

Early Years and Childcare Local Provider Agreement

**on the provision of Early Years Free Entitlement in
Wiltshire for three and four year olds**

September 2010

EARLY YEARS LOCAL PROVIDER AGREEMENT

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Section 1 - Foreword

The national vision for the Early Years Free Entitlement is...

“for all children to have access to high quality, early learning and childcare that helps them to reach their potential; helps parents to work and stay out of poverty, and allows parents to make informed choices about how to balance their children’s care and family life.”

Since the introduction of a universal entitlement to early education for four year olds in 1996, there have been several expansions to this offer. It was extended to include three year olds from 2001 and extended from 33 to 38 weeks in 2006. An increase to 15 flexible hours for all three and four year old children from September 2010 and the introduction of the two year old offer in September 2009 for 10 hours for disadvantaged children have further expanded the scope.

This new Local Provider Agreement builds on the guidance provided in the National Code of Practice issued by the Department for Education (DfE) and is intended to enable providers and the local authority to understand their respective roles and to ensure that the Early Years Free Entitlement delivers the best outcomes for children and their families.

In 2004 the Government published the 10 year Childcare Strategy: “Choice for Parents, the best start for children” and then the Childcare Act in 2006 which put a statutory duty on the Local Authority to ensure sufficient childcare in Wiltshire and to ensure there were enough free three and four year old places. The Act introduced the Early Years Foundation Stage framework in September 2008. These together ensure that outcomes for our children remain at the heart of these changes and that there is consistent high quality, accessible provision in Wiltshire.

1. Wiltshire Council (the Local Authority) has a statutory duty to secure sufficient nursery education for three and four year olds in a diverse range of provision in order to meet parental choice. In order to achieve this, the Council works alongside providers from the Private, Voluntary and Independent (PVI) sector, including accredited childminders who are part of a quality assured network.
2. This agreement is designed to explain the financial arrangements for making payments to early years providers in respect of the free places that they provide. It is also written to present Wiltshire’s Local Provider Agreement alongside the Central Government’s Code of Practice on the Provision of Free Nursery Education Places for three and four Year-Olds.
3. From 1 September 2009, the Extended Offer of 15 hours free nursery education was made available to 25% of providers across the PVI sector in Wiltshire for the most disadvantaged three and four year old children. The remaining 75% of providers will start providing the Extended Offer from 1 September 2010.
4. This Council, through consultation with the sector and the Early Years Reference Group has developed and approved the Early Years Single Funding Formula (EYSFF) being adopted, and the new administrative arrangements for its implementation from April 2010. These arrangements will be reviewed during autumn 2010.

If you would like to find out who is a member of the Early Years Reference Group, please call 01225 785660 for further information or visit www.wiltshire.gov.uk.

Section 2 - Introduction and background to the grant

The Funding for free nursery education places in England for three and four year olds has been managed by each local authority since 1 April 2003.

This agreement intends to clarify the registration process for all early years educational providers wishing to claim funding for nursery education; provide guidance around the criteria for eligibility and ongoing funding criteria and also to outline the procedures for managing the funding system in order that the process operates in a smooth and effective manner.

It is important to Wiltshire Council that you are fully aware of all your responsibilities and the role of Wiltshire Council in supporting you. If you have any queries about the process, our role, your responsibilities, or the rights of parents/carers please do not hesitate to contact the Free Entitlement Funding Team on 01225 785660 or the Families Information Service on 08457 585072.

All groups registered with Ofsted should have received a copy of the Sure Start publication '**A code of practice on the free early years provision for three and four year olds**'. This has recently been revised for implementation from September 2010. Copies are available to download from <http://www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00689/>. Alternatively, hard copies can be ordered from DfE publications Tel: 0845 6022260.

This new local agreement sits alongside the new DfE publication and the previous administrative guide that Wiltshire has published in previous years. It should be read in conjunction with the DfE publication. The guide has been drawn up in partnership with the members of the Early Years Reference Group containing members from each of our early years sectors and officers from the Early Years Team.

This document contains changes from previous years and it is therefore important that you read each page carefully.

Section 3 - Sure Start – National Childcare Strategy

The National Childcare Strategy ensures all children have access to a funded early education place the term following their third birthday. There is a commitment to support the integration of day-care and education so that services meet the needs of children and working parents.

In delivering the National Childcare Strategy and more recently the 10 year Childcare Strategy, a number of developments have been co-ordinated and embedded in legislation through the Childcare Act 2006. This is the first piece of legislation that is dedicated to childcare and sets out requirements for local authorities and childcare providers.

The Childcare Act 2006 brings changes to the regulatory framework (through Ofsted) by introducing an Early Years Register and a Childcare Register (in two parts, Voluntary and Compulsory); it also introduces a requirement for local authorities to conduct a Childcare Sufficiency Assessment (CSA) and manage the local childcare market in order to meet local demand; provide information, advice and training (to parents, providers and potential providers); and to improve the well being of children in their area and reduce inequalities. Wiltshire's first Childcare Sufficiency Assessment was completed in April 2008 and the next main publication is due to be issued in April 2011. The document and the individual community plans are available on the Wiltshire Council website.

The Childcare Act 2006 also drew to an end the distinction between childcare and education by introducing the Early Years Foundation Stage Framework from 1 September 2008. This

single framework replaces the Foundation Stage Curriculum Guidance, Birth to Three Matters and the National Standards for Under 8s Day Care and Childminding, providing a single framework for care, learning and development.

Another important change to the delivery of the Free Nursery Education Entitlement is the increase from 12.5 hours per week to 15 hours per week over 38 weeks, delivered more flexibly from September 2010. The Government is focusing on three priorities for its delivery - flexibility, quality and delivery of the entitlement in partnership.

In Wiltshire the Free Entitlement Funding Team lead the administration of this work and can be contacted on 01225 785660. This Team is based at Ascot Court in Trowbridge and is made up of Jenny Harvey, Tracy Paterson and Jane Thomson. Contacts for other aspects of this work can be found on page 24 in this guide.

Section 4 - Registering for Free Entitlement

Early years settings wishing to claim Free Entitlement Funding **must** be registered with Wiltshire Council for the delivery of the Early Years Foundation Stage, for inclusion on the Directory of Registered Early Years Providers. They **must** also sign an annual Provider Declaration (see Appendix 1) to confirm they comply with the conditions of funding as outlined in this Provider Agreement.

Each year this guide is sent out to early years providers on The Directory. This guide is designed to clearly outline the requirements for funding, and also contains the Provider Declaration, which early years settings are required to sign annually in order to receive funding. Childcare providers are responsible for ensuring they have read this document in full and are aware of any changes to the criteria, conditions or administration of the funding. There will be an annual conversation held at the setting by a member of the Early Years Team with the provider and together they will review the use of the funding and discuss any changes that would be mutually beneficial.

If, after reading this Local Provider Agreement, you wish to register as an early years setting and are able to offer the Free Entitlement you will be requested to complete a Provider Application/details Form (Appendix 6) and Provider Declaration (see Appendix 1).

The application and declaration form should be submitted together with the following documentary evidence of your establishment's status:-

- If you are registered under the Childcare Act 2006 from September 2008 you need to submit a copy of your certificate of registration from Ofsted
- If you are an independent school you **must** submit a copy of the letter from the DfE confirming final registration as an independent school.
- Childminders wishing to claim Free Entitlement should submit evidence that they are an accredited member of the local Childminding Network see section 8, page 9 on childminding.

Section 5 - The Free Entitlement Framework

The government has set out a framework for a **minimum** and **maximum** national offer for local authorities to work to.

The **minimum** that parents can expect in any local authority is:

- **5 periods of 3 hours or**
- **3 periods of 5 hours each week.**

The **maximum** that a parent can expect is:

- **no period longer than 10 hours**
- **no period shorter than 2.5 hours**
- **not before 8 am or after 6 pm**
- **the full 15 hours over no fewer than 3 days (maximum 12.5 hours over 2 days)**
- **a maximum of two providers at any one time (note Wiltshire permits 3 providers for a child with complex needs)**

The **Wiltshire offer** is as follows:

- **Maximum number of hours in one day is 10**
- **Minimum number of hours in one day is 2.5**
- **Hours not before 8 am or after 6pm**
- **The full 15 hours per week over three days (maximum 12.5 hours in two days).**
- **A maximum of two providers at any one time: except when a child has complex needs and may require three if a District Specialist Centre is one of them.**

In Wiltshire we have adopted the **maximum offer** and this reflects the diverse nature of the provision available in Wiltshire and the pattern of demand by our parents. Flexibility will mean that there is a range of options for parents and demand will be assessed and reviewed annually by the Families Information Service and through our parent survey carried out for the Childcare Sufficiency Assessment every three years. Your offer will, ideally, match your opening hours and you are not expected to change your opening hours to meet the maximum offer.

In addition, some early Wiltshire providers have **stretched the offer** and parents have been able to access their entitlement of 570 hours over more than 38 weeks. This reduces the amount of hours per week and is useful for working parents.

An example of this is:

47 weeks at 12 hours per week (6 hours for week 48)

51 weeks at 11 hours per week (9 hours for week 52)

Providers should set out their offer for parents and review with them annually their needs for the year ahead. The Local Authority should negotiate with individual providers about how they will contribute to the flexible offer. The parents' needs and likely demand must be balanced against a sustainable business model for providers. For example, providers who are unable to access premises at some times will be able to agree their reduced flexible offer with the Local Authority. The Local Authority is seeking a range of options for parents in Wiltshire and parents can choose from maintained nursery classes, private nurseries, independent schools, voluntary or committee run groups and accredited childminders.

The flexible offer **must** be free at the point of delivery but the rate charged to parents for the hours outside this are a matter for the provider and parent but should be clearly set out and fairly worked out.

Section 6 - Parental complaints

Parents who are not able to access their entitlement in the correct way should make their complaint to the Families Information Service (**ask**) on 08457 585 072 or to the Free Entitlement Funding Team at Wiltshire Council on 01225 785663/4. Parents may discuss their entitlement in the first place with the Families Information Service. All parental complaints/concerns will be followed up with providers through the Childcare Development Team.

The Local Authority has a duty to investigate any complaints received from parents.

Section 7 - Quality

‘Providing a high quality early learning experience for all children is vitally important for their later life chances. Quality improvement allows an ongoing focus on whether the needs of all children are being met. Improvement must also be a continuous process. And local authorities need to drive the process of quality improvement harder than before. Every setting must strive to push the quality of its offer ever higher above minimum Ofsted standards’

Rt Hon Beverley Hughes MP

Free Entitlement is at the forefront of improving outcomes for children. Wiltshire has a clear and consistent expectation of continuous quality improvement. We want our parents to be confident that the setting their child attends is aspiring towards the best quality provision. Research shows that for some children, poor quality provision adds no value in the long term. Further reading can be found from the research results from the Effective Provision for Pre School Education (EPPE) project. Reference www.ioe.ac.uk/projects/eppe

Pursuing quality involves a journey of continual improvement. The journey requires commitment and good organisation. It starts by reflecting on practice, evaluating current outcomes for children, taking steps to do better, and reviewing the impact of these steps. Michael Hart www.ofsted.gov.uk/leadingtoexcellence

Every provider qualifying for Free Entitlement **should**

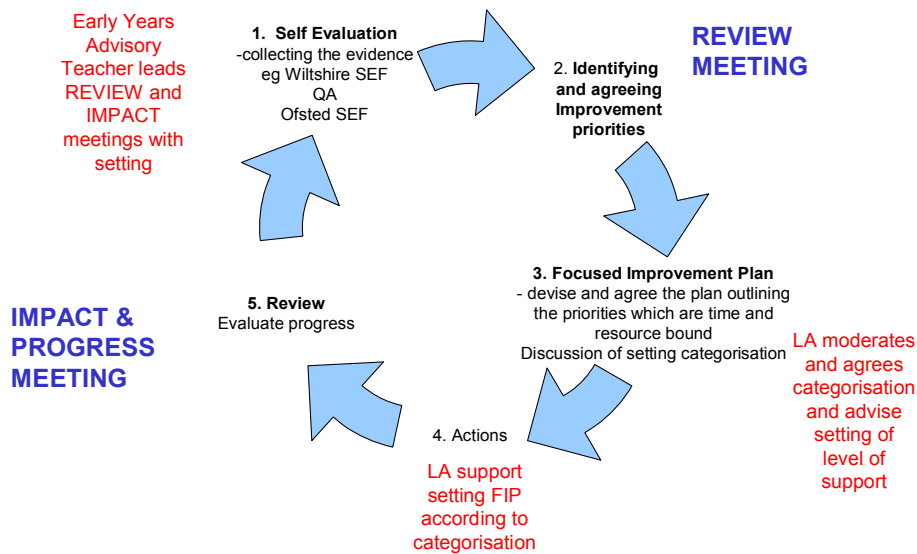
- meet and retain the minimum standards of the Early Years Foundation Stage (EYFS)
- act in accordance with current statutory guidance and legislation at all times
- accept the support of the Early Years Team
- engage with the quality improvement cycle
- undertake the Wiltshire Self Evaluation Framework (SEF) or a recognised quality assurance scheme.

The Local Authority in Wiltshire **will:**

- deliver the Free Entitlement through early years providers who are Ofsted registered or schools which are exempt from registration and which deliver the full EYFS
- provide information, advice and training to childcare providers
- work with its partners, in an open and transparent way, to improve the outcomes of all children under five and reduce inequalities

- support observation, reflective practice and sustained shared thinking
- support with transition for children
- support with recruitment and the emotional well being of the setting
- recognise that each setting has a different starting point on the quality improvement journey
- work in partnership with settings to offer a level of support from the Early Years Team according to the categorisation of high, medium and low support
- support an annual cycle of quality improvement as indicated below:
 1. Review meeting with setting to establish priorities based on evidence from the setting. Categorisation for levels of support will also be discussed. A copy of the levels of support is available from the Early Years Advisory Teacher.
 2. Support setting to write a Focused Improvement Plan (FIP) to identify priorities
 3. Use the categorisation to determine and agree the level of support the setting needs. Settings will be notified in writing.
 4. Support the setting's priorities to improve and enhance practice and provision to secure better outcomes for children and families
 5. Review and evaluate the impact of the actions for children, families and staff
- consider withdrawal of funding from providers who are not demonstrating the agreed commitment to quality improvement in order to continue to deliver the Free Entitlement.

Setting Quality Improvement Cycle



Section 8 - Childminders

Childminders are an important component of the diverse market in Wiltshire especially in their contribution to the sufficiency of Free Entitlement. They can offer a fully flexible model and often work in areas where there is rurality or large numbers of service families with the transient population and atypical working hours.

Childminders in Wiltshire who wish to become accredited will be required to:

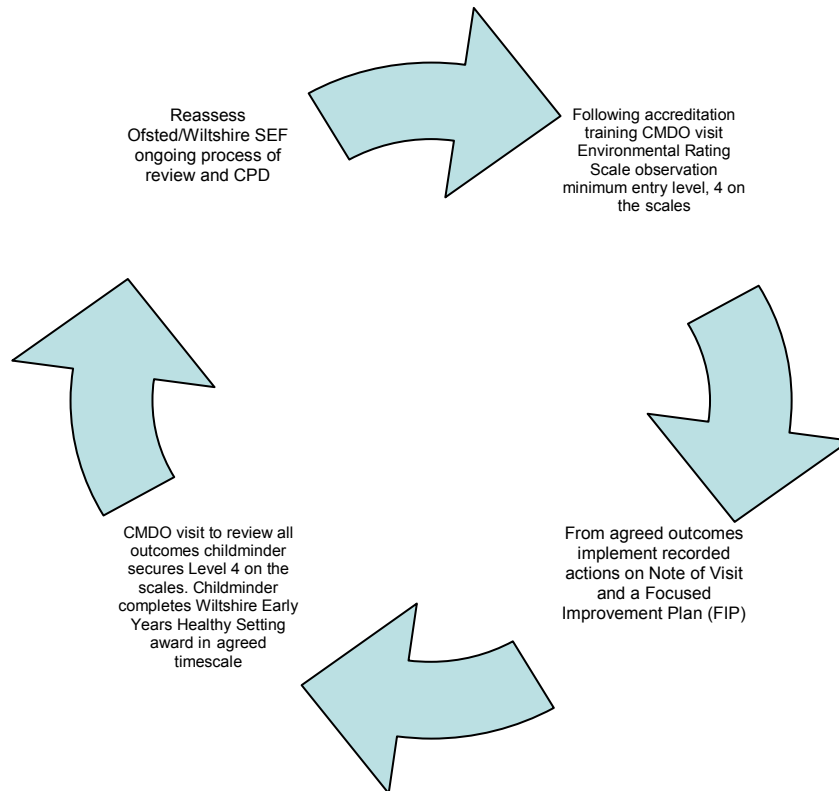
- Have a relevant level three childcare qualification or above
- Be part of the Wiltshire Council Childminding Network
- Be located in an area where there is insufficient Free Entitlement or where there is good evidence that parents wish to choose home based provision for their child via an Accredited Childminder to access “Free Entitlement”
- Have a good or above Ofsted inspection previously. Alternatively can demonstrate through assessment that the quality of provision using the National Strategies Early Years Quality Improvement Support Programme (EYQISP) and the Environment Rating Scales has developed sufficiently to indicate quality provision.
- Understand that no more than six “Free Entitlement” places can be offered at any one time and only then when an Accredited Childminder is working with a registered assistant.
- Have safeguarding policies and procedures that clearly reflect current legislation and have accessed the required training within the last 3 years.
- Show a commitment to continual professional development.

(Please note that the quality element above also applies to childminders wishing to become accredited).

Once the requirements are in place, the process will be:

1. Initial visit to ensure policies/key documents in place, in line with all the minimum requirements for the Early Years and Childcare Registers. The childminder will need to show that there is a clear understanding of the Next Steps for Learning through the EYFS, an awareness of the Common Assessment Framework (CAF) process and be able to demonstrate partnership working.
2. The childminder will be invited to and **must** attend accreditation training in readiness for the accreditation process. The childminder will undertake written assessment demonstrating children’s learning & development in line with the EYFS.
3. Subsequent visits will include an observation of practice in relation to the Environment Rating Scales, in particular the Family Child Care Environmental Rating Scale (FCCERS) and the Early Childhood Environment Rating Scales - Extension (Four Curricular Subscales) ECERS-E
4. This registration process is likely to extend to a period of 5-6 months (except in relation to some service families), childminders will have the opportunity to access training to become accredited twice a year with approval being given at least one month before the beginning of the new funding period. The Childminding Development Team is responsible for this process. The childminder will make the application to the Free Entitlement Funding Team once the process has been followed. The Childminding Advisor for Quality or Inclusion will inform this Team of newly approved accredited childminders enabling them to offer Free Entitlement.
5. The accredited childminder completes the Wiltshire Early Years Healthy Setting award within an agreed timescale.

Wiltshire Council Childminding Network – Accredited Childminders Flow chart following Accredited Childminders Training



Section 9 - Safeguarding and promoting the welfare of children

Safeguarding is everyone's responsibility and Wiltshire recognises the importance of a professional approach to this by all of our providers and their staff teams. There are legal requirements in this area of work and to comply with these, providers **must** ensure that:

- There are safeguarding policies and procedures in place that are in line with the Local Safeguarding Children's Board.
- There is a named safeguarding liaison person (a childminder is the named safeguarding liaison person) within the setting who has undertaken the appropriate Level 2 or 3 (to become Group 5) training to champion the safeguarding and welfare of the children and make sure that the environment is safe for children to flourish.
- The setting completes the annual safeguarding audit and returns it to the local authority in the timescale given.
- The setting has and uses a safer recruitment policy and procedure.

Section 10 - Wiltshire Council audit checks

Wiltshire Council, childcare/childminder development teams and funding team will carry out regular audits on all registered early years settings, to ensure that the conditions and requirements of Free Entitlement Funding are being adhered to. The audits are also designed to give early years settings the opportunity to discuss any matters arising, or clarify any points regarding their funding claim, or rectify any anticipated problems and will provide an opportunity for the parties to work together.

You will be required to certify with each funding period's headcount that you meet the criteria, and will be required to make available to Wiltshire Council, on request, evidence that you are adhering to the conditions and requirements of funding.

Section 11 - Change of details

If your details change in any way you are obliged to inform Ofsted as a condition of your registration. It is also important that you notify Wiltshire Council's Free Entitlement Funding Team as a condition of your agreement with us to receive Free Entitlement.

You should complete a 'Change of Details Form' on which you should clearly state the details of the change or amendment and return it to:

Free Entitlement Funding Team
Early Years and Childcare Team
Wiltshire Council
Unit 9 Ascot Court
White Horse Business Park
Trowbridge
BA14 OXA
EarlyYears@wiltshire.gov.uk
01225 785660

If your setting changes ownership you will be required to complete a new application and Provider Declaration. Please contact us at the address above.

Remember that any changes to the conditions of your registration, or any significant changes to your service should be notified to Ofsted in the first instance.

Section 12 - Business planning

The local authority expects that providers will conduct their businesses in a proper and responsible way and will verify that this is happening through an annual conversation and the auditing process. We will challenge where we find the business practice is poor and providers will be expected to improve. Alongside this we will offer advice, support and guidance.

Providers **must**:

- Comply with legislation including the auditing and submission of accounts, the passing of information to the Charities Commission (where appropriate) and the regular submission of information to bodies such as Companies House.
- Provide financial information to the Local Authority for the purposes of auditing to check that the offer has been delivered in the correct way.

Providers **should**:

- Use the services provided by the Childcare Team including the offer of an annual business review and health check.
- Have business plans in place to plan for a sustainable business.

Section 13 - Administrative requirements

We are required to collect information from providers for other government and local purposes. As a condition of receiving the grant providers **must**:

- Provide details of their provision for parents to the Families Information Service (ask when requested).
- Provide details of the qualifications of their staff to the Local Authority on request.
- Provide details of their provision for entry onto the Families Information Directory (national).
- Complete the Early Years Census annually and the headcount form twice a year.
- Provide evidence that they are offering the part-time place free at the point of delivery.
- Maintain a business email address.

Section 14 - Welfare requirements of the Early Years Foundation Stage

All providers **must** work to the statutory guidance of the welfare requirements and the Childcare Development Team will work to support all group settings to achieve this. Providers will be asked to produce evidence of this such as evidence of reviewed policies and procedures, attendance at training and professional development for staff. Childminders can seek support from the Childminding Development Officers. Details of who to contact are on page 24 & 25.

Section 15 - Inclusion and Early Support

Wiltshire has an inclusive approach to its work; the Early Intervention Team and Childminding Advisor for Inclusion will support families and all settings to meet the individual needs of all children. We work with our settings to provide an inclusive environment and enable access to the Free Entitlement.

Providers **must**:

- Have regard to the Special Educational Needs Code of Practice (DFES, 2001)
- Identify a named Special Educational Needs Co-ordinator who has access to a range of training and professional development opportunities. The named Special Educational Needs Co-ordinator for accredited childminders is the Childminding Advisor for Inclusion.
- Have an Inclusion Policy which is reviewed annually

The Local Authority recommends that job descriptions for all early years' practitioners reflect an inclusive ethos and approach.

Section 16 - Charging policy

The free entitlement is a free, part-time place for each eligible child and the Local Authority must ensure that it has sufficient free part-time places in its area.

- The offer **must** be free at the point of delivery and part of the Wiltshire flexible offer.
- Parents **must not** be asked to pay up-front by providers and be refunded when the provider receives the funding from the Local Authority.
- Settings **must not** charge top-up fees (the difference between what a provider would normally charge and the amount they receive from the Local Authority to deliver the Free Entitlement).
- Invoices and bills **must** make clear the charging policy of the setting and the Free Entitlement within that.
- Settings who normally charge for additional services such as uniform and registration **must not** present this as a barrier to Free Entitlement where a parent cannot afford to pay. Such charges **must** be made clear to parents and not be an absolute condition of attendance.
- Providers may wish to claim expenses for activities such as an annual outing and the deprivation factor may be used to supplement those parents who are unable to pay.
- Providers can make a reasonable charge for meals and snacks but such a payment **must not** be a barrier to attendance and in some circumstances a parent may wish to send, for example, a packed lunch.

The Local Authority has a duty to investigate any complaints received from parents concerning charging discrepancies.

Section 17 - Single Funding Formula

Wiltshire Council has implemented the Single Funding Formula from April 2010 and will follow the guidance under the scheme. The Wiltshire formula is needs-led and will be reviewed according to the guidance.

Section 18 - Withdrawal and appeals

One of the key principles of the Free Entitlement is the partnership of offering quality provision through providers for parents. The Local Authority will work hard to support quality and will strive to provide sufficient places for parents. Inevitably there will be times when there is a high demand for places and not all providers will offer good quality. At those times, the Local Authority will work in partnership with settings to improve the quality of provision. Where there are a sufficient number of places, the drive to improve quality for those providers will be according to the categorisation by the Local Authority, see section 7 on Quality. Ofsted is the regulatory body and will continue to make their regular inspections.

The Local Authority has a clear procedure for settings to receive Free Entitlement:

1. Providers **must** comply with the requirements of the National Code of Practice and the Local Provider Agreement as well as working within all other legal requirements in their setting. The Local Authority reserves the right to withdraw or suspend a provider from funding and from the Wiltshire Directory of Registered Early Years Providers for non compliance.
2. In addition, Providers **must** achieve a **Satisfactory** or above grade by Ofsted for overall effectiveness. In the event that Ofsted judge the provision as **Inadequate** the Local Authority may either:

- confirm that the provider should be allowed time and support, to improve the quality of the provision to achieve a satisfactory or better Ofsted judgement or
 - remove the provider from the Directory of Registered Early Years Providers, inform Ofsted and suspend or withdraw funding at the end of the funding period or sooner if circumstances require. The provider will need to reapply for registration at a later date when they are in a position to do so.
3. In the event of an **inadequate** judgment, the provider **must** accept assistance to improve the grade from the Early Years Team and other appropriate advisors within two weeks of the judgement.
 4. In the event of an **inadequate** judgment the provider **must** produce an action plan within an agreed timescale and, with support, outline how the issues at inspection will be addressed.
 5. In the event of an **inadequate** judgment the provider must improve performance within six months of the issue of the report or this may result in withdrawal of funding and removal from the Wiltshire Directory of Registered Early Years Providers.
 6. Providers who are judged to be inadequate should also at this time:
 - Work with the Local Authority in partnership to engage in continuous quality improvement as set out in section 7.
 - Submit a current copy of the Wiltshire Self Evaluation Form (SEF) or equivalent existing development plan to the Early Years Team by a given date.
 7. If a provider is found to be non-compliant (point 1) or does not achieve the expectations for improvement through the detail above, the authority may seek to remove the provider from the Directory and suspend or stop funding to the provider. The provider will have the opportunity to make written representation prior to the final decision being made and also subject to the provider's right of appeal as set out in section 19.

Section 19 - Appeals Procedure

The Local Authority has established a clear Appeals Procedure for providers.

1. If a provider decides that it wishes to make representations about a decision to suspend or remove them from the Directory, they **must** write to the Local Authority within two weeks of the notice being given, providing the grounds for objecting with relevant evidence in support. This will also apply to those who wish to appeal for not being allowed onto the Directory.
2. The Local Authority will acknowledge receipt within one week of receiving this. In the acknowledgement letter, the Local Authority will give the provider a date, time and location for an appeal hearing. The appeal panel will meet within a month of the evidence having been received by the Local Authority.
3. The Local Authority will prepare a written report for the appeal panel. This report, along with the provider's evidence will be sent to the panel and the provider at least one week before the date of the hearing.
4. The appeal will be heard by a panel of three Council members. The panel members will have had no prior involvement in the matter under appeal. One of the panel members will act as chair. There will also be an independent clerk present to record the proceedings. A member of staff from the provider may attend the hearing in order to put the provider's case to the panel. He/she may also bring another person with them e.g. a friend, relative, business colleague to help or to put the provider's case on its behalf. In addition, there will be a maximum of two representatives from the Local Authority to put the Local Authority's case to the panel.

5. The hearing will be as informal as possible and the procedure will be as follows:
 - Introductions
 - The Local Authority will be invited to explain the reasons behind its proposal
 - The provider may question the Local Authority's representatives after they have spoken
 - The provider will be invited to explain its grounds of appeal against the Local Authority's proposal
 - The Local Authority may question the provider after its representatives have spoken
 - The panel may ask questions at any point
 - The Local Authority will then be invited to sum up the reasons behind its proposal
 - The provider will then be invited to sum up its grounds of appeal
 - Both the provider and Local Authority representatives will then leave together while the panel makes its decision
 - The chair will explain to both the provider and Local Authority representatives that they will hear from the panel in writing within one week.

6. The panel's decision will be final.

At any stage the provider, if unhappy with the way in which the Council has dealt with its appeal, can ask the Local Government Ombudsman to examine the proceedings. The Local Government Ombudsman is an independent person who investigates allegations of maladministration causing injustice to the person who has complained.

The Ombudsman who deals with Wiltshire Council can be contacted at:

The Oaks No 2
Westwood Way
Westwood Business Park
Coventry
CV4 8JB

Telephone: 024 7682 0000 / Fax: 024 7682 0001

The Local Government Ombudsman has a leaflet called 'Complaint about the Council? How to complain to the Local Government Ombudsman.' A copy of this leaflet can be obtained by telephoning or writing to the address above, or it can be downloaded from the Local Government Ombudsman's web site at: www.lgo.org.uk. Enquiries about the Local Government Ombudsman's service can be obtained by telephoning their advice line on 0845 602 1983.

Section 20 - Administrative procedures

This section gives information to providers on how the Free Entitlement payment mechanism works and where to access further information and contact details. It is divided into:

Section A	Delivering the Free Entitlement	page 16 - 17
Section B	Eligibility of providers	page 17
Section C	Payment mechanisms	page 17 - 22
Section D	Guidance notes on completing the headcount form	page 22
Section E	Summary of important dates 2010- 2011	page 23
Section F	Useful addresses and telephone numbers	page 24 - 26

A. Delivering the Free Entitlement

Children eligible for Free Entitlement Funding (3 and 4 year olds)

To help you in determining which children you should be claiming for each term, you may find the following chart helpful:

Date of Birth	Summer funded period 2010 (Terms 5+6)	Autumn funded period 2010 (Terms 1+2)	Spring funded period 2011 (Terms 3+4)
1.4.05 – 31.8.05	✓	Compulsory School Age	Compulsory School Age
1.9.05 – 31.12.05	✓	✓	Compulsory School Age
1.1.06 – 31.3.06	✓	✓	✓
1.4.06 – 31.8.06	✓	✓	✓
1.9.06 – 31.12.06	✓	✓	✓
1.1.07 – 31.3.07	✓	✓	✓
1.4.07 – 31.8.07	Too young	✓	✓
1.9.07 – 31.12.07	Too young	Too young	✓

A child is eligible to receive funding from the start of the funded period following their third birthday up to and including the funded period in which they turn five. It is **the provider's** responsibility to check that children are eligible for grant. You should ask to see their birth certificate if you are in any doubt.

Details for children who do not reside in Wiltshire

Funding is allocated on the basis of where the child is educated, rather than where they live. This means that you should claim for **ALL** children attending your setting whether they live in or outside Wiltshire.

What happens if a provider shuts for staff training and public holidays?

Where the setting closes for training, the free entitlement should be offered at an alternative time in compensation. However, there is no obligation to offer alternative provision due to public holiday closure.

Other eligibility considerations

Providers will be expected to make reasonable checks that children being funded through the Wiltshire scheme are not being funded for more than the permitted maximum of 15 hours per week of flexible Free Entitlement. This also includes checking whether hours are being claimed at providers in neighbouring authorities.

Once a child starts in reception class at school all funding will go to the school. Please check with children's parents the date when their child will start school and that it is at the start of a new funding period so that it is clear where funding will be paid. Any hours a child attends at your setting in addition to this will be paid for by the parents.

Maintained nurseries on school sites and District Specialist Centres will now share the funding with other providers and do not take priority over funding as parents are now entitled to choose where to access their funding. For example, a child may take 10 hours at a maintained nursery and five hours with a group setting or accredited childminder.

B. Eligibility of providers

Each provider is allocated by the Local Authority a Unique Reference Number (URN). Maintained nurseries will use their DfE number. This number is important in the process of identifying providers on the databases used to calculate the Free Entitlement funding and to co-ordinate training opportunities.

For providers included on the Wiltshire Directory of Providers, it is a requirement that they sign up to the Local Provider Agreement for Providers of Early Education. Providers will be required to do this once a year (Appendix A). This assumes that the providers have read and agree to the new National Code of Practice which came into effect from 1 September 2010. This commitment to the local conditions and the National Code of Practice is also confirmed each time a provider wishes to claim by completing a certification on the reverse of the headcount form. Providers should read the local Provider Agreement carefully each year before signing.

C. Payment mechanisms

How much?

The introduction of the Single Funding Formula has resulted in three distinct funding streams based on setting type; one for maintained nurseries, one for PVI providers and one for childminders, each reflecting the appropriate staffing ratios as below.

Setting Type	Legislative Maximum Ratio
Maintained	1:13
PVI	1:8
Childminder	1:3

The basic hourly rates for the different numbers of children and different types of setting are shown in Appendix 2.

The amount of funding you receive will depend upon the basic hourly rate which applies to your setting and the supplements you attract. A Provisional Funding Estimate will be sent to each provider before the start of the new financial year showing an estimate of how much you will receive for the whole year. The projected amount you will receive will be updated three times each year following the census and headcounts.

Most of the funding you receive will be based on the number of children attending your setting and the free entitlement hours they attend. However, additional factors for deprivation and rurality (providers which are small and/or in isolated areas) will also attract additional funding. (See paragraph on Additional Supplements at the bottom of this page for further detail)

How will my annual budget be calculated?

Before the beginning of each financial year, you will receive a Provisional Funding Estimate (Appendix 3) detailing how much Free Entitlement Funding you will receive for that year. This will broadly reflect anticipated participation of children and will enable us to estimate the take up of Free Entitlement in your provision.

In order to calculate anticipated participation, the Local Authority has used your actual take up figures from the autumn funded period of the previous calendar year. However, if you expect your numbers to differ from these anticipated numbers by more or less than 20% during the following year you will need to inform us no later than the end of February preceding the financial year to ensure that a more accurate reflection of your situation is taken into account and a revised Provisional Funding Estimate is produced. You will also be given the opportunity to advise us of a 20% deviation in predicted total hours before the beginning of each funding period using the Significant Change in Funded Hours form (see Appendix 7)

The autumn funded period headcount data will be used to estimate the total funding payment for the year. The autumn funded period figure will be adjusted to reflect the higher number of children in the Spring and Summer funded periods as follows:

Autumn (1 September – December 31): Number of hours provided in September 2009 x 14 weeks

Plus

Spring (1 January-March 31): September hours/14 weeks x 1.25 x 11 weeks (to estimate spring funded period)

Plus

Summer (1 April-August 31): September hours/14 weeks x 1.43 x 13 weeks (to estimate summer funded period)

This will give the estimated number of hours for the year ahead x the relevant hourly rate plus any supplements = estimated total funding for the financial year. The weightings of 1.25 and 1.43 have been obtained from an analysis of the past three years' funding patterns.

Additional supplements

Additional funding is also available to some providers for deprivation and rurality/sustainability. If your setting attracts funding for one or both of these additional factors, it will be detailed on your Provisional Funding Estimate (see Appendix 3). The value of this funding will be calculated annually from the autumn funded period headcount data and applied to the whole of the following financial year.

The deprivation supplement is intended to support children to have equal chances of achieving success irrespective of their family circumstances or where they live. The

wealth/poverty index has been used as a basis for targeting this deprivation supplement, as it is for schools. In these indices -1 indicates the most deprived to a maximum of 100 indicating the least deprived. Funding is allocated on the basis of each individual child who is identified with an index score of 50 or below. Each setting will receive a supplement for the number of hours delivered to those qualifying children. Providers will not be informed which children have attracted this funding.

The rurality/sustainability supplement is intended to enable small settings, where there is no alternative provision, to retain a degree of stability. Where applicable, a setting's hourly rate will be increased by an amount per hour where in the previous financial year they had fewer than 9 children in attendance and there was no other provider within a 2 mile radius. Please note that this supplement is not available to childminders as their hourly rate already reflects the small size of their settings.

Transitional arrangements

To assist settings in adjusting to the new financial system, transitional protection will be in place for one year with effect from 1 April 2010. Every increase and reduction in funding, compared to what would have been expected under previous arrangements, will be reduced by 50% e.g. under the new system, if a setting is due to receive an increase in funding of £2000, this amount will be reduced to £1000 in the first year under the transition arrangements with the full increase being paid in the second year.

How and when will I be paid?

The total funding i.e. basic hourly rate plus supplements will be paid to providers in twelve equal monthly instalments, via the BACS system, directly into the provider's bank/building society account. Please note that payments cannot be made by cheque.

Supplements will be paid with each monthly instalment but will not be adjusted on an ongoing basis during the year because they are calculated with reference to attendance in the previous year.

The payment dates are listed on your annual Provisional Funding Estimate (see Appendix 3). If you wish to change your bank details, you will need to send your new details in writing to the Free Entitlement Funding Team giving at least one month's notice.

How will payments be adjusted to match actual participation?

There will be three 'funding periods' each year, similar to the old school terms. Within each funding period there will be a 'headcount' week.

Each provider will receive a headcount form to complete and be signed by the parent/guardian of all eligible children.

For each child listed on the claim form, you **MUST** ensure that a parent/guardian has checked the claim details and signed to agree the claim.

Please note that providers will be required to certify the headcount form to re-confirm that they are meeting the legal requirement for receiving funding.

When the headcount forms are returned, the Local Authority will calculate the total number of hours being claimed for each provider for the funding period and will issue a statement asking you to confirm that the children and hours are correct.

Any adjustment to funding will be paid or recovered over the remaining instalments in the financial year. A new Provisional Funding Estimate will be issued to reflect these adjustments. Please note that an increase or decrease in the number of children attending your setting in any funded period could mean that your setting moves into a different hourly rate band, which

will affect the total amount of funding you receive.

Details of the funded periods, weeks and hours are summarised below:

	Summer 2010 (Terms 5&6)	Autumn 2010 (Terms 1&2)	Spring 2011 (Terms 3&4)
Funded Dates	1 April – 31 August	1 September – 31 December	1 January – 31 March
Maximum number of funded weeks	Up to 21 weeks	Up to 18 weeks	Up to 13 weeks
Maximum number of funded hours	195 hours	210 hours	165 hours

From 1 September 2010, all providers will be offering 15 hours per week over at least 38 weeks (570 hours per year). Funding will also be paid based on hours rather than 2.5 hour sessions and offered flexibly within the Wiltshire framework (see section 5, page 6). Funding can therefore be offered for longer blocks of time than previously.

Funding will be paid for up to 15 hours per week over a minimum of 38 weeks, delivered flexibly over 3 days – parents should pay for any additional hours. Parents can claim a maximum of 10 hours free entitlement (which will include any meal times) during any one day. The remaining 5 hours **must** be split over a further 2 days. Parents must pay for additional hours over and above the 15 for free entitlement.

Where the free entitlement is accessed over just 2 days, a maximum of 12.5 hours can be claimed. A child can access free entitlement funding at a maximum of 2 providers, unless the third provider is a specialist SEN provider such as a District Specialist Centre where the child has complex needs.

Where a child attends a provider offering less than 38 funded weeks per year, the Local Authority will not apportion the remaining amount at an alternative provider at the moment.

When invoicing parents, it **must** be made clear to them that the core funded hours are **free at the point of delivery**. This means that fees that would normally be charged at your setting for these hours are completely removed from the parent's invoice. A charge can not be made for administration. The Childcare Development Team has sample invoices should you require assistance with this.

Parents can be asked to pay a **reasonable** charge for lunch or other meals (see Section 16). Settings will charge their normal hourly rate for additional hours outside the offer. Additional services **must not** be a condition of the offer and parents must be able to access their offer free at the point of delivery.

The Local Authority will follow up any complaints received from parents about the charging of fees or failure to pass on the benefit of the free entitlement funding and may consider it to be a breach of conditions.

What to do if a child is absent at the time of the headcount

For example, if they are ill or on holiday, a photocopy of the form should be made and retained, therefore the bulk of the claim can be submitted and processed without delay. On the child's return, the parental signature should be obtained on the photocopied form and forwarded to the Free Entitlement Funding Team straight away. This procedure is only to be adopted where the child is expected to return to the setting.

No funding will be paid for any child where the claim is not supported by a parental signature.

Where a child attends more than one provider, parents will be required to provide a signature to support each provider's claim, **up to the maximum of 15 hours in total**.

The information about each child included in the headcount form will be entered onto a Council database. The Local Authority will check that no child is receiving more than 15 hours of free early years education per week. This will be done by cross-checking with information received from all other providers of early years education for 3 & 4 year olds, including data provided by primary, infants and special schools about their pupils.

Providers **must** undertake to repay on demand any funding if payment was **either**

- for provision which did not meet the requirements upon eligible providers **or**
- made incorrectly

If it is discovered that a parent, using more than one provider, has claimed more than 15 hours, funding for each provider will be set at zero until the settings involved have contacted the parent to find out how they wish the available grant to be split.

Providers should be aware that the information about each child, the details of claims submitted for payment of funding, and the actual payments made, may be the subject of audit checks to ensure the validity of the expenditure of public funds.

A sample of funding claims will be checked each funding period, and providers should therefore ensure that supporting documentary evidence is retained. In line with current Government guidelines, providers are advised to retain all supporting documentary evidence for funded children for the present financial year and the year before that (i.e. from April 2009).

What happens if children move between providers or change the number of sessions/hours attended during the funded period?

The use of parental contracts between a provider and parents is strongly recommended. They should be binding on both parties for a whole funded period, i.e. 1 April – 31 August. The contract should set out a pattern of provision for a child that both parties agree to. Settings should make it clear that once a contract has been signed the parent is expected to sign the headcount form and stay with that provider for the funding period. If, in the unlikely event a parent moves a child before headcount day, the funding will be paid to the provider whose headcount form the parent has signed.

The contract should allow a 'cooling off' period of up to three weeks for both parties, during which time any changes can be made. After this period, the Local Authority would not expect any movements between providers.

There are only five valid reasons for changing providers –

- moving house
- a change in the child's primary carer
- where a sibling moves school and the child is able to attend a nearby setting
- where loss of employment affects the childcare place e.g. if a child's provision was taken up near a parent's employment rather than their home
- health and safety issues e.g. child protection/ domestic violence.

D. Guidance notes on completing the headcount form

There will no longer be a Projected Numbers Form to complete each term as regular monthly payments will be made according to your annual Provisional Funding Estimate and any revised versions sent during the year.

There will be a headcount week each funded period and headcount paperwork will need to be submitted by each provider.

Any adjustments will then be made over the remaining months of the financial year, rather than a lump sum added or deducted to your next monthly instalment.

Headcount claim form (see Appendix 4)

Provider details will be pre-printed at the top of each claim form. The details of all children claimed for from the previous funded period will also be pre-printed. The provider should complete the details for each subsequent child on the blank form attached. These details should be checked and signed by the parent or guardian. **If a provider forgets to include a new child on the claim form, they cannot be included at a later date during that funded period. The provider will not be able to claim funding for such children but will still have to offer the free entitlement hours.**

The number of funded weeks should be entered for each child. This could vary for each child depending on which funded period you are in and the number of weeks a child is accessing their funding over during this period.

All providers are to enter the number of funded hours for each child. Children accessing funding for 15 hours can access this flexibly in accordance with the Free Entitlement Framework as detailed in section 5, page 6. Providers are to check with parents that the child is only accessing funding at no more than two providers unless the third is a specialist SEN provider such as a District Specialist Centre.

Please note that **all details** should be completed to enable checks to be made. If a form is incomplete when submitted, the Local Authority will have to contact you for more information. If we do not receive these details by a set date, your monthly payments could be reduced. On the reverse of the headcount form is the 'certification' which **must** be signed for monthly payments to continue.

E. Summary of important dates 2010 – 2011

Who's to do what.....	Action	Summer Funded Period 2010 (1.4.10-31.8.10)	Autumn Funded Period 2010 (1.9.10 - 31.12.10)	Spring Funded Period 2011 (1.1.11-31.3.11)
Free Entitlement Funding Team	Send out Annual Provisional Funding Estimate & Significant Changes to Funded Hours form	February/March 2010 for whole financial year		
Free Entitlement Funding Team	Send Headcount Form	w/c 26 April 2010	w/c 20 September 2010	w/c 3 January 2011
Early Years Provider	Complete Headcount Form (Collection of all necessary parental signatures.)	7 – 13 May 2010	1 - 7 October 2010	14 – 20 January 2011
Early Years Provider	Return completed Headcount Form by:	17 May 2010	11 October 2010	24 January 2011
Free Entitlement Funding Team	Send Statement of Grant & Significant Change in Funded Hours form	w/c 7 June 2010	w/c 1 November 2010	w/c 21 February 2010
Early Years Provider	Respond with inaccuracies	25 June 2010	19 November 2010	11 March 2011
Free Entitlement Funding Team	Update monthly payment schedule to reflect adjustments	July 2010	December 2010	March 2011

F. Useful addresses and telephone numbers

All members of the Early Years & Childcare Team are based at Ascot Court or are home workers.

Free Entitlement Funding Team

Early Years & Childcare Team
Schools and Learning Branch
Department for Children & Education
Wiltshire Council
9 Ascot Court
White Horse Business Park
Trowbridge BA14 0XA

☎ 01225 785660/785663/785664
📧 earlyyears@wiltshire.gov.uk

Contact information for Childcare Development Officers (as at September 2010)

Childcare Manager (Team Leader) - Sarah Clover 01225 785677

The **Senior Childcare Development Officers** are:

Area hub	Senior Childcare Development Officer	Contact Telephone Number
West Wiltshire	Sue West sue.west@wiltshire.gov.uk	07796 941648
North Wiltshire	Angela Brennan angela.brennan@wiltshire.gov.uk	07786 190123
South Wiltshire	Naomi Defriend naomi.defriend@wiltshire.gov.uk	07917 067283
East Wiltshire	Lucy-Anne Bryant Lucyanne.bryant@wiltshire.gov.uk	07824 416522

This team can be contacted for business support and the welfare requirements for group settings.

Contact information for Accredited Network Childminders (as at September 2010)

Wiltshire Council has a dedicated team of Childminding Development Officers who offer advice and guidance on all aspects of childminding including those who are members of the Wiltshire Accredited Childminding Network.

Integrated Services Manager (Team Leader) - Annika Palmer 01225 785684

The Senior Childminding Advisors are:

Area of Work	Childminding Advisor	Contact Phone Number
Inclusion	Jayne Reynolds jayne.reynolds@wiltshire.gov.uk	07500 126568
Quality	Julie Kearns julie.kearns@wiltshire.gov.uk	07500 126694

This team covers all aspects of the work of childminders.

Contact information for Quality Improvement including quality assurance and the Wiltshire SEF for group settings.

Senior Quality Improvement Manager - Gill Maddocks 01225 785668

Contact information for Early Learning and Development for group settings

Administration: 01225 785668

Contact information for children with difficulties and disabilities for group settings

Administration: 01225 785670

Postal Address:

Early Years & Childcare Team
Schools and Learning Branch
Department for Children & Education
Wiltshire Council
9 Ascot Court
White Horse Business Park
Trowbridge BA14 0XA


Office number: 01225 785667

Email: earlyyears@wiltshire.gov.uk

The following services have a contract with Wiltshire Council to support the Early Years and Childcare service until March 2011:

Family Information Service


ask

 08457 585072 for further details

 info@askwiltshire.org
www.askwiltshire.org


Workforce Development Co-ordinator

Bright Horizons Family Solutions

 0845 601 2392 for further details

 tjones@brihthorizons.com
www.childcarejobs.co.uk

Wiltshire Scrapstore and Resource Centre.

 01249 730011 for further details

 wprc@wiltsplay.org.uk

Other contacts:

OFSTED – Southern Regional Office

Freshford House

Redcliffe Way

Bristol

BS1 6NL

 08456 404040 (Childcare Regulation Info)

Wiltshire Early Years & Childcare Local Provider Agreement on the provision of Early Years Free Entitlement for three and four year olds

Provider Declaration

The person legally responsible for your establishment must sign the following declaration:

- I certify that this provision conforms to all the conditions of eligibility for registration in the Directory of Registered Early Years Providers for 2010-2011 and that this provider will, whilst registered, ensure all elements of the Wiltshire Local Provider Agreement are met.
- I have read carefully the Wiltshire Early Years & Childcare Local Provider Agreement and I agree to the terms and conditions set out in this document.
- I agree to details of this provision being included on the Family Information Directory operated by the UK Government
- I certify that my setting is using –

Please tick as appropriate:

Wiltshire SEF	
Ofsted SEF	
A Quality Assurance scheme	(please specify)

By signing this form you are agreeing to comply with the DfE's 'A Code of Practice on the Provision of Free Nursery Education Places for Three and Four Year Olds - September 2010' and meet the conditions as set out above.

Name: Position:.....

Signature:..... Date:.....

Please copy and send the completed application form to:

Free Entitlement Funding Team -
 Early Years & Childcare Team
 Department for Children & Education
 Wiltshire Council
 9 Ascot Court
 White Horse Business Park
 Trowbridge BA14 0XA

.....

Table of Free Entitlement Funding basic hourly rates 2010-2011

No of children	No. of hours per session of 12½ hours	Staffing/ hour	Sickness cover/ hour	Non staffing/hour	Total
Maintained					
Up to 26	Up to 325	£3.31	£0.06	£0.73	£4.10
39	325.1 to 487.5	£3.18	£0.06	£0.72	£3.96
52	487.6 to 650	£3.11	£0.06	£0.72	£3.89
65	More than 650.1	£2.81	£0.05	£0.72	£3.58
PVI					
16	Up to 200	£2.96	£0.05	£0.85	£3.86
24	200.1 to 300	£2.69	£0.05	£0.85	£3.59
32	300.1 to 400	£2.51	£0.04	£0.85	£3.40
40	400.1 to 500	£2.44	£0.04	£0.85	£3.33
48	500.1 to 600	£2.36	£0.04	£0.85	£3.25
56	600.1 to 700	£2.33	£0.04	£0.85	£3.22
64	700.1 to 800	£2.28	£0.04	£0.85	£3.17
72	More than 800.1	£2.27	£0.04	£0.85	£3.16
Childminders					
3	Up to 37.5	£7.69	£0.10	£0.76	£8.56
6	37.6 to 75	£6.28	£0.09	£0.76	£7.14
9	More than 75.1	£5.81	£0.09	£0.76	£6.67

Early Years single funding formula payment
and provisional estimate 2010-11 financial year

Appendix 3

Provider name: Very Busy Bees Playgroup

Provider type: Private

URN:

5****

Your initial free entitlement budget has been calculated as follows:

Basic rate allowance:	B Basic hourly rate £		
	12 ½ hours	2 ½ hours	Total
A Sept 2009 count	3,528.00 hrs	560.00	= 4,088.00
C Summer hours to fund	4,684.68 hrs	743.60	= 5,428.28 (A/14 wks x 13wks x weighting of 1.43)
D Autumn hours to fund	3,528.00 hrs	560.00	= 4,088.00 (= A)
E Spring hours to fund	3,465.00 hrs	550.00	= 4,015.00 (A/14 wks x 11wks x weighting of 1.25)
F Total hours	11,677.68	+ 1,853.60	= 13,531.28 (C + D + E)
G Total basic payment	£ 52,095.43	(F x B)	for free entitlement provision
Supplementary allowances :			
H Deprivation	£ 999.29		
I Rurality / Sustainability	£ 0.00		
J Total EYSFF budget	£ 53,094.72	(G + H + I)	

Transitional arrangement calculation:

K Funding based on NEG rate	£ 48,847.92	(F x NEG Rate of £ 3.61 Per hour
L Difference in funding	£ -4,246.80	(J - K)
M Transitional adjustment	£ -2,123.40	(L divided by 2)

N Provisional funding estimate £ **50,971.32** (J+M)

PTO

**Early Years single funding formula payment
and provisional estimate 2010-11 financial year (page 2)**

Provider name: Very Busy Bees Playgroup
Provider type: Private

URN: 5*****

Based on the data overleaf the early years provisional free entitlement payments for 2010-11 will be as follows:

	Basic rate funding	Deprivation funding	Rurality / Sustainability	Transition adjustment	Total monthly payment
April 22	4,341.29	83.27	0.00	-176.95	4,247.61
May 21	4,341.29	83.27	0.00	-176.95	4,247.61
June 22	4,341.29	83.27	0.00	-176.95	4,247.61
July 22	4,341.29	83.27	0.00	-176.95	4,247.61
August 20	4,341.29	83.27	0.00	-176.95	4,247.61
September 22	4,341.29	83.27	0.00	-176.95	4,247.61
October 22	4,341.29	83.27	0.00	-176.95	4,247.61
November 22	4,341.29	83.27	0.00	-176.95	4,247.61
December 22	4,341.29	83.27	0.00	-176.95	4,247.61
January 21	4,341.29	83.27	0.00	-176.95	4,247.61
February 22	4,341.29	83.27	0.00	-176.95	4,247.61
March 22	4,341.29	83.27	0.00	-176.95	4,247.61
TOTAL	52,095.43	999.29	0.00	-2,123.40	50,971.32

If you have any queries regarding this schedule please contact Jenny Harvey on 01225 785662 or Jennifer.Harvey@wiltshire.gov.uk

CLAIM FOR NURSERY EDUCATION GRANT – All Providers
Summer 2010 Headcount Form

Provider Name : Very Busy Bees Playgroup
WURN : 5*****
Contact Person : Mrs Bumble

Please claim for children born on or between:
Information given in this form will be used to cross check data with authorities bordering Wiltshire. **Please delete those children listed that you no longer wish to claim grant for**

Pupil Surname	Pupil Forename	DOB	M/ F	Postcode	Res Code	Total Fund Wks	Claimed Hrs/ Week	Total Hrs	Is grant being claimed elsewhere?	Par. Sign
									Provider Name (hrs)	
BROWN	JANE	04/09/04	F	WA12 1CV	W	14	15	210	NO	
WHITE	JAMES	25/10/05	M	WA11 4UN	M	16	13	208	NO	
GINGER	HEATHER	03/11/05	M	WA11 4UB	W	14	7.5	105	LITTLE POPPETS – 7.5 HRS/WK, 105 HRS TOTAL	
GREEN	HUGH	17/03/06	F	WA12 4TB	W	14	15	210	NO	

This information is very useful to monitor the amount of cross-border attendance from other Authorities. To find out a child's Residency Code, please ask their parent where they pay their Council Tax. If the child's parents are in the military, please enter M. Full list of codes provided on the reverse of the form.

15 hour providers: The number of funded weeks could vary from child to child which will impact on the number of funded hours they can access each week.

Total number of hours claimed:

NB: Grant can only be claimed for up to 15 hours per week per child - THIS INCLUDES ATTENDANCE AT PRIMARY SCHOOL. (Please refer to the admin guide for further details.) Parents must pay for any additional hours.

DRAFT Provider Application/Details Form

Name of Provider	
Address 1	
Address 2	
Address 3	
County	
Postcode	
Telephone Number	
Email	
Type (Pr/Vol/Ind or CMN)	
DfE Educational URN	
Name of SENCO	
Name of Nursery Grant Coordinator	
Registered Owners Name (name on Ofsted certificate)	
Owners Telephone Number	

To ensure that correspondence reaches the contact person, an alternative contact address is required if the provider operates from a multipurpose venue.

Contact Address 1	
Contact Address 2	
Contact Address 3	
Contact County	
Contact Postcode	

The following information is mandatory – all grant payments are to be made by BACS

Bank Name	
Bank Account Name	
Bank Sort Code	
Bank Account Number	
Creditor Number (WCC only)	

Must be 8 digits long

I certify that the information given above is accurate:

Signed:

Name (In BLOCK CAPITALS):

Position:

Please Return to, Free Entitlement Funding Team, Wiltshire Council, Schools & Learning Directorate, Unit 9 Ascot Court, White Horse Business Park, Trowbridge. BA14 0XA

**EARLY YEARS SINGLE FORMULA FUNDING
SIGNIFICANT CHANGE IN FUNDED HOURS
AUTUMN 2010**

Provider name _____

Provider URN _____
(on your Annual Provisional Funding Estimate)

Details of requested revision

Please note that payment will only be revised if your total funded hours are 20% more or less than originally forecasted (see box D).

Hours	Original breakdown (as per your latest Provisional Funding Estimate)	New breakdown you wish your hours to be revised to
12 ½ hours total		
2 ½ hours total		
Overall total		

Signature: _____

Name: _____

Position: _____

Contact details:

Phone: _____ Email address: _____

Date: _____

Office use only:

Approved: YES/NO Date: _____ Initials: _____

Please return this form to: Free Entitlement Funding Team, Early Years & Childcare, Schools & Learning, Wiltshire Council, 9 Ascot Court, White Horse Business Park, Trowbridge, Wiltshire, BA14 0XA