paid only when the Head of Service is satisfied that the provider has implemented the improvements

11.3 Early Years Census

The DfE Early Years Census is a statutory census that takes place every **January** (in the week of the 3rd Thursday). Childcare providers offering the 2-year-old funding or 3- & 4-year-old universal or extended entitlement **must** complete the statutory census by law. Any exceptions to this must be confirmed by the EYCQS. The Early Years funding received from the DfE is based on information supplied in the Early Years Census so it is vital that providers make sure that the information they provide is complete, accurate and submitted in accordance with the following timetable:

Census	Census week	Establishment Data Submission Date	Child Data Submission Date
Early Years Census 2018	15 th – 19 th Jan 18	26 th Jan 18	29 th Jan 18

Providers must record the normal situation during the census week. Staff and children who are **temporarily absent** during the census week, e.g. sick or on holiday, **must be included** on the census. If the setting is **temporarily closed**, providers must record the situation which would have applied during the week as if the setting was open.

All Census Returns must be sent securely to eycensus@bromley.gov.uk. An automated email will be generated by the mailbox and providers should retain this email as it is their confirmation that their email has been received by the EYQS. A further email will be sent confirming that the Census Return has been accepted or rejected.

Providers will be advised by email of any new or changed data items that must be collected for the Early Years Census as determined by DfE Early Years Census Guidance to Local Authorities.

Cross-border comparison of claims is carried out in the Early Years Census to check for claims exceeding the maximum entitlements. See 13.3 & 13.4.

12. Charging

Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional services.

Providers must not:-

1. charge parents “top-up” fees (the difference between a provider’s usual fee and the funding they receive from the local authority to deliver the 2-year-old funding or 3- & 4-year-old universal or extended entitlement)
2. require parents to pay a registration fee as a condition of taking up their child’s 2-year-old funding or 3- & 4-year-old universal or extended entitlement

Providers should ensure that:-

- they deliver the free entitlements consistently, so that all children accessing any of the free entitlements receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables
- they are completely transparent about any additional charges, for example, for those parents opting to purchase additional hours or additional services, or consumables, such as nappies, sun cream, trips or yoga
- all parents, including disadvantaged families, have fair access to the 2-year-old funding or 3- & 4-year-old universal or extended entitlement, which must be delivered completely free of charge
- if they charge parents a deposit to secure their child’s FE place, the deposit is refunded in full to parents within a reasonable time scale
- they publish their admissions criteria and ensure parents understand which hours/sessions can be taken as free provision
- they work with parents to ensure that, as far as possible, the pattern(s) of hours are convenient for parents’ working hours
- they make sure that their invoices and receipts are clear, transparent and itemised allowing parents to see that they have received their child’s free entitlement completely free of charge and understand fees paid for additional hours or services
- they make sure that their full details are included on invoices and receipts so that they can be identified as coming from a specific provider

13 Funding

13.1 FE rates and supplements

Providers will receive £4.70 per hour for all eligible 3- & 4-year-old children and £6.00 per hour for all eligible 2-year-olds. A deprivation supplement of £0.30 per hour will be paid where applicable (see 9.2 for more detail).

The FE Timetable and the arrangements for late or incomplete claims are set out under Section 11 Business Planning.

13.2 Claim forms

The FE claim form is one Microsoft Excel spreadsheet document, which combines the 2-year-old entitlement, 3- & 4-year-old universal entitlement, 3- & 4-year-old extended entitlement, Early Years Pupil Premium (EYPP) and Disability Access Funding (DAF). Providers are expected to complete the forms using the format in which they are produced (Microsoft Excel) and to return them in that format. Handwritten forms and pdf files will not be accepted. Providers should continue to use the latest generic claim form unless they are notified that a new version is to be introduced. In this case a new version of the FE Claim form will be sent prepopulated by secure email.

Claims must be submitted on the FE claim form as whole weeks only. If a setting is open for a part week, e.g. the term begins or ends part way through the week or a child leaves or joins partway through a week, an average weekly attendance must be calculated. There is a calculator tab on the claim form and this should be used to work out an average weekly attendance over the full term. This is only a calculator. The resulting average hours must be entered by the provider on the data sheet.

All claims for the free entitlement must be sent by secure email to:

eyclaims@bromley.gov.uk Providers must reply to the Egress Switch secure reminder email and attach their completed FE claim form. Claims will be deleted immediately and not processed if they are not sent securely – the sender will be notified by email that this action has been taken. An automated email will be generated by the mailbox and providers should retain this email as it is your confirmation that the email has been received by the EYQS. A further email will be sent confirming that the claim has been accepted or rejected.

Providers must enter the following information on every claim for the 2-year-old funding and the 3- & 4-year-old year old universal and extended entitlement:

1. legal surname and legal first name
2. chosen names – only if different from the legal name
3. gender
4. address, town and full post code (add Yes to box if this is a new address)
5. Ethnicity code, as defined by the parent. Codes can be found on the provider portal (www.bromley.gov.uk/childcareproviders) by clicking on ‘Funding’ and ‘Resources & Forms’.
6. The 2YO funding reference (and name of the issuing Local Authority if not Bromley)
7. The 30 hours reference obtained from OEFE checker and parent’s NI number
8. EYPP reference obtained from OEYPP checker, if applicable
9. DAF reference obtained from the EYQS Team, if applicable

The maximum weeks/hours which providers can claim in each term and the national term dates are set as follows:

			<u>15 hours</u>	<u>30 hours</u>
Summer Term	1 Apr – 31 Aug 2017	= 13-22 weeks	=245.88 hrs	=491.76 hrs
Autumn Term	1 Sep – 22 Dec 2017	= 14-16 weeks	=178.82 hrs	=357.65 hrs
Spring Term	1 Jan – 31 Mar 2018	= 11-13 weeks	=145.30 hrs	=290.59 hrs
Total		= 38-51 weeks	= 570.00 hrs	=1,140.00 hrs

13.3 Claims exceeding the maximum

Claims for a child for more hours than the term maximum will be rejected. If the error is on the advance claim, the correction will need to be made on the final claim. If the error is on the final claim, the provider will be notified and asked to amend and resubmit their claim. If the provider fails to do this within 10 working days of the request, the child/hours will be removed from the claim and the remainder of the claim will be processed. If, following this, the provider has a valid claim which does not exceed the maximums and wants to pursue their request for funding they will need to make a request for an exceptional adjustment (see section 13.11).

If there is a duplication of claims for a child from two or more providers which together exceed any of the funding maximums; the providers will be asked to confirm if they want to withdraw, amend or continue with their claim. If providers do not want to withdraw their claim, they **must** provide copies of the Parental Contract; Proof of Age and Leavers Form within 10 working days of the request to do so. If the matter can be resolved at this stage; the claims will be processed and payment made for the child/hours. If the matter remains unresolved and providers cannot agree on how the hours are to be shared; claims for the providers involved will be reduced by the hours relating to that child and no payment will be made for the child. Providers must then make a request for an exceptional adjustment if they want to pursue their claim for funding (see section 13.11).

If a claim is received after the due date (see 11.1) and it includes a child for whom a claim has already been made by another provider (and their claim was received on time and approved for payment) the apportionment process will **not** be applied and the claim for that particular child will be rejected or paid only in respect of the balance of hours not claimed by another provider.

13.4 Cross-border comparison during Census

Cross-border comparison of claims is carried out in the Early Years Census

(see 11.3) and providers will be notified if there are any duplicate claims. Providers must submit the following documentation within 10 working days of being requested to do so (unless they withdraw their claim to the funding):

1. the existing Parent Contract
2. a new Parent Contract (if applicable)
3. copy of the proof of age

If a provider fails to submit this documentation within the specified period they will forfeit their right to any of the funding for that particular child in Spring Term. Agreement on sharing the funding will be negotiated between the local authorities and their decision will be final.

13.5 Payments

Payments will only be made electronically by Bankers Automated Clearing Services (BACS). The bank account **must** be a separate account for the childcare provider's business income and expenditure – it does not have to be a business account. Funding for the 2-year-old funding or 3- & 4-year-old universal or extended entitlement will not be paid to an individual's personal bank account. Changes to the bank account details must be notified to the **EYQF Service** using the BACS Details Form available on the provider portal www.bromley.gov.uk/childcareproviders. Click on Funding, the form is under Resources & Forms.

Funding is paid in two instalments each term - an advance of 70% based on an estimated take up in the term (Advance Claim) and a final payment based on actual take up during the term (Final Claim).

From September 2018 providers will have the option to be paid in monthly instalments if they prefer.

The balance of funding for the term, i.e. approximately 30% (plus or minus adjustments) will be calculated and paid based on the claim for the term's **actual** attendance submitted by the provider and verified by the EYQF Service. This Final Payment will include adjustments for the whole of the term, e.g. reductions or increases in free hours claimed and children leaving or joining

the provision during the term. It will also include any changes arising from duplicate claims queries.

Adjustments including overpayments will be recovered by the EYQF service wherever possible by adjusting the next payment due in respect of the advance and/or final claim payment. If this cannot be arranged, repayment must be made to the EYQF by cheque or bank transfer within 10 working days of the request for the money. Instructions on how to pay will be included in the request for payment. If the overpaid amount is not returned within the required time an invoice will be raised requesting payment by a final deadline date. Failure to make the payment by the final deadline date may result in legal action to recover the amount owed.

Childminder agencies must notify the EYQF service whether the funding for the FE places is to be paid directly to the individual childminders registered with them or if it is routed to the childminder through the agency. Childminder agencies **must not** retain any part of the funding claimed by childminders registered with the agency to deliver FE places.

13.6 Children leaving a setting

When a child leaves a setting the provider must notify the EYCQS within 3 weeks of a child's last day of attendance using the online leavers form on the provider portal www.bromley.gov.uk/childcareproviders by clicking on 'Funding' then 'Resources & Forms'.

The only exception to this are children who leave the setting at the end of the academic year to start school in September. These are entered on the school leavers tab on the Summer Term final claim form.

Providers must ensure that their claim reflects correctly the period when a child is attending their setting and they should not claim for any period in which the child is no longer attending the setting.

If a child fails to attend a setting without the parent providing a reason or giving prior notice; providers must follow this up formally without delay. This is a safeguarding issue as well as a funding issue (see Section 3).

13.7 Sickness Absence

Short term absences of children during the funding period due to sickness, arriving late or leaving early and family emergencies will be funded. Providers must ensure that all absence is recorded correctly and promptly in the attendance register. Providers must ensure that parents understand that the funding will not automatically continue if a child is absent from the setting for an extended or recurrent period. Providers need to be aware that FE funding will be at risk if they do not hold sufficient evidence to support the absence.

Sickness absence which is recurring or for an extended period; providers do not need to obtain confirmation from the EYQS to claim funding for the period but are required to:

- fully document the circumstances of extended or recurring sickness periods and keep a copy of all correspondence, notes of meetings, action plans, telephone calls etc. Supporting documentation must be provided within 10 working days if requested for audit purposes
- be mindful of the safeguarding implications of prolonged or recurring absence periods (see section 3)

13.8 Holiday Absence

Absence relating to holiday, trip/visit or non-short term family emergency; parents must notify the provider in advance of the holiday absence and the provider must confirm that they will “hold” the FE place. The maximum period for which a place can be held is three weeks in any single term. Providers will not be able to claim funding for holiday absence that exceeds the three weeks for any reason. If a child is on holiday for more than 3 weeks, providers must reduce the number of weeks claimed by the number of weeks exceeding the 3 week maximum and, if appropriate, charge parents/carers the full fees for the time which exceeds the three weeks.

13.9 Closures due to bank holidays, emergencies etc.

Providers are allowed to claim for bank holidays which fall within both the period when the setting is open and when the setting are claiming the free entitlement – this applies to the stretched entitlement as well as term time only.

Closures as a result of an emergency or a situation beyond the provider’s control (e.g. severe weather conditions, flooding, power failure and local or national elections); Providers can claim funding for closures but must notify the EYQF Service either before (if it is planned) or within one working day of the closure. The EY Funding Manager will confirm whether or not the provider is entitled to continue claiming the FE funding during this period.

Closures for staff training or staff holidays or any other planned closure (which is within the provider’s control); Providers will not be allowed to claim funding in these circumstances.

13.10 Discontinued FE places through opt out or Closure

Providers must inform the EYQF Service if they decide to withdraw from delivering 2-year-old funding or 3- & 4-year-old universal or extended entitlement as soon as is practicably possible. Providers are advised to contact parents/carers in writing, giving them a reasonable period of time to enable them to make alternative arrangements.

Providers who withdraw from delivering FE places and later decide to re-join the scheme must attend an FE Information Session and follow the same process as newly registered providers (see page 3).

Providers planning to sell or close their childcare business and who are receiving funding for FE places **must** notify the EYQF Service as soon as reasonably practicable funding monies must never be transferred between owners. The new owner cannot assume that they will be allowed to offer FE places; they must follow the procedure set down for new providers(see page 3).

13.11 Exceptional Adjustments (previously known as Appeals)

An early years provider will be permitted to make a request to the Early Years Panel for an exceptional adjustment if they have made an error or an omission on their claim form, they have provided a FE place for a child who has moved into the borough from another borough (and started at the setting after the final claim was submitted) or they have an unresolved apportionment query (see section 13.3)

A request for an exceptional adjustment is to be submitted by secure email to eyfundingmanager@bromley.gov.uk within the specified deadline dates (11.1) **with** the following documentation:

1. An email advising of the error or omissions made and an explanation as to why it is a valid claim
2. Fully completed and amended claim form for the term showing the correct hours
3. Copy of the signed and dated Parent Contract form(s), proving that the hours and the start date have been approved by the Parent/Carer
4. Copy of the proof of age

The following documentation is also required if the request relates to a child:

1. **Who has moved into the borough after the final claim was submitted:** a valid confirmation (preferably a legal document) of the change of address and the date of the move
2. **If the claim is to support an unresolved apportionment query,** the provider must provide:
 - a. additional supporting evidence to show that the parent has reached an agreement with all providers concerned regarding how the hours are to be apportioned/shared
 - b. a new Parent Contract form showing the correct arrangement between the providers
 - c. copies of the attendance register from the beginning of the funding block to prove the attendance for those hours

When there is no confirmed mutual agreement between the providers to share the funded hours the EYQF Service retains the right to decide how the funding will be apportioned.

A request will not be considered by the panel unless all of the documentation is provided by the deadline date. Providers will be informed if their request is not complete and will be given an opportunity to complete their request correctly.

The Early Years Panel will meet to make a decision and the outcome will be emailed to the provider by the EYQF service. The decision of the Early Years Panel is final. The Early Years Panel will include:

- A representative from the EYQF service
- A representative from the Quality Improvement team
- The Head of Schools & Early Years Commissioning & Quality Assurance or a representative of that post

14. Compliance

The EYQF Service has a duty to ensure that there is clear accountability for anyone in receipt of public funding and will carry out checks and/or audits on providers to ensure compliance with the requirements of delivering the FE funding.

The provider must cooperate fully with the London Borough of Bromley in relation to financial audits and, if reasonably requested, make available for inspection copies of the accounts and records that relate to eligible children within 10 working days of being requested to do so. Further requests for documentation or queries arising must also be fulfilled or responded to within 10 working days. Documentation can include supporting documentation for the claims, invoices, registers, bank statements and insurance certificates. The EYQF Service reserves the right to contact other teams within the London Borough of Bromley with any matters arising from an audit.

The purpose of the audit is to:

- monitor the accuracy of the claims, highlight any discrepancies and make appropriate recommendations
- ensure that providers are adhering to the requirements of the Department for Education's **"Early education and childcare Statutory guidance for local authorities March 2017"** and to the **"London Borough of Bromley handbook for the Provision of Free Entitlement September 2017"**

The EYQF Service will raise any queries with the provider and, where there are discrepancies, the provider may be required to repay any overpayment or unsupported payment and be removed from the List of Providers and may not receive future funding.

The EYQF Service may contact parents/carers whose children are attending a provision where the FE is claimed to confirm their child's attendance, the number of hours accessed, that they have received the FE place and have not been charged for any part of the free hours and have been provided with invoices which clearly show charges for extra time/activities (see section 12).

15. Termination and withdrawal of Funding

A registered provider will be excluded from providing FE places if they fail to meet the eligibility requirements set out in the “**Early education and childcare Statutory guidance for local authorities March 2017**”, or refuse to sign the FE Agreement.

Any provider who was previously rated Outstanding or Good by Ofsted but is then rated Requires Improvement/Inadequate at inspection **will not** be able to accept **new 2-year-old funded** children in the following term and until they achieve an outcome above Requires Improvement except at the discretion of the EYQF Service. The EYQF Service will notify the provider of this decision by email to their finance contact email address

Any provider who was previously rated Outstanding, Good or Requires Improvement by Ofsted but are then rated Inadequate at inspection **will not** be able to accept **new 3- & 4-year-old funded** children in the following term and until they achieve an outcome above Inadequate. The EYQF Service will notify the provider of this decision by email to their finance contact email address

In both these situations, providers must inform parents/carers of all future eligible children (using the format letter provided by the EYQF) that they cannot offer 2-year-old funding or 3- & 4-year-old universal or extended entitlement to children not currently accessing an FE place at the setting until they achieve a higher Ofsted outcome.

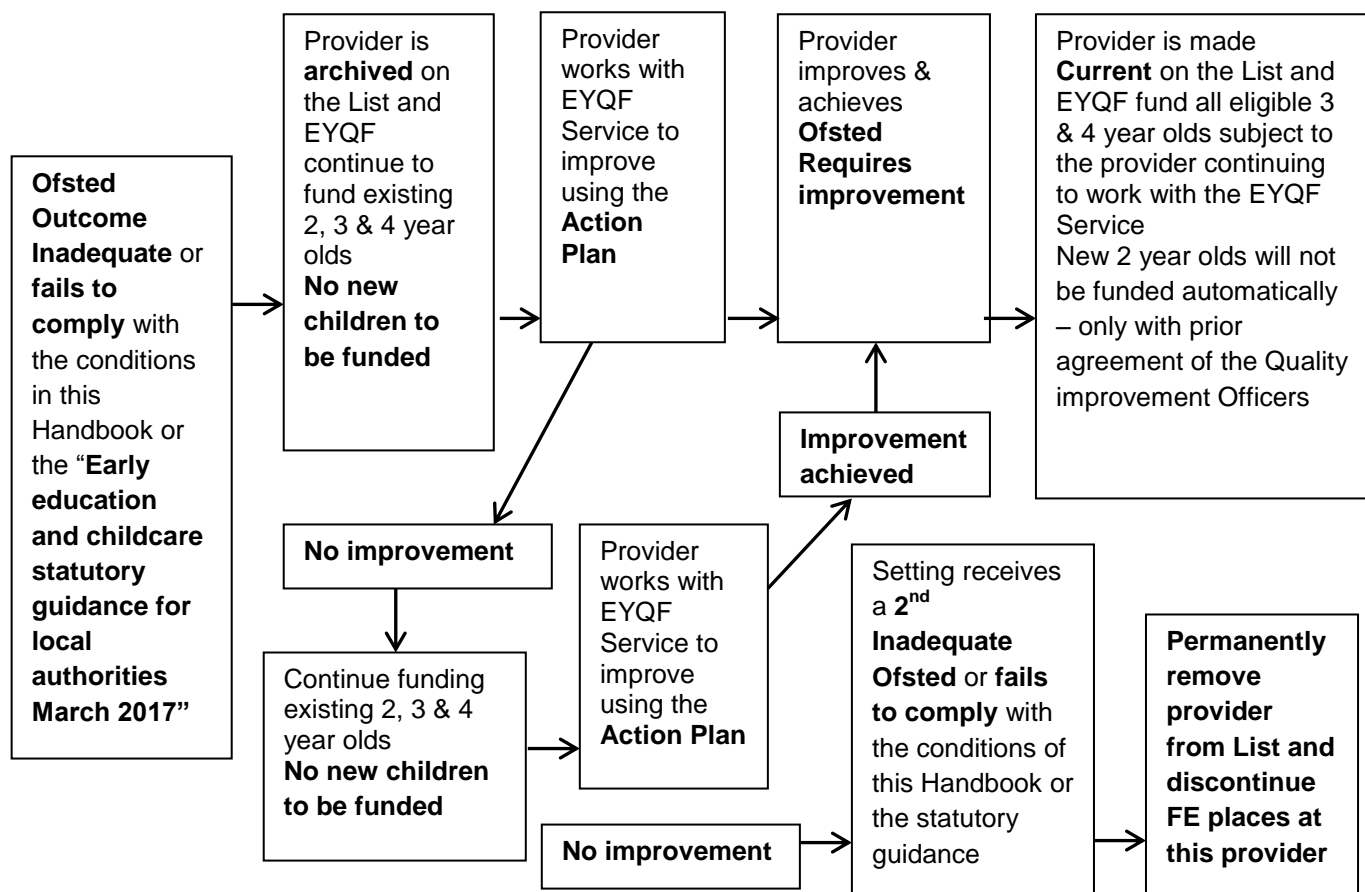
All providers receiving an Inadequate Ofsted outcome will be archived on the early years database and will not appear on the Bromley website as a current provider of early years provision.

16. Appeals Process (Exclusion from FE List)

A provider will be excluded from providing FE places to any new children if the provision:

- receives a second Inadequate Ofsted judgement and fails to comply with the requirements set out in the FE Handbook (See section 10 Quality)
- fails to comply with the conditions in this handbook or the “**Early education and childcare Statutory guidance for local authorities March 2017**”
- is deemed by the EYQF to be failing to meet their responsibilities in respect of Fundamental British Values, which are defined as democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs and views or theories contrary to established scientific or historical evidence and explanations, which is defined as the presentation of creationism as fact

The process for excluding a provider from providing FE places is as follows:



If the decision is taken to permanently exclude the provider from providing FE places, a written explanation of the decision will be sent to the registered person as notified to the London Borough of Bromley by Ofsted and by email to their finance contact email address.

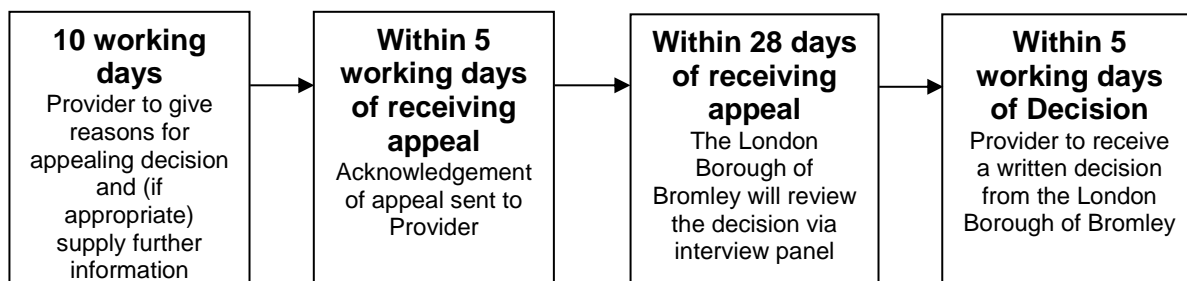
If a provider is permanently excluded, from providing FE places

Providers will continue to receive funding for all existing eligible 2-, 3- and 4-year-olds claiming an FE place at the setting, i.e. children who are receiving the FE places at the time the provider is permanently excluded, for the remainder of the term in which the decision is made. Providers **will not** be able to offer FE places to any new children during this time (regardless of the circumstances). This will give the provider sufficient time to submit an appeal (see below).

Providers must inform parents/carers of eligible children (using the format letter provided by the EYQF) that they have been excluded from the scheme and cannot offer FE places to children beyond the end of the term.

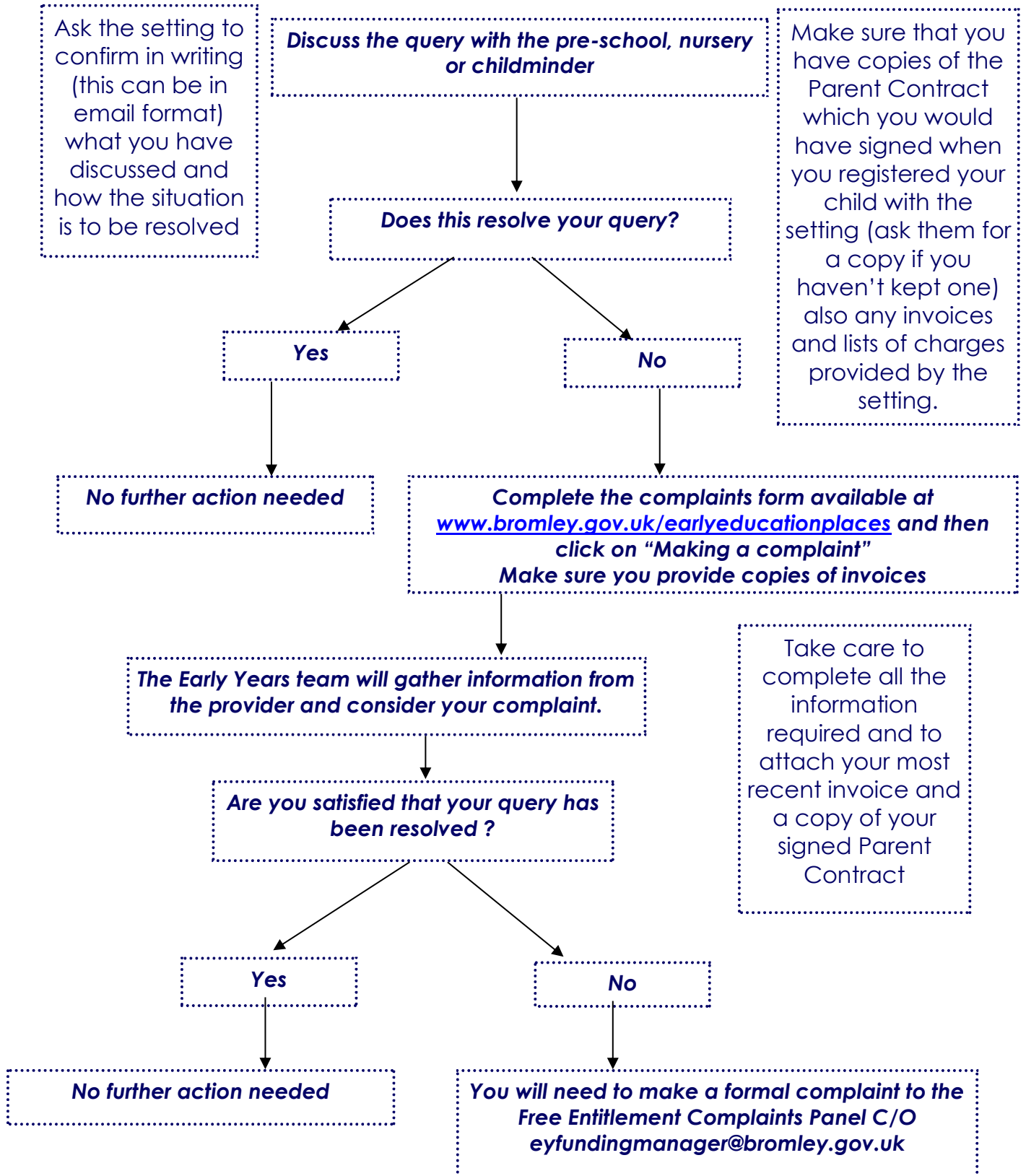
The EYQF Service has an appeals process for providers who are dissatisfied with the London Borough of Bromley’s decision to exclude the provider from providing FE places as follows:

- the provider to send in writing (within 10 working days of decision) reasons for the appeal and, where appropriate, documentation in support of the challenge to the decision. The provider will remain archived on the early years database and will not appear on the website. The appeal should be addressed: “FAO Early Years Funding Manager, Early Years Quality & Funding Team, 3rd floor, Central Library, High Street, Bromley BR1 1EX”
- the London Borough of Bromley will send a letter in acknowledgement of the appeal within five working days of receipt of the appeal
- a panel of three London Borough of Bromley officers, (not involved in the original decision to remove the provider from the List of Providers) will review the decision through a panel interview using supporting documentation, where appropriate, within 28 working days of receiving the appeal
- within five working days of the panel’s decision, the complainant or provider will receive a copy of the written decision from The London Borough of Bromley



17. Complaints Process

The Council's complaints procedure for parents who are not able to resolve their concern directly with the provider where the parent is not satisfied that their child has received their free entitlement in accordance with the legislation or as set out in the FE Agreement and in Early Education and Childcare Statutory Guidance for Local Authorities is set out here:



The London Borough of Bromley has a corporate complaints procedure that providers can access if, after an appeal has been heard, the provider is dissatisfied with the decision. Full details of how to make a complaint and the processes that follow can be found at: <http://www.bromley.gov.uk/complaints>

Providers/complainants can make a complaint to The Local Government Ombudsman if they are not satisfied with the way their appeal has been conducted. Such complaints will only be considered once the local appeals process has been exhausted. The Local Government Ombudsman is a person who investigates complaints against local authorities.

For free advice and details about how to make a complaint:

Contact details:

The Local Government Ombudsman, Po Box 4771, Coventry, CV4 0EH

Local Government advice team tel.: 0300 061 0614 (advice line)

web: www.lgo.org.uk

18. Data Privacy

Data privacy must be taken seriously by early years providers. The Data Protection Act 1998 puts in place certain safeguards regarding the use of personal data by organisations, including early years providers. The Act gives rights to those (known as data subjects) about whom data is held, such as children attending your setting, their parents and your staff.

In brief, the Data Protection Act requires early years providers to:

- process personal data fairly and lawfully
- process personal data only if you have a legitimate basis for doing so, and that any processing must be fair and lawful
- ensure you only collect the personal data you need for the purposes you have specified and that it is sufficient for the purpose for which it was collected
- ensure the accuracy of the personal data you process and ensure that it is kept up to date where necessary
- retain personal data no longer than is necessary for the purpose you obtained it for
- have appropriate security to prevent the personal data you hold being accidentally or deliberately compromised. In particular, you will need to:
 - a. design and organise your security to fit the nature of the personal data you hold and the harm that may result from a security breach
 - b. be clear about who in your organisation is responsible for ensuring information security
 - c. make sure you have the right physical and technical security, backed up by robust policies and procedures and reliable, well-trained staff
 - d. be ready to respond to any breach of security swiftly and effectively

A 'privacy notice' is a good way to be able to meet data subject's rights as they can be used to explain to parents, children and staff how their data is being used. It is recommended that the privacy notice be included as part of an induction pack for staff and be put on the provider's website for parents, as well as potentially featured on the staff notice board/intranet. They do not need to be issued on an annual basis as long as new parents and staff are made aware of the notices and they are readily available electronically or in paper format.

In general terms, a privacy notice should state:

1. your identity and, if you are not based in the UK, the identity of your nominated UK representative.
2. the purpose or purposes for which you intend to process the information.
3. any extra information you need to give individuals in the circumstances to enable you to process the information fairly.

Special note: more information on data protection can be found on the Information Commissioners Office (ICO) website <https://ico.org.uk/for-organisations/guide-to-data-protection>

Appendix A Parent Contract

BROMLEY EARLY YEARS PARENT CONTRACT

This form must be completed **before** your child can access their Free Early Education for 2, 3 & 4 year olds, 30 Hours Funded Childcare, Disability Access Fund or Early Years Pupil Premium for 3 & 4 year olds



All Early Years Providers are required by law to keep a record of children's' details who are claiming Free Early Education. Completing this form and showing a copy of your child's birth certificate is a condition of your child receiving funding with this provider. You must also show the provider your child's birth certificate as confirmation of your child's legal name and date of birth.
Please complete this form in BLOCK CAPITALS to claim the funding with this provider.

Childs Details (as on the birth certificate)			
Date of Birth:		Home address:	
Legal First Name:			
Legal Surname:		Postcode	
Free Early Education Hours - Your child is entitled to a maximum of 15 hours per week which is 570 funded hours over the year. If you have applied and meet the eligibility criteria for 30 hours funded childcare your child is entitled to a maximum of 30 hours per week or 1140 over the year.			
Provider Name:		Provider Postcode:	
Funding Start Date:	/ /		
I confirm my child is attending		hours per week and	hours are completely free.
If your child attends another provider (even if you are not claiming funding) please complete this			
My child also attends:		hours each week.	
My child also attends:		hours each week.	
Parent / Carer details (Person with Legal responsibility)			
Title		Title	
First Name		First Name	
Surname		Surname	
Email		Email	
Mobile Number		Mobile Number	
This information will be used to access entitlement to receive additional benefits such as lam2, 30 hours Funded Childcare, Early Years Pupil Premium (EYPP) and Free School Meals (FSM)			
National Insurance Number		National Insurance Number	
NASS Number		NASS Number	
Date of birth		Date of birth	

Data Protection Statement – Your signature on this form implies your consent for the Early Year Provider and Local Authority to process the data in accordance with the Data Protection Act. The information given will be entered onto a computer database and held within the London Borough of Bromley.

I understand the information provided will be shared with other agencies as per the Privacy Notice supplied by your provider, and only kept for as long as necessary

For more details - http://www.bromley.gov.uk/downloads/download/302/privacy_notice_for_pupils

EYPP Statement – This provider can benefit from additional money to enhance your child’s learning and development. By giving your details the provider can check if your child is eligible for Early Years Pupil Premium. More details can be found on www.bromley.gov.uk/eyp

Tick this box if you **do not** want a check to be carried out on the eligibility of the Early Years Pupil Premium. Please note pupil premium gives the Early Years Provider additional funding for your child’s education, by ticking this box your child will not benefit from this additional funding if eligible.

Disability Living Allowance – 3 and 4 year olds claiming free early education and who are in receipt of Disability Living Allowance will be eligible for the Disability Access Fund (DAF). This is paid directly to this provider as a fixed rate of £615 to help them make reasonable adjustments to their settings and/or helping with building capacity (it can be used for your child or can benefit the whole setting).

Yes my child is in receipt of DLA and I would like this provider to claim the DAF

Declaration –

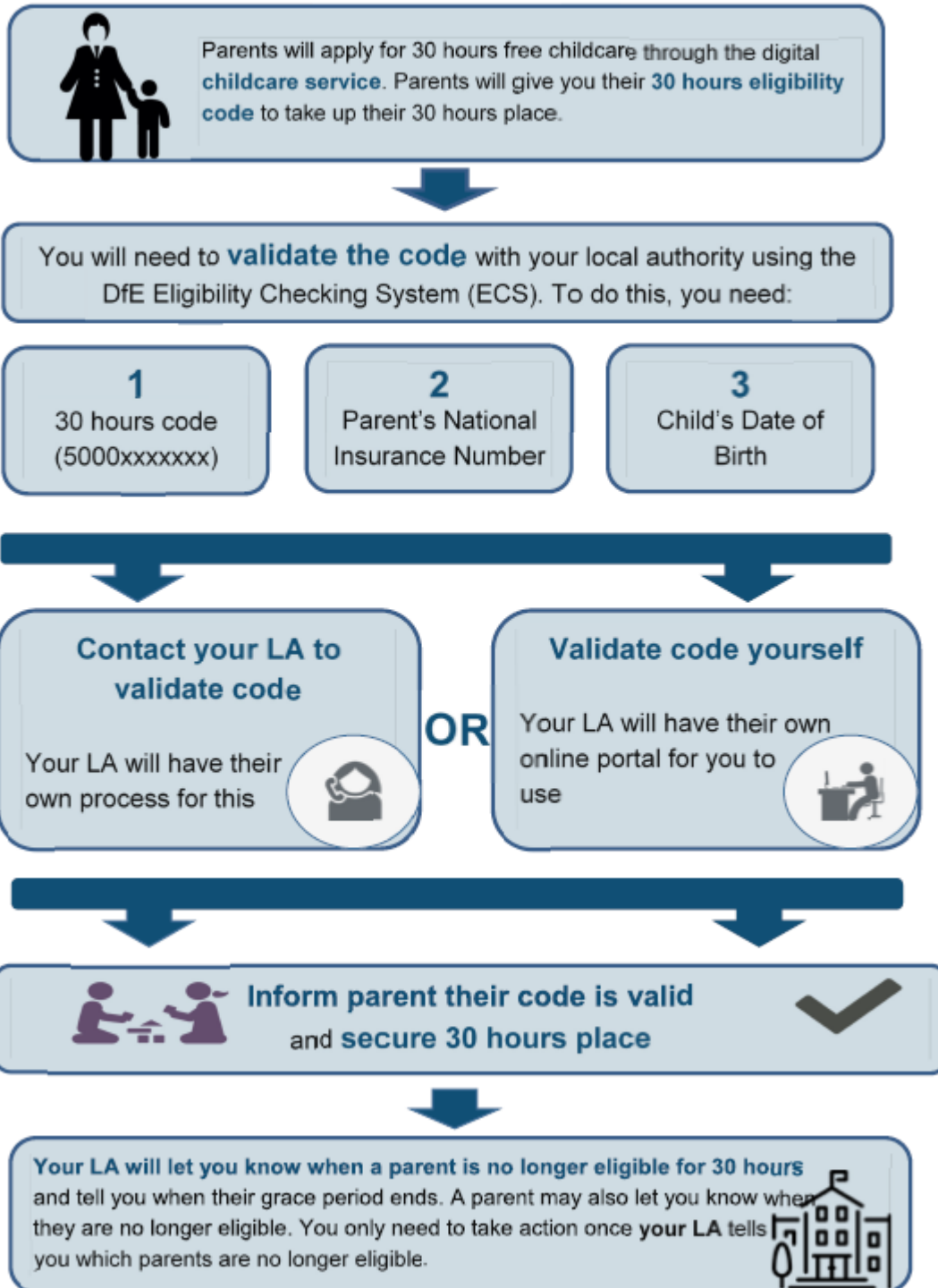
- I declare the information I have supplied is correct to the best of my knowledge at the time of completion.
- I agree to notify the Early Years Provider of any changes in my child’s circumstances
- I understand I can claim a maximum of 570 hours Free Early Education in a year or 1140 if you meet the eligibility criteria and have supplied the provider with the Eligibility Code
- I understand my child could lose their Free Early Education if they do not attend regularly without a reason for their absence.
- I declare that my child receives no funded education other than stated above (this includes school)
- I agree that this provider can contact my previous or other providers (if this applies)

Parent	Provider – Once signed give a copy to the parents
Name:	Name:
Signed:	Signed:
Date:	Date:

Amendments to the number of funded hours during the year												
Term	Year	Number of Hours	Date Effective from:	Parent Signature	Date							
Office use only		Birth Certificate/ Passport seen				Yes/No	A copy of this contract has been given					Yes/No
lam2 ref:							EYPP ref:					
30 hours												

Appendix B – 30 hours applications and eligibility checking

Provider guide to checking validity of 30 hours eligibility codes



Appendix C - EYQF Service Contact Details

eyenquiries@bromley.gov.uk

- enquiries relating to 2-, 3- & 4-year-old FE claims – usually specific queries around claims and responses to queries from the EYQF Service
- changes in provider's details e.g. change of email, phone number and vacancy details or BACS (bank Account) or finance contact for FE funding

eyclaims@bromley.gov.uk

- 2-, 3- & 4-year-old FE claim forms

iam2@bromley.gov.uk

- enquiries regarding 2-year-old funding

eycensus@bromley.gov.uk

- census forms **in spring term only**

eyfundingmanager@bromley.gov.uk

- enquiries relating to FE in general, EYPP, supplements, invoicing, etc.

eyqualitymanager@bromley.gov.uk

- enquiries relating to the EYFS and safeguarding

EYQF Provider area of the Bromley website & friendly URL's

Links for childcare providers:-

www.bromley.gov.uk/childcareproviders

This area of the Bromley website contains forms and documents available from the EYQF for use in the FE claims procedure as well as those relating to the delivery of the EYFS and SEND

www.bromley.gov.uk/earlyyearsvacancies

This is an online form to notify the EYQF of vacancies (child places) in your setting

www.bromley.gov.uk/ParentContract

This is the current version of the Parent Contract to be used when signing parents up for the 2-year-old funding and the universal and extended entitlement

www.bromley.gov.uk/EarlyYearsHandbook

This is the current version of the FE Handbook

Links for childcare providers and parents:-

www.bromley.gov.uk/iam2

Parents and Providers can complete the online eligibility form or request a lost letter

www.bromley.gov.uk/childcare

Access to general information about childcare, safeguarding and financial support for families

www.bromley.gov.uk/EarlyEducationPlaces

Access to information about the 2-year-old funding and the universal and extended entitlement and the complaints form if parents are not satisfied that they have received their entitlement.

www.bromley.gov.uk/EYPP

Information about the Early Years Pupil Premium (EYPP), who is eligible and the application form for providers to use

<https://bromley.mylifeportal.co.uk/localoffer/>

Information and advice to help support children and young people with disabilities or learning needs and their families

Links to the SDA Checker for 2YO, EYPP & 30 hours

www.cloudforedu.org.uk/oeye/bromley/provider

The link to check if a child is eligible for 2-year-old funding

www.cloudforedu.org.uk/oeypp/bromley/provider

Complete the EYPP eligibility check

www.cloudforedu.org.uk/oefe/bromley/provider

Complete the 30 Hours eligibility check

Handbook for the Provision of Free Entitlement (FE) Places

September 2017 Version 1.0