

Free Early Education for Two, Three and Four Year Old Children

*Code of Practice for Borough of Poole
Childcare Providers
April 2016*

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This Code of Practice and any forms and guides mentioned within can be found at
www.poole.gov.uk use the search term 'Guidance for Childcare Providers'

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Introduction

A good start in life is essential if children are to fulfil their potential. High quality early education, alongside good parenting, will ensure that children are well placed to achieve better outcomes in school and beyond. This is particularly important for children from disadvantaged backgrounds. The Free Early Education Entitlement provides an opportunity for all children to benefit from this experience.

Much of the information within this new code of practice remains the same however there are some changes to be aware of and we recommend that you read the guidance thoroughly in order to administer the funding correctly. The guidance has been written in line with the Department for Education 'Early Education and Childcare Statutory Guidance for Local Authorities September 2014'.

This new code of practice replaces the previous version, April 2015. The Local Authority remains bound by its statutory duties under the Childcare Act 2006:

- Section 6: Duty to secure sufficient high quality childcare for working parents
- Section 7: Duty to secure prescribed early years provision free of charge
- Section 11: Duty to assess the sufficiency of childcare
- Section 12: Duty to provide information, advice and assistance

To ensure the continued, effective delivery of Free Early Education through the maintained, private, voluntary and independent sectors, the Local Authority is committed to ensuring that Poole Childcare Providers have a thorough understanding of the following priority areas of the new code of practice and are able to meet the criteria in full:

- 1. Free Early Education Places for Two, Three and Four Year Old Children**
- 2. Flexibility**
- 3. Quality**
- 4. Funding Early Education places**
- 5. Information to Childcare Providers**
- 6. Information for Parents/Carers**
- 7. Securing Sufficient Childcare**

1. Free Early Education for Two, Three and Four Year Old Children

Outcome - 'All children who meet the prescribed criteria are able to take up high quality early education, regardless of their parents' ability to pay - benefiting their social, physical and mental development and helping to prepare them for school. Evidence shows that regular high quality early education has lasting benefits for all children' (Department for Education (DfE) (2014))

Eligibility- who is eligible for Free Early Education?

Three and four year old children

1.1 Any child is eligible for Free Early Education from the beginning of the funding period following their third birthday to the beginning of the funding period following their fifth birthday.

Date of Birth	SUM 16	AUT 16	SPR 17	SUM 17	AUT 17	SPR 18	SUM 18	AUT 18	SPR 19	SUM 19	AUT 19
	Apr 16	Sept 16	Jan 17	Apr 17	Sept 17	Jan 18	Apr 18	Sept 18	Jan 19	Apr 19	Sept 19
01 Sept 2011 - 31 Dec 2011	3/4yo	sch									
01 Jan 2012 - 31 March 2012	3/4yo	sch									
01 Apr 2012 - 31 Aug 2012	3/4yo	sch									
01 Sept 2012 - 31 Dec 2012	3/4yo	3/4yo	3/4yo	3/4yo	sch						
01 Jan 2013 - 31 March 2013	3/4yo	3/4yo	3/4yo	3/4yo	sch						
01 Apr 2013 - 31 Aug 2013	2yo	3/4yo	3/4yo	3/4yo	sch						
01 Sept 2013 - 31 Dec 2013	2yo	2yo	3/4yo	3/4yo	3/4yo	3/4yo	3/4yo	sch			
01 Jan 2014 - 31 March 2014	2yo	2yo	2yo	3/4yo	3/4yo	3/4yo	3/4yo	sch			
01 Apr 2014 - 31 Aug 2014		2yo	2yo	2yo	3/4yo	3/4yo	3/4yo	sch			
01 Sept 2014 - 31 Dec 2014			2yo	2yo	2yo	3/4yo	3/4yo	3/4yo	3/4yo	3/4yo	sch
01 Jan 2015 - 31 March 2015				2yo	2yo	2yo	3/4yo	3/4yo	3/4yo	3/4yo	sch
01 Apr 2015 - 31 Aug 2015					2yo	2yo	2yo	3/4yo	3/4yo	3/4yo	sch

It is the responsibility of the childcare provider to ensure that children meet these criteria (proof of date of birth should be seen).

1.2 Schools will receive all Free Early Education funding once a child reaches school age (September 1st following their 4th birthday) and is scheduled to attend a school at any point in the term. Funding within private schools will continue until the funding period (term) following the child's 5th birthday.

1.3 It is not compulsory for a child to attend school until the term following their 5th birthday. Parents/Carers may choose to defer their child's entry into school until this time and are entitled to continue to claim Free Early Education funding with a childcare provider of their choice until their child starts school (see Borough of Poole Admissions Policy at www.poole.gov.uk). Parents/Carers may require professional discussion and guidance if considering deferred entry to school in order to make an informed decision.

Two year old children

Free Early Education places for 2 year olds may only be taken at settings judged by Ofsted to be 'Good' or 'Outstanding' and settings awaiting their first graded inspection by Ofsted (unless sufficiency of places dictates otherwise when the decision will be at the discretion of the Local Authority).

1.4 A 2 year old child is eligible if the family are in receipt of any one of the following:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support through part 6 of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit and have an annual income not exceeding £16,190
- Working Tax Credit and have an annual income not exceeding £16,190
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- The child receives Disability Living Allowance
- The child is looked after by their local authority
- The child is no longer looked after by the local authority as a result of an adoption order, a special guardianship order or a child arrangements order which specifies with whom the child lives.
- The child has a current statement of Special Educational Needs or an Education, Health and Care Plan.

1.5 The relevant eligibility dates are referenced above (**see 1.1**).

1.6 2 year old children who meet the eligibility criteria in 1.4 will continue to receive a funded place once they have taken it up, **even if the family no longer fulfils the criteria.**

All funded 2 year olds will automatically transfer to 3 and 4 year old Free Early Education funding at the start of the funding period following their 3rd birthday. There is no requirement for a further Parent/Carer Contract.

Two, three and four year old children

1.7 There are three Free Early Education funding periods each year, set by the Department for Education, which are based on a three term school year.

Funding Period:	From – Until:
April	1 st April - 31 st August
September	1 st September - 31 st December
January	1 st January - 31 st March

The Entitlement

1.8 The maximum Free Early Education entitlement for each eligible child is 570 hours per year; 15 hours per week over a minimum of 38 weeks of the year. The number of weeks may be extended, if required, as long as the maximum number of hours is not exceeded in any one week and the total of 570 hours is not exceeded over the year. This may enable a greater degree of flexibility for parents/carers.

1.9 Children are able to take up a free place with a provider who, for good reason, may not be able to open for 38 weeks a year or for 15 hours a week where this suits the parents' needs. Parent's/carers should be informed that any outstanding hours may be taken with a second provider.

1.10 Funding is paid to **all** 2, 3 and 4 year old eligible children attending Free Early Education settings registered with Ofsted and operating within the Borough of Poole,

regardless of their home address or postcode. Children moving to England from another country can access a place on the same basis as any other child in the Local Authority area, provided they meet the eligibility criteria. **Residency restrictions do not apply.** Providers should therefore claim for **all** eligible children attending their setting.

1.11 Parents/Carers should be encouraged to access the full 15 hours per week entitlement, although may take fewer hours if they prefer. Childcare providers are encouraged to be as flexible as possible in regard to their Free Early Education offer to Parents/Carers and to consider the needs within their local community alongside their operational capacity.

1.12 The Borough of Poole will be pro-active in identifying, engaging with and supporting families to access their maximum entitlement of 15 hours per week.

1.13 Parents/Carers may choose to increase or decrease the number of Free Early Education hours for their child during a funding period and a claim for additional/amended hours should be made on the next scheduled Child Update form (**see 4.52**).

1.14 Children who move to a Borough of Poole setting during a funding period are entitled to access Free Early Education hours available during the remainder of the funding period. Providers must ensure that Parent/Carer Contracts are promptly completed in these cases and **clearly indicate, on page two, the hours to be funded.** The provider will be remunerated for these children within the next scheduled payment.

Specific Information for Childminders

1.15 According to the Children's Act 2006 childminders cannot claim Free Early Education funding for their own child or a blood relative child, even if they are claiming funding for other children. You can read the specific part of the Children's Act 2006 here:

<http://www.legislation.gov.uk/ukpga/2006/21/section/18>

Free at the point of entry

1.16 The Free Early Education entitlement is provided completely free at the point of entry and providers must have a clear pricing policy in place which reflects this. Additional hours/services e.g. uniforms or meals may be charged for, at rates chosen by the provider, although these additional charges must not be set as a condition of accessing Free Early Education. Parents/Carers have the right to access Free Early Education without incurring any additional charges or services. If a child accesses Free Early Education over a meal time, any charge for food and/or drink must be agreed with parents/carers in advance and parents/carers given the opportunity to supply their own food and drink as a more affordable option.

If Parents/Carers choose to access their free hours only Providers must not:

- charge for registration, deposit, insurance or other administration fees if a child is immediately eligible for 3 and 4 year old Free Early Education or where a parent/carer can prove entitlement has been approved for 2 year old Free Early Education
- charge top up fees (the difference between a provider's usual charge and Free Early Education funding) in respect of free hours used at any point in the year, whether that's term time *or* during holidays.
- impose conditions on parents/carers requiring them to pay in advance for Free Early Education hours to be refunded at a later date

1.17 Providers are responsible for ensuring that all parents/carers fully understand the Free Early Education funding process. A Parent/Carer Contract will need to be completed by the provider and parent/carer for each child and should be signed and submitted by the provider no earlier than one funding period prior to entitlement. Further contract pads can be supplied at request.

PARENT/CARER CONTRACT FOR FREE EARLY EDUCATION ENTITLEMENT	TERMS AND CONDITIONS (PARENT/CARER)																														
<p>IMPORTANT – before completing this form you must read the terms and conditions overleaf. If you are unsure of any part of this agreement you should consult with the Childcare Provider. (Please complete in BLOCK CAPITALS and please PRESS FIRMLY)</p> <p>This agreement dated ____/____/____ is between the parent/carer of the child named below and the Childcare Provider Name of Parent/Carer (Mr/Mrs/Miss/Ms)..... Name of Childcare Provider..... Date Free Early Education Entitlement Starts/Started ____/____/____</p> <p>Child Details Legal Surname Address Forename(s) Date of Birth ____/____/____ Postcode Gender <input type="checkbox"/> Male <input type="checkbox"/> Female Family <input type="checkbox"/> E-mail <input type="checkbox"/></p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;">White</td> <td style="border: none;">Asian or Asian British</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">British <input type="checkbox"/></td> <td style="border: none;">Indian <input type="checkbox"/></td> <td style="border: none;">Chinese <input type="checkbox"/></td> </tr> <tr> <td style="border: none;">Irish <input type="checkbox"/></td> <td style="border: none;">Pakistani <input type="checkbox"/></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Traveller of Irish Heritage <input type="checkbox"/></td> <td style="border: none;">Bangladeshi <input type="checkbox"/></td> <td style="border: none;">Any other ethnic background <input type="checkbox"/></td> </tr> <tr> <td style="border: none;">Gypsy/Roma <input type="checkbox"/></td> <td style="border: none;">Any other Asian b/ground <input type="checkbox"/></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Any other White b/ground <input type="checkbox"/></td> <td style="border: none;">Mixed <input type="checkbox"/></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Black or Black British</td> <td style="border: none;">White & Black African <input type="checkbox"/></td> <td style="border: none;">Do not wish to be recorded <input type="checkbox"/></td> </tr> <tr> <td style="border: none;">Caribbean <input type="checkbox"/></td> <td style="border: none;">White & Black Caribbean <input type="checkbox"/></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">African <input type="checkbox"/></td> <td style="border: none;">White & Asian <input type="checkbox"/></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Any other Black b/ground <input type="checkbox"/></td> <td style="border: none;">Any other mixed b/ground <input type="checkbox"/></td> <td style="border: none;"></td> </tr> </table> <p>This child does not attend any other Childcare Provider <input type="checkbox"/> or This child will <u>also</u> attend (Childcare Provider)</p> <p>This child <u>previously</u> received, or was registered for, free early education entitlement from: (Childcare Provider) and left (date) ____/____/____</p> <p>This child may qualify for Early Years Pupil Premium, per the information leaflet shared with me by the provider and I declare my details (if income criteria) to enable a check of entitlement: Parent/Carer Date of Birth ____/____/____ Income Criteria <input type="checkbox"/> Parent/Carer National Insurance N^o or Looked After Child <input type="checkbox"/> (or National Asylum Seekers N^o) Adopted from Care <input type="checkbox"/> More Early Years Pupil Premium Information on the reverse of page 2 Special Guardianship <input type="checkbox"/> (including full criteria) Child Arrangement Order <input type="checkbox"/></p> <p style="text-align: center;">Page 1 of 2 This Copy Retained by Provider</p>	White	Asian or Asian British		British <input type="checkbox"/>	Indian <input type="checkbox"/>	Chinese <input type="checkbox"/>	Irish <input type="checkbox"/>	Pakistani <input type="checkbox"/>		Traveller of Irish Heritage <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Any other ethnic background <input type="checkbox"/>	Gypsy/Roma <input type="checkbox"/>	Any other Asian b/ground <input type="checkbox"/>		Any other White b/ground <input type="checkbox"/>	Mixed <input type="checkbox"/>		Black or Black British	White & Black African <input type="checkbox"/>	Do not wish to be recorded <input type="checkbox"/>	Caribbean <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>		African <input type="checkbox"/>	White & Asian <input type="checkbox"/>		Any other Black b/ground <input type="checkbox"/>	Any other mixed b/ground <input type="checkbox"/>		<p>I, the parent/carer of the child named, agree that I:</p> <ul style="list-style-type: none"> • understand that the free early education hours can only be taken between the hours of 7am and 7pm, within set hours as decreed by the above provision and any hours taken over and above this must be agreed and paid for in full to the childcare provider. • understand that 38 weeks entitlement can be stretched throughout the year, if offered by the provider, where the full entitlement of 15 hours is not taken each week. • understand that my child can attend more hours than the allocated free hours per week at a private, voluntary or independent establishment for an additional cost agreed between the provider and myself. This is subject to the conditions and policies of the provider. • understand that in signing this form, I am responsible for ensuring my child uses the number of hours indicated to the provider <u>on a regular basis</u> and if my child does not attend on a regular basis then the allocated hours may be withdrawn. • will notify the provider of my child's absence and the reason will be recorded in the register. • understand that I cannot move free early education hours to another provider without informing the Borough via a Transfer Form (the Transfer Form can be obtained from any childcare provider). I also understand that my current provider is entitled to request up to four calendar weeks notice in writing. • will declare to the provider stated on this form the actual number of hours taken elsewhere to ensure my child is not claiming over the entitled number of hours. • declare that all information given on this form is, to the best of my knowledge, correct and that any false information identified during the process may result in legal action being taken by the provider. • have read and acknowledged the Parent/Carer Information section of this contract. • understand that by signing this form I am registering my family with my local Children's Centre who will contact me with information about the local activities and services they can provide (tick here <input type="checkbox"/> if you do not wish to consent to this). <p style="text-align: center;">TERMS AND CONDITIONS (CHILDCARE PROVIDER)</p> <p>I, the Childcare Provider, agree that I will:</p> <ul style="list-style-type: none"> • provide the allocated free early education hours free of charge with no additional costs, other than optional additional services which we have agreed. (A separate contract and clear pricing structure will cover the additional service). • Work in partnership with you to establish how Early Years Pupil Premium funding is used to enhance your child's education (if entitled). • maintain a minimum grade of 'requires improvement' with Ofsted and comply with all Ofsted requirements (www.gov.uk). • provide you with details of the outcomes of every Ofsted inspection of the provision. • continue to meet the set criteria within the current Free Early Education for Two, Three and Four Year Old Children Code of Practice for Borough of Poole Childcare Providers, which can be found online at www.poole.gov.uk Search the term (with quotes) "free early education". <p>Signed (Parent/Carer) Print name</p> <p>Signed (Childcare Provider) Print name</p> <p><u>Provider Use Only</u> Free funded hours per week..... Total hours to claim for this period</p> <p style="text-align: center;">(this can be adjusted on the next Child Update form if necessary)</p> <p>2yo Free Early Education Ref N^o (if applicable)</p> <p style="text-align: center;">THIS FORM MUST BE SUBMITTED TO THE BOROUGH OF POOLE WITHIN TWO WEEKS OF COMPLETION Return to: Childcare Funding Co-ordinator, CYP&L, Borough of Poole, Dolphin Centre, Poole BH15 1SA</p> <p style="text-align: center;">Page 2 of 2 This Copy Retained by Provider</p>
White	Asian or Asian British																														
British <input type="checkbox"/>	Indian <input type="checkbox"/>	Chinese <input type="checkbox"/>																													
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1.18 Disputes relating to additional fees/charges remain a private matter between the parent/carer and provider and all involved are advised to seek legal advice if appropriate. The Borough of Poole will not investigate any financial concerns raised by a parent/carer regarding the purchase of additional hours or services, unless there is a clear indication that the Free Early Education requirements have not been met or invoicing/billing does not clearly indicate the difference between the Free Early Education hours and additional hours/services.

Billing and Invoicing

1.19 Childcare providers must ensure that all billing/invoicing information given to parents/carers is clearly set out and details fully how many Free Early Education hours have been accessed, how many additional hours have been charged for and any other additional services provided.

1.20 Free Early Education hours **should not** be recorded on billing/invoicing information as a monetary subsidy which is deducted from a final payment. Free Early Education has no monetary value to parent/carers. An example is shown below, illustrating how a straightforward one month invoice might look.

<u>Any Provider Ltd</u>			Invoice No. 232
			June 2016
Child:			
<i>Jane Doe 13.01.2013</i>			
Attendance:			
7.5hrs	6th, 7th		<i>Free</i>
7.5hrs	13th, 14th		<i>Free</i>
5hrs	15th		5 x £4.50
7.5hrs	20th, 21st		<i>Free</i>
7.5hrs	27th, 28th		<i>Free</i>
5hrs	29th		5 x £4.50
3hrs	30th		3 x £4.50
<i>Amount Due</i>			£58.50

1.21 If the Borough of Poole is made aware by a parent/carer that conditions or fees have been imposed as a condition of taking up the Free Early Education an investigation will be carried out immediately. Providers will be required to make all appropriate information available to the Borough of Poole.

Equality and Inclusion

1.22 In accordance with the Equality Act 2010, providers must actively promote equality and inclusion, particularly for disadvantaged families, looked after children, children in need and children with special educational needs or disability by working with parents and removing any barriers of access to their Free Early Education.

1.23 Providers must appoint a named SENCo who is aware of and competent with implementing the Special Educational Needs and disability Code of Practice 0-25 years. (SEND CoP). Childminders must take on the role of SENCo within their setting and ensure appropriate implementation of the SEND CoP.

1.24 Providers must actively promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs and not promote views or theories as facts which are contrary to established scientific or historical evidence and explanations. This has no bearing on teaching children about religious beliefs, traditions and festivals.

2. Flexibility.

Outcome – ‘Children are able to take up their full entitlement to Early Education at times that best support their learning and at times that fit with the needs of parents.’(DfE 2014)

Flexible delivery for two, three and four year old children

2.1 Poole childcare providers should consult with and consider the needs of local families within the context of their operational constraints and set their own flexible access arrangements within the following parameters:

- No session to be longer than 10 hours
- No session to be shorter than 2 ½ hours
- No session starting before 7am or finishing after 7pm

These parameters are set to allow providers greater autonomy in meeting the needs of their local community. As a minimum, providers should enable parents/carers to access the following:

- 5 hours per day over 3 days of the week
- 3 hours per day over 5 days of the week

2.2 Free Early Education sessions provided must be continuous and not include a fee payable gap. For example providers must not offer Free Early Education hours in the morning and then in the afternoon and insist on a fee paying break at lunchtime.

2.3 Free Early Education sessions must not be claimed for fractional hours, with the exception of ½ hours.

2.4 Providers can choose to offer Free Early Education hours on a weekend should it be convenient for the provider. In these cases there must be no additional charge/supplement made where parents/carers choose to only access their free hours.

2.5 If a provider is not open on a bank holiday any Free Early Education hours normally accessed that day should be offered to the parent/carer for use on another day within that funding period to ensure the child maximises their entitlement.

2.6 Providers have the responsibility of sharing their Free Early Education schedule with parents so they have the option to always achieve the maximum funding period allowance per the limits determined annually.

2.7 Parental/Carer demand and childcare provider capacity will be assessed annually and every effort made to work with providers to ensure maximum flexibility in areas where there is particular parental/carer demand.

2.8 The Free Early Education entitlement does not offer the guarantee of a place with any one childcare provider and the Borough of Poole Family Information Service, (FIS), will support parents/carers to identify childcare providers that can meet their needs with regard to flexibility.

2.9 Childcare providers should enable parents/carers to access as many Free Early Education hours as possible, and must ensure that parents/carers are fully informed that unused Free Early Education hours will not be carried over to the next funding period, although may be used with a second provider.

A Stretched Offer

2.10 The option to extend a child's Free Early Education hours across the length of the funding period is available to those children who are attending less than 15 hours per week if the childcare setting is not restricted to term time operation only. This is known as a Stretched Offer.

An example of the Stretched Offer for the benefit of working parents could be:

- Spring funding period (term) quoted as 10 weeks on Provider Agreement
- 150 funding hours available (10 weeks x 15 hours per week)
- There are actually 13 calendar weeks in this funding period
- Child could receive 11½ hours for every calendar week in that period and still be within 150 total hours

or

- A child is accessing 12 hours per week of Free Early Education over a 12 week summer term which equals 144 hours taken
- The maximum number of hours available to parent/carer's during that funding period is 180 leaving 36 hours outstanding
- Those 36 hours could be stretched across the summer holidays enabling parent/carer's to use three more weeks funding at 12 hours per week

If the child is attending two childcare settings, the total number of hours used across both settings must be taken into account and not exceed the maximum Free Early Education entitlement. **(See 2.11 and 2.12)**

Childcare settings operating an all year round provision have the option to stretch the Free Early Education hours across the year enabling parents/carers to spread additional childcare costs more evenly. It's important to remember that Free Early Education hours must never exceed 15 hours in any one calendar week.

If settings choose to spread Free Early Education hours across a whole year (11½ hours per week for 49 weeks and 1 week of 6.5 hours) they should claim the settings maximum hours allowance in each funding period which will bring a balance for that child over the year. This specific option should only be made to children attending one provider, where one full year of funding is scheduled for that child. Childcare providers must ensure that parents/carers are aware of this and fully revise the claim should a child leave mid year. This option should only be offered from the start of a funding period.

2.11 The Borough of Poole actively encourages parents/carers to take up their Free Early Education with one childcare provider to ensure continuity of care for their child, although for many reasons parents/carers may wish to use additional providers, or a provider may not be able to offer the full 15 hour entitlement. The Borough of Poole has taken the decision to fund a maximum of 2 settings at any one time for a child. The maximum two setting allocation may not be exceeded unless there are extenuating circumstances. Approval from the Borough of Poole would be required in such cases prior to funding being allocated.

2.12 In cases where Free Early Education funding is shared between two settings, childcare providers are expected to work together in order to safeguard and promote the welfare & learning of children. They must apportion the Free Early Education funding according to the number of hours accessed at each setting. **It is the responsibility of both providers to keep a record of hours attended at each setting and together ensure that the total number of hours claimed for does not exceed 15 per week and is not predicted to exceed 570hrs per year.** The Borough of Poole will make a

decision on the allocation of Free Early Education funding if providers do not consult or work in partnership in this instance.

Movement of Children

2.13 The movement of children between childcare settings is discouraged. Transferring during a funding period (term) should only be considered by a parent/carer where circumstances make it unavoidable.

A transfer form must be completed **by the parents/carers and current provider** if a child is due to transfer to a new setting at any time. This form must be completed and posted (or emailed securely) within one week of signing to minimise any delay in funding revisions. This form should be also completed and submitted in cases where the child is moving to another area, or the child has left and a parent/carer is not available to sign (**appendix 1**).

2.14 Providers are able to use their discretion and request that parents/carers give up to four calendar weeks notice of a child leaving. Childcare providers should ensure this is reflected in their terms and conditions when a child first joins their setting. If a child leaves prior to completion of a notice period (or under the circumstances of **2.15**), hours claimed in lieu of notice cannot exceed the normal weekly claim for that child (i.e. you should not claim 15hrs per week in lieu of notice if the child was normally attending 9hrs per week).

2.15 Parent's/Carer's signing a contract prior to the commencement of entitlement should be informed in writing, or as part of providers terms and conditions, that failure to commence (or a 'no-show') without appropriate notice may result in a request for hours in lieu of notice, affecting entitlement with another provider.

2.16 If you are the new childcare provider and the child starts during the previous childcare providers notice period that child will not be entitled to funding in your setting until the notice period is complete. Please ensure the parent/carer is aware of this. You may wish to contact the former provider to ensure any notice period is adhered to.

2.17 If a child transfers to another setting and safeguarding, SEN or quality concerns are raised by the parent/carer, the Borough of Poole will carry out an investigation into these concerns. **In these instances any notice period is at the Borough of Poole's discretion.**

2.18 If a provider wishes to stop providing Free Early Education to a child at any time they must provide the Borough of Poole with reasons for this decision in writing or by email and give the parent/carer a minimum of four weeks notice in writing.

2.19 If, once a child has begun accessing their Free Early Education hours, a change in providers is made the new provider must ensure that hours used with any previous provider are recorded to ensure, over the course of a year, the child does not exceed their 570 hour limit.

Attendance

2.20 Parents/carers should be encouraged to ensure the regular attendance of their child in order to maximise learning and development opportunities and to promote school readiness. Childcare providers must maintain a register of attendance showing the times that a child is in their care, monitor patterns of attendance and record reasons for absence in order to safeguard the children and ensure the accuracy of claims.

2.21 Childcare providers should support parents/carers in managing attendance and endeavour to provide hours which will improve attendance patterns for individual children.

2.22 Childcare providers must inform the Borough of Poole of **frequent** poor attendance. Funding will not be claimed back as a result of this, providing there is clear recorded evidence to demonstrate that the setting has attempted to manage the situation. This evidence should include dates and times of contact with parents/carers and the names of those dealing with the issue together with any actions or outcomes.

2.23 In some cases, following a Borough of Poole Free Early Education funding audit, providers may be asked to repay funds to the Borough of Poole if poor attendance has not been appropriately reported. In these cases the Borough of Poole may request that providers, subsequently, complete and submit attendance monitoring forms for a specified length of time.

The following are examples of situations which should be reported to the Borough of Poole:

- a child is consistently absent on the same day(s) or half day(s) each week
- a child is regularly absent throughout the term **without** appropriate explanation e.g. sickness
- a child is absent due to an extended holiday or visit to a home country (4 weeks or more)

2.24 If a child is absent for two weeks and during that time the provider is unable to ascertain a return date or has not been able to contact the parent/carers, the provider should **then** begin a four week notice period in lieu of attendance notifying the parent/carers in writing and notifying the Borough of Poole using a Transfer Form (**appendix 1**).

2.25 Childcare Providers are expected to hold a place for a child who is visiting a home country if a return date is agreed with parents/carers. The Borough of Poole must be notified if the absence period is to be longer than 4 weeks. Free Early Education funding will be paid in these circumstances for a reasonable amount of time although each case will be assessed individually and providers will be notified of funding decisions within 2 weeks of receipt of information.

If a definitive return date is not supplied by parents/carers at the start of the absence period, childcare providers would be expected to consider the space as no longer required and take the first day of absence as the first day of a notice period.

Childcare providers should contact the Borough of Poole via email where possible at this address: **childcare@poole.gov.uk**

3. Quality

Outcome - 'All children are able to take up their entitlement to funded Early Education in a high quality setting. Evidence shows that higher quality provision has greater developmental benefits for children, particularly for the most disadvantaged children. The evidence also shows that high quality early education at two brings benefits to children's development. This guidance reflects the government's intention that, as far as possible, early education for two year olds is delivered by providers who have achieved an overall rating of 'outstanding' or 'good' in their most recent Ofsted inspection report'. (DfE 2014)

3.1 In order to join and remain on the Borough of Poole Free Early Education Directory childcare providers must be registered with Ofsted as an early years provider and deliver the full Early Years Foundation Stage (EYFS).

3.2 The Local Authority will permit any provider with a 'Good' or 'Outstanding' Ofsted inspection outcome to receive Free Early Education funding as long as they meet the requirements set out in this code of practice.

3.3 The Local Authority will permit any new providers awaiting their first graded inspection by Ofsted to receive Free Early Education funding as long as they meet the requirements set out in this code of practice and agree to receive 'Getting to Good' support from the Local Authority 0-5 team and work towards securing a minimum 'Good' first inspection outcome (within 30 months).

3.4 The Local Authority will permit any childcare provider with a 'Requires Improvement'/'Satisfactory' inspection outcome to receive Free Early Education funding as long as they meet the requirements set out in this code of practice and agree to receive Focused Support from the Local Authority 0-5 Service Team until a 'Good' Ofsted inspection outcome is secured. This support will be focused on actions and areas for development identified by Ofsted during inspection (**appendix 2**).

3.5 Only childcare providers with a 'Good' or 'Outstanding' Ofsted inspection outcome and providers awaiting their first graded inspection by Ofsted may deliver Free Early Education places for eligible 2 year old children (see 1.4) (unless sufficiency of places dictates otherwise when the decision will be at the discretion of the Local Authority).

3.6 The Local Authority will fund places for 2, 3 and 4 year old children with new childcare providers registered with Ofsted on the early years register or with providers who have a 'met' inspection outcome until their first full Ofsted quality inspection judgement is published at which time the Ofsted outcome will determine future funding.

3.7 The Local Authority will take into consideration any information published by Ofsted about a provider, including recent history about the provision delivered by a particular provider or provision at a particular address, to assess if requirements set out within this code of practice can be met and maintained.

Providers that receive an 'Inadequate' judgement from Ofsted

3.8 Ofsted will inform the Local Authority of any childcare provider who receives an 'Inadequate' Ofsted inspection. Intensive Support will be offered by the Local Authority 0-5 Service Team to assist with meeting statutory requirements and improving practice in the setting (**appendix 3**).

3.9 The Local Authority will withdraw funding and remove from the Free Early Education Directory, as soon as practicable; any setting that receives an 'Inadequate' Ofsted inspection outcome, on publication of the Ofsted report.

3.10 Childcare providers will be able to apply to re-join the Free Early Education Directory once they have secured a 'Requires Improvement', 'Good' or 'Outstanding' Ofsted inspection outcome and can demonstrate that they meet the requirements set out in this code of practice.

Information for all providers

3.11 The Local Authority will impose the following criteria on **all** childcare providers as a condition of funding:

Safeguarding

General Information for all providers

- All childcare providers must prioritise the safeguarding and welfare of all children in the setting and have robust policies and procedures in place in line with the EYFS and Local Safeguarding Children's Board (LSCB) guidance.
- All childcare providers must sign up to the LSCB compact and Dorset Overarching information sharing protocol for Multi-Agency Risk Assessment Conference (MARAC).
- If required the Borough of Poole will share provider information with appropriate agencies including, Police, Ofsted, Social Care in order to safeguard children.

Specific information for group settings

- Group childcare providers are required to complete an annual safeguarding audit and will receive regular visits carried out by a Childcare Officer to support this process. The frequency of these visits will be determined by Ofsted judgements and any identified issues at the setting.
- The Sufficiency and Childcare manager may carry out safeguarding visits to settings if significant issues are identified within any setting.
- Improvement/compliance actions will be set by the Childcare Officer and/or the Sufficiency and Childcare Manager if any areas of safeguarding practice are identified as being non compliant or requires improvement.
- Any breaches in statutory regulation which are not addressed within agreed timescales will be reported to Ofsted by the 0-5 Service Team. Significant issues will be reported immediately to Ofsted and other appropriate agencies.
- All group childcare settings must ensure that the Designated Lead for safeguarding attends 2 day multi-agency training and subsequent 1 day up date training events at least once in every 2-3 years.
- Group childcare providers should ensure attendance of the Designated Safeguarding Person at the termly Safeguarding Forum.
- Group childcare providers must ensure that all staff attend safeguarding training on a regular basis.

Specific information for childminders

- All childminders must have attended safeguarding awareness, refresher or higher level safeguarding training within the last 2 years in order to join the Free Early Education Directory.
- Childminders who have not received an Ofsted graded inspection or have a 'Requires Improvement' or 'Satisfactory' inspection outcome will undergo a safeguarding/inclusion audit with the Borough of Poole prior to joining the Free Early Education Directory and may be set actions in relation to

safeguarding/Inclusion as a condition of joining the Free Early Education Directory.

- All childminders must attend safeguarding training on a regular basis at least once in every 2-3 years.
- All childminders are required to complete an annual safeguarding/inclusion audit and will receive visits from the Borough of Poole 0-5 Team to support this process. Actions may be set as a condition of remaining on the Free Early Education Directory.
- Any breaches in statutory regulation which are not addressed within agreed timescales will be reported to Ofsted by the 0-5 Service Team. Significant issues will be reported immediately to Ofsted and other appropriate agencies.

Inclusion

Special Educational Needs and disability (SEN/D)

General Information for all childcare providers

- All childcare providers must prioritise provision for children with SEN/D and identify additional need at the earliest possible opportunity. They must have robust policies and procedures in place in line with the 'Special Educational Needs and Disability Code of Practice 0-25 years' 2014 and current Borough of Poole 'Providers Inclusion Guidance and Referral Handbook'.
- All childcare providers must demonstrate that they adopt a graduated response (GR) with 4 stages of action; Assess, Plan, Do, Review (APDR) and that their tracking processes are rigorous and effective.
- All providers must work in partnership with parents/carers to establish the right support for their children.
- All providers must have the consent of parents/carers to share information directly with other relevant professionals.
- If required the Local Authority will share provider information with appropriate agencies including Ofsted.

Specific information for group settings

- All group settings will receive regular Inclusion Review (GR1) and SENCO contact from their Early Years Area SENCO (EYAS). During these points of contact, the SENCO must be prepared to share tracking documents and SEN support plans that show the impact of their work.
- All paperwork, from GRI-GR7 (please refer to the Borough of Poole 'Providers Inclusion Guidance and Referral Handbook: Graduated Response Process and Forms') must be completed and returned within specified deadlines.
- Transfer of 'transition to school' information for children in SEN support and with Statutory Assessment/Education Health Plans must be prioritised in-line with BoP transition guidance sent out each spring term. Evidence of transition planning must be available to share with the EYAS at the spring term Inclusion Review point of contact.
- All group settings should ensure attendance of their SENCO (or a suitable representative) at the termly Inclusion Briefing.

Specific information for Childminders

- All Childminders will receive inclusive practice support from their Childcare Officer in the first instance.

- Where progress in learning for a child is not developing as expected, then Childminders can refer to a dedicated Early Years Area SENCO (EYAS) for further guidance. They should use the documentation in the current Borough of Poole 'Childminder Inclusion Guidance and Referral Handbook'.
- All paperwork, from GR2-GR7 (please refer to the Borough of Poole 'Providers Inclusion Guidance and Referral Handbook') must be completed and returned to the EYAS within specified deadlines.
- Transfer of 'transition to School' information for children in SEN support and with Statutory Assessment/Education Health Plans must be prioritised in-line with BoP transition guidance sent out each spring term.
- All Childminders should ensure they keep up to date with the most recent early years legislation and guidance on SEN/D provision – all are welcome to the termly Inclusion Briefings.

4. Funding Early Education Places

Outcome - 'Fair and transparent funding which supports a diverse range of providers to deliver early education places and encourages existing providers to expand and new childcare providers to enter the childcare market. This diversity enables parents to choose a provider that best meets the needs of their child and family.' (DfE 2014)

Entry to the Free Early Education Directory (All Providers)

4.1 In order to join and remain on the Free Early Education Directory, (a list of childcare providers approved to deliver the Free Early Education), an application form must be submitted to the Borough of Poole (**appendix 4 and 5**) and providers must be registered on the Early Years Register with Ofsted (or with another independent body e.g. Independent Schools Association (ISA)) and deliver the full Statutory Requirements outlined in the current version of the Early Years Foundation Stage (EYFS) statutory guidance.

4.2 Independent schools registered with the ISA must inform the Borough of Poole of inspection outcomes once inspection reports are published.

4.3 Settings who are officially exempt from the EYFS Learning and Development requirements will be permitted to join the Free Early Education Directory if parents wish their children to attend.

4.4 Childcare providers may claim Free Early Education funding for children who have exemptions from the EYFS learning and development requirements. Exemptions may only be made by parents/carers when they feel there is a conflict with their philosophical or religious convictions. The request must be in writing and upon receipt providers must seek views of the Borough of Poole prior to granting any exemption.

4.5 Any new registration, or significant change to registration which results in the issuing of a new Ofsted or ISA registration number, will require a completed application to join the Free Early Education Directory. This will include:

- any new provision
- any change in ownership of the provision
- any change in company status
- any change in premises address (except in the case of childminders where the registration is portable)

4.6 Childcare providers should apply to join the Free Early Education Directory at least three weeks prior to the commencement of a funding period (**see 1.7**). A Free Early

Education Directory application form (**appendix 4 and 5**) must be completed and submitted to the Borough of Poole.

Group Childcare Applications (specific information)

General Information

4.7 The Borough of Poole will assess all applications and will make a decision regarding entry to the Free Early Education Directory based on the provider's ability to meet all relevant criteria. Providers will be notified of the decision within four weeks of receipt of an application.

4.8 The Borough of Poole will reject applications on the grounds of failing to meet the set criteria in full. In these instances childcare providers will be notified in writing within four weeks of receipt of an application.

4.9 Childcare providers will be required to sign and return a Provider Agreement (**appendix 6**) and will need to demonstrate compliance with the agreement and this code of practice.

Closure of a Provider

4.10 Childcare providers will automatically be removed from the Free Early Education Directory if Ofsted registration is resigned by the provider or cancelled by Ofsted. In these cases the Borough of Poole will reclaim any unused funding from the childcare provider based on the difference between the number of hours paid for and the number of hours actually taken during that funding period.

4.11 The Borough of Poole will temporarily remove a childcare provider from the Free Early Education Directory if Ofsted suspend their registration. Childcare providers may be reinstated onto the Directory once issues have been resolved with Ofsted, but this will be dependent upon the circumstances of the suspension. In these cases the Borough of Poole will need to ensure compliance with this code of practice. A specific, appropriate support category will be identified for the setting according to published Borough of Poole setting support criteria. The Borough of Poole 0-5 Service Team will work in partnership with Ofsted as appropriate in such cases.

Provider Insolvency

4.12 The Borough of Poole will automatically remove from the Free Early Education Directory any childcare provider who enters into voluntary or compulsory liquidation. In these cases the Borough of Poole will lodge a claim for unused funding with the administrators.

Voluntary Removal from the Free Early Education Directory

4.13 If a group childcare provider chooses not to continue offering Free Early Education hours they must give one funding period of notice in writing to the Borough of Poole stating reasons for this decision. The setting must write to parents/carers informing them of this decision, allowing at least 4 weeks for parents/carers to make alternative arrangements. The Borough of Poole will also write to parents/carers and include Family Information Service (FIS) details.

4.14 If a childminder chooses not to continue offering Free Early Education hours they must give four weeks notice in writing to the Borough of Poole stating reasons for this decision and provide information regarding the movement of children. Childminders must also write to parents/carers informing them of this decision, allowing at least 4

weeks for parents/carers to make alternative arrangements. The Borough of Poole will also write to parents/carers and include Family Information Service (FIS) details.

4.15 Providers may apply to re-join the Free Early Education Directory by following the application steps **4.1- 4.9**.

Borough of Poole Removal from the Free Early Education Directory

4.16 The Borough of Poole will remove a provider from the Free Early Education Directory if they receive an 'Inadequate' Ofsted inspection outcome (**see section 3**). Childcare providers will be removed from the Free Early Education Directory as soon as is practicable once the inspection report is published. The Borough of Poole will write to all parents in receipt of a Free Early Education place to inform them of the situation and will support them to find suitable alternative provision, via the Family Information Service.

Other situations including serious safeguarding concerns, complaints and/or failure to consistently comply with statutory EYFS requirements will be reported to Ofsted by the Local Authority.

Appeals Process: Removal from Directory

4.17 Removal from the Free Early Education Directory is now determined by an 'Inadequate' Ofsted inspection outcome. Therefore, there will be no grounds to appeal to the Borough of Poole the decision to remove a provider from the Directory if they receive this judgement.

Refusal of entry onto Directory

4.18 Following a decision to refuse a childcare provider entry onto the Free Early Education Directory there will be a two week period within which an appeal can be lodged. The appeal must be made in writing, clearly outline the grounds for appeal and include relevant supporting evidence to demonstrate compliance with all set criteria.

4.19 Appeals will be initially assessed by the Sufficiency and Childcare Manager, who will consider information supplied by the childcare provider inline with this code of practice. If the outcome determined is that the childcare provider will not be granted entry onto the Directory a letter will be issued detailing the reasons for this.

If the childcare provider is dissatisfied with this outcome they may appeal in writing to the 0-5 Services Manager, within 2 weeks of receipt of the letter, detailing their reasons for appeal. The 0-5 Services Manager will look at all information inline with this code of practice and make a decision. This decision will be final.

If a childcare provider is dissatisfied with the way in which their appeal is dealt with they can follow the Borough of Poole Complaints procedure (**appendix 7**)

<http://www.boroughofpoole.com/education-and-learning/school-and-colleges/children-and-young-people-services-in-poole-a-guide-to-making-comments-compliments-and/>

The Early Years Single Funding Formula (EYSFF)

4.20 The Borough of Poole Early Years Single Funding Formula (EYSFF) was implemented on April 1st 2011 following a national government directive. The ongoing development of the EYSFF is undertaken by the Borough of Poole in partnership with early years providers who have been elected to the Early Years Sub-Group by their sector colleagues and, for changes 2016, a sector wide consultation.

4.21 The EYSFF is made up of base rates and additional supplements which take into account national and local policy objectives of raising quality as well as narrowing the achievement gap between children from the most disadvantaged areas and others. A number of changes have recently been agreed, the following table summarises the EYSFF for 2016-17.

EYSFF Summary of Base Rates and Supplements for eligible 3 & 4 year old children

	Base Rate	Quality Supplement	Deprivation Supplement
Group Settings	£3.36	£0.35	£0.80
Childminders	£4.19	£0.35	N/A: Is included within funding base rate.

Supplements

4.22 EYSFF Supplements have been developed to support the Borough of Poole in meeting national and local policy objectives and drive positive outcomes for children. Each supplement carries specific criteria which must be met in full by the provider or by the child.

Quality Supplement

4.23 Updated termly using Ofsted inspection data. This supplement is available to all PVI providers who achieve a ‘Good’ or ‘Outstanding’ Ofsted inspection outcome or group settings awaiting their first inspection (with the exception of established PVI providers who are awaiting their first inspection due to a change in registration and their previous Ofsted outcome was not ‘Good’ or ‘Outstanding’).

In cases where an established provider opens a second or subsequent setting, the quality supplement will be paid to the new setting as long as the most recent inspection outcome, relating to any of the existing settings, was at least ‘Good’. (This includes any setting registered with Ofsted on the Early Years register).

4.24 The quality supplement relates to eligible 3 and 4 year old children only and any adjustment, due to a new Ofsted outcome, will be made at the beginning of the next funding period. The monetary value of this supplement is reviewed annually by the Borough of Poole and will be paid to providers on a ‘per child per hour basis’.

4.25 The aim of the Quality Supplement is to support settings to maintain, or achieve at first inspection, at least a ‘Good’ standard of quality, as recognised by Ofsted, and further build upon this. This supplement will be removed from providers whose first/next inspection outcome is not ‘Good’ or ‘Outstanding’.

Deprivation Supplement

4.26 The aim of this supplement is to support PVI group childcare providers and maintained nurseries in meeting the needs of children from economically disadvantaged areas and to narrow the achievement gap between these children and others. A defining factor in supporting this agenda is a well qualified workforce operating at a low adult: child ratio. This supplement is paid to group childcare providers in order to support and enhance higher staffing levels.

4.27 Childminders are not eligible for this supplement as they are required to operate at an adult: child ratio of 1:3 according to Ofsted requirements. This is considered to be sufficient in meeting the needs of children from disadvantaged areas.

4.28 The Deprivation Supplement will be used to enhance the hourly rate of any current 3 and 4 year old child who is confirmed by the Borough of Poole as having been **previously funded** as a 2 year old at a Borough of Poole provider **or** currently qualifies for the Early Years Pupil Premium (EYPP).

4.29 Children who have accessed their Free Early Education with a provider from the beginning of a funding period, and subsequently qualify mid-term for EYPP, will have the Deprivation Supplement applied to the whole funding period.

4.30 If a child, whose hourly rate has been enhanced by the Deprivation Supplement, moves to a different provider mid term the Deprivation Supplement will be applied from the beginning of the next funding period for the new provider.

4.31 The Deprivation Supplement will be paid to all group childcare settings registered for Free Early Education.

Funding Rate for Two Year old Children

4.32 Reviewed annually with rates set in accordance with guidance and recommendations issued by the Department for Education.

	Funding for eligible 2 year olds
Group Settings and Childminders	£4.88

4.33 Free Early Education places for 2 year olds may only be taken up at settings judged by Ofsted to be 'Good' or 'Outstanding' and those awaiting their first graded inspection by Ofsted, (unless sufficiency of places dictates otherwise when the decision will be at the discretion of the Local Authority).

Early Years Pupil Premium

4.34 The Early Years Pupil Premium (EYPP) was introduced on 1st April 2015. The aim of the EYPP is to provide extra funding to providers (53p per hour of Free Early Education) to support disadvantaged 3 and 4 years olds. By working closely with parents/carers, providers will establish the most appropriate ways to utilise the funding in order to improve the quality of education for the most disadvantaged children.

4.35 During Ofsted inspection, providers will be required to demonstrate how the EYPP has been spent and the difference it has made to educational outcomes for children.

EYPP Eligibility

4.36 Children must receive free early education for 3 and 4 year olds in order to attract EYPP. They do not have to take up the full 15 hours per week to qualify although they must meet at least one of the following criteria:

The child's family receives any one of the following:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)

- Support through part 6 of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (**provided they're not also entitled to Working Tax Credit** and have an annual gross income of no more than £16,190)
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- Universal Credit

or

- The child is looked after by their local authority
- The child is no longer looked after by the local authority as a result of an adoption order, a special guardianship order or a child arrangements order which specifies with whom the child lives.

4-year-old children in primary school reception classes who already receive the school-age pupil premium are not eligible for EYPP funding.

Identifying eligible children

4.37 Early years providers are responsible for identifying eligible children and are encouraged to speak to parents to find out who is eligible for EYPP funding. In particular, providers should speak to the parents of children who took up the Free Early Education entitlement for 2 year olds, as many of these children will attract EYPP when they turn three.

The Borough of Poole has created an information leaflet and form for providers to print and distribute to parent's/carer's (**appendices 8 and 9**).

Eligibility checks

4.38 The Borough of Poole will supply providers with access to EYPP application forms (**appendix 9**). These, or the EYPP section of a Parent/Carer Contract, must be filled in by/with the parent/carer and submitted to the Childcare Funding Co-ordinator who will check eligibility using an online eligibility checking system. Eligibility cannot be checked or confirmed more than one term in advance as a family's circumstances may change.

4.39 Eligibility will be checked for a second time in the academic year in which the child takes up their 4 year old entitlement. This check will establish if the child is still eligible.

4.40 Once eligibility has been checked the Borough of Poole will inform the child's parent's/carer's and the setting via email where provided. Please be aware that once a child previously eligible for EYPP starts school they will not become automatically eligible for the school-age pupil premium.

Checking the eligibility of children who have been in Local Authority care

4.41 A different process will apply for identifying and checking the EYPP eligibility of children where:

- The child is looked after by their local authority
- The child is no longer looked after by the local authority as a result of an adoption order, a special guardianship order or a child arrangements order which specifies with whom the child lives

It will be the Borough of Poole Virtual School Head Teacher's role to identify these children. If a child is no longer looked after by the local authority, parents, adoptive parents or guardians will have to show evidence of the court order that proves that the child was formally in local authority care in either England or Wales.

4.42 Where a child is currently looked after and eligible for EYPP, but are the responsibility of a local authority outside the Borough of Poole, the provider will need to approach directly that local authority, and their Virtual Schools Head to discuss entitlement and administration. The financially responsible local authority will be funding EYPP in these instances.

Record Keeping and Auditing

4.43 The Borough of Poole will monitor all Free Early Education funding claims made by childcare providers and reserves the right to carry out routine Free Early Education funding audits to ensure accuracy and compliance. Audit visits will take place at least once in every five years and providers are expected to prepare all relevant information in advance of the visit. Information about each child, attendance registers, funding claims and actual payments made for the current year and previous two years will be scrutinised and previous years may also be requested during the visit in order to validate the expenditure of public funds. The attendance and claims records of children taking up free early education hours across 2 settings will be examined to ensure that the maximum 15 hours has not been exceeded.

4.44 Accurate attendance registers must be kept indefinitely and financial records must be retained for at least seven years.

4.45 An audit summary report will be produced and shared with childcare providers. In cases where minor discrepancies have been identified, during the audit, funding may be adjusted accordingly. If major discrepancies are identified during the audit process, adjustments will be made and the setting closely monitored for an agreed, significant period of time. More frequent audit visits may be carried out if deemed necessary.

4.46 If for any of the reason stated above (**4.13 - 4.17**) a setting is removed from the Free Early Education Directory, the Borough of Poole Childcare Sufficiency and Audit Officer will carry out a funding review visit to ensure that Free Early Education funding has been accurately and appropriately administered. The Borough of Poole will negotiate an individual payment plan for the period between notification of withdrawal and actual withdrawal from the Free Early Education Directory. The Borough of Poole will aim to recoup any overpayment through this process.

Free Early Education Administration and Claims Processes

4.47 Childcare providers are required to complete an Early Years Census return when requested. It is vitally important that this information is accurate and returned within the specified deadlines set by the Borough of Poole. Failure to do so could result in a funding payment delay. The Borough of Poole will collate all census information and submit it to the Department for Education (DfE) in order to secure sufficient for Free Early Education for the next financial year (**appendix 10**).

Information relating to individual children will also be submitted to the DfE with census information. This information is taken from the Parent/Carer Contract. Childcare providers must ensure that they have checked a parent's/child's eligibility for Free Early Education and that a Parent/Carer Contract is completed and signed for each entitled child and that this information is updated as necessary. In order to ensure that parents/carers understand how their information is used they must be issued with a Parent/Carer Information sheet which can be found on the back of the green copy of the Parent/Carer Contract. By signing the Parent/Carer Contract parents/carers are acknowledging that they have read the Parent/Carer Information sheet. It is the provider's responsibility to ensure that parents are fully supported to understand this process.

4.48 The Borough of Poole will enter information relating to individual children onto appropriate databases. This information will be used in accordance with data protection policy and procedure.

4.49 The Borough of Poole will send all relevant paperwork for completion to childcare providers at the beginning of each funding period. All required information must be completed and returned to the Borough of Poole within the specified deadlines below in order to ensure that funding is paid according to published dates. Failure to submit the required information within the agreed deadlines may result in delayed payments to providers.

	Apr Funding Period 2016	Sept Funding Period 2016	Jan Funding Period 2017
Mail out of Guidance Info	04/03/2016	-	-
Mail out of Provider Agreement Form	04/03/2016	-	-
Provider Agreement Form Return	18/03/2016	-	-
Period Starts	01/04/2016	01/09/2016	01/01/2017
1st payment to Providers	06/04/2016	01/09/2016	04/01/2017
Mail out child update form	06/04/2016	07/09/2016	04/01/2017
Providers to return update form	06/05/2016	30/09/2016	25/01/2017
2nd payment to Provider	27/05/2016	21/10/2016	10/02/2017
Half Term	30/05/2016-03/06/2016	24/10/2016-28/10//2016	13/02/2017-17/02/2017
End of Period	31/08/2016	31/12/2016	31/03/2017

4.50 The Borough of Poole will send paperwork to providers via 1st or 2nd class post and/ or electronically via secure email. It is the childcare provider's responsibility to monitor receipt of, completion and submission of paperwork to the Borough of Poole. Childcare providers must contact the Borough of Poole if they encounter any problems or anticipate any delays in submitting the required information or have not received scheduled paperwork.

4.51 Paperwork will be sent to the contact address or email address held by the Borough of Poole. Childcare providers must ensure that this information is kept updated to avoid potential payment delays.

4.52 Childcare providers will be required to complete a Child Update Form during the first month of every funding period. This form will need to include the hours to be claimed for all eligible children.

Child Update Form – April 2016

Provider Name:

No of Weeks:

Maximum Funded Hours:

This form has been populated using details of children for whom a parent/carer contract has been received for your setting. If a child is absent from the list please complete the details into a blank space and include the parent/carer contract for processing. Approval for these children will be advised to you within two weeks of receiving the form.

*	Child's Name	Date of Birth	Address	Postcode	No of Actual Funded Hrs Per Week	No of Funded Hours Per Period	Total Hours Per Week	Adjusted Hours for Last Period	SEN Code	Office Use Only

PROVIDER DECLARATION

I CERTIFY THAT:
 * I have checked, agreed the above information and have previously submitted a parent/carer contract for each child.
 * The childcare provision meets the requirements of the Funding as set out in the Free Early Education for Two, Three and Four Year Old Children Code of Practice for Borough of Poole Childcare Providers April 2016.
 * I have advised Financial Services (01202 633129) should my bank or mailing address have changed since the last submission.

Signed Date
 Print Name

4.53 Should a provider fail to submit a Parent/Carer Contract, or subsequently realise that a Parent/Carer Contract has not been acknowledged by the Borough of Poole, we will reimburse entitlement (where appropriate) for a maximum of one complete funding period prior to the funding period in which a new or copy Parent/Carer Contract is received.

4.54 The Borough of Poole will make 6 payments to each **group** childcare provider every year, two payments during each funding period as follows:

- Funding period 1 (summer, 1st half). Payments will be made based on the providers predicted figures submitted within the Provider Agreement. 50% of the total predicted amount will be paid at this stage unless this figure is deemed by the Borough of Poole to be unrealistic in which case another amount may be paid in consultation with the childcare provider.
- Funding period 1 (summer, 2nd half). Payments will be made based on information supplied on the Child Update form. The total amount for the funding period will be calculated taking into account adjustments for children leaving the setting, changing hours or new eligible children joining the setting for whom a Parent/Carer Contract has been submitted. The 1st payment will be deducted from the overall total to create the 2nd actual payment.
- Funding period 2 and 3 (autumn and spring 1st half). Payments will be calculated using information provided on the previous Child Update Form and new Parent/Carer Contracts submitted, taking into account adjustments for children leaving the setting, changing hours or new eligible children joining the setting for whom a Parental Contract has been submitted.
- Funding period 2 and 3 (autumn and spring 2nd half). Payments will be made based on information supplied on the Child Update form. The total amount for the funding period will be calculated taking into account adjustments for children leaving the setting, changing hours or new eligible children joining the setting for whom a Parent/Carer Contract has been submitted. The 1st payment will be deducted from the overall total to create the 2nd actual payment.

4.55 The Borough of Poole will make 6 payments to each **childminder** every year, two payments during each funding period as follows:

- Funding period 1 (summer 1st half). Payments will be made based on the childminders predicted figures submitted within the Provider Agreement. 50% of the total predicted amount will be paid at this stage unless this figure is deemed by the Borough of Poole to be unrealistic in which case another amount may be paid in consultation with the provider.
- Funding period 1 (summer 2nd half). Payments will be made based on information supplied on the Child Update Form. The total amount for the funding period will be calculated taking into account adjustments for children leaving the setting, changing hours or new eligible children joining the setting for whom a Parent/Carer Contract has been submitted. The 1st payment will be deducted from the overall total to create the 2nd actual payment.
- Funding period 2 and 3 (autumn and spring 1st half). One month before the commencement of period 2 and 3 childminders will be emailed to request anticipated children and hours for that period. 50% of the total predicted amount will be paid at this stage. If childminders do not respond to this email enquiry we will calculate the payment based on known information.
- Funding period 2 and 3 (autumn and spring 2nd half). Payments will be made based on information supplied on the Child Update form. The total amount for the funding period will be calculated taking into account adjustments for children leaving the setting, changing hours or new eligible children joining the setting for whom a Parent/Carer Contract has been submitted. The 1st payment will be deducted from the overall total to create the 2nd actual payment.

4.56 Funding will be paid directly into a provider's business bank account. Funds cannot be paid into the bank accounts of private individuals, with the exception of childminders.

Providers must undertake to repay on demand any payment of funding if that payment was:

- (1) For provision which does not meet the Borough of Poole's conditions.
- (2) Made incorrectly due to an administrative error.
- (3) An over claim by the parent/carer.

4.57 Providers are required to inform the Borough of Poole of any changes with regard to the ownership, registration or operational details of their setting.

4.58 The Childcare Funding Team aims to provide a high quality administrative service to providers. If however, a childcare provider is unhappy with the service received they should contact the Free Childcare Coordinator in the first instance who will endeavour to resolve the issue. If the childcare provider is dissatisfied with the response they should contact the Sufficiency and Childcare Manager who will deal with the issue in accordance with the Borough of Poole Complaints Procedure (**appendix 7**).

4.59 Free Early Education for 2 year old children is available via an application process (**appendix 11**) to families that meet specific criteria (**see 1.4**).

Parent's/Carer's who choose to apply online will receive an instant result of entitlement (where income-based) and will be able to share with a provider their confirmation reference number. Provider's will reference that number on page two of the Parent/Carer Contract, and will receive an acknowledgement from the Borough of Poole in the normal way. If Parent's/Carer's receive an inconclusive response to an online application they will be provided possible reasons and option to move forward, at that time.

5. Information to Childcare Providers

Outcome – Availability of information, advice and guidance is focused on childcare providers identified as needing to improve the quality of their provision and should promote high quality early education. Local authorities have a power to impose reasonable charges when securing information, advice and training. (DfE 2014)

General Information

5.1 All local authorities are required to secure information, advice and training to support providers in meeting the requirements of the EYFS, meeting the needs of children with SEN/D, supporting vulnerable and disadvantaged children and ensuring effective safeguarding and child protection procedures for the following groups of providers:

- Those registered on the Ofsted Early Years Register who are judged less than 'Good' by Ofsted in their most recent inspection report.
 - This group of providers will receive Focused Support, **(Appendix 2)** (based on actions identified by Ofsted) and safeguarding and inclusion support from the Borough of Poole in order to achieve a 'Good' Ofsted outcome at next inspection.
- Newly registered providers on the Ofsted Early Years Register who have not yet had an inspection report published.
 - These providers will receive Borough of Poole support with EYFS leadership, self evaluation, and safeguarding and inclusion matters with an aim of securing a 'Good' first inspection outcome.
- Any providers that receive an 'Inadequate' Ofsted inspection judgement
 - These providers will be offered a Borough of Poole Intensive Support package **(appendix 3)** (based on actions identified by Ofsted) and safeguarding and inclusion support until the next inspection which will determine future support.

All other providers will receive Safeguarding and Inclusive Practice support, access to telephone and email support, advice and guidance and training through the Borough of Poole CPD online service.

Working in partnership

5.2 The role of the Local Authority has changed significantly in recent times and although our universal quality improvement role no longer exists we remain committed to effective partnership working with all providers and are keen to ensure that effective information sharing processes enable relationships of transparency and trust.

5.3 Following visits to settings 0-5 Team officers will create a written record of the visit and supply a copy of this information, via email, to the Leader and Registered Person at the setting. Any identified actions will be clearly shown on this information and providers are encouraged to contact the relevant officer if they feel that the information is not a true reflection of the visit.

Working with Ofsted

5.4 Since Ofsted have become the sole arbiter of quality within early years they are keen to work more closely in partnership with local authorities. There are several ways in which the Borough of Poole will now have contact with Ofsted:

- **Regional Ofsted Early Years HMI**

The 0-5 team will have regular telephone and email communication with the South West Regional Early Years HMI and meetings will be arranged if required to discuss any issues in greater detail. This communication provides an opportunity to share success and also discuss the progress of all settings with a current Ofsted judgement of 'Inadequate' or 'Requires Improvement, the HMI may ask to share written reports and information. These reports will have been previously shared with the leader/manager and registered person.

During these conversations the 0-5 team managers and the HMI will have an opportunity to raise concerns regarding potential breaches in requirements. These cases will usually have been discussed with leaders/managers and/or registered person at the setting unless there is good reason not to do so e.g. a safeguarding concern.

- **Complaints and investigations**

If a complaint is made to Ofsted, the investigating officer may contact the Borough of Poole for information. This gives the 0-5 team an opportunity to express to Ofsted any concerns already raised with the leader and/or registered person and also discuss good practice and progress to give Ofsted a balanced view of the setting.

In these cases Ofsted require that any information shared remains confidential while an investigation is carried out. The Borough of Poole will offer support to providers once Ofsted have carried out an investigation into a complaint.

If 0-5 Officers identify a breach in requirements at any setting they will discuss this with the leader/manager and/or registered person at the setting and set actions to support. The information will be relayed to 0-5 managers and records kept by the 0-5 team. Providers will be encouraged to contact Ofsted when required according to statutory regulation. The local authority has a duty to report concerns to Ofsted, we will endeavour to do this in partnership with providers although on occasion this is not possible, particularly when the concerns are of a safeguarding nature.

6. Information for Parents/Carers

Outcome - 'Parents have a choice of taking up their child's early education place in a variety of settings and are provided with comprehensive information about their child's entitlement to an Early Education place and childcare options in their area.' (DfE 2014)

The Role of the Family Information Service (FIS)

6.1 The Borough of Poole Family Information Service (FIS) will use Ofsted inspection outcome data provided to them by Ofsted to inform parents/carers of the quality of providers and enable them to make an informed choice of childcare provision. Details of local childcare provision are published to parents/carers through the Family Information Directory (FID) having obtained the consent of individual providers. This includes details of childcare provision suitable for children with disabilities and special educational needs and those that offer Free Early Education for 2 year old children.

6.2 It is the responsibility of the childcare provider to supply up to date information, including current vacancy information, in order to ensure that correct details are published and promoted appropriately.

6.3 The FIS offers a brokerage service that supports parents/carers in finding the most appropriate childcare to suit the needs of their family. This may be with a group setting or childminder. FIS outreach workers will work with parents/carers on a one to one basis in order to remove any barriers of access to Free Early Education.

6.4 The FIS actively promotes the take up of Free Early Education through published information.

6.5 Childcare providers must ensure that all parents/carers are supported appropriately to fully understand their entitlement to Free Early Education prior to signing the required paperwork. Parents/carers requiring additional support should be signposted to the FIS Outreach/Brokerage team. Details are available on the home page of the FID.

6.6 Childcare providers must supply parents/carers with clear information relating to billing/invoicing (**See 1.19 -1.21**) and be open and transparent with them regarding any additional charges before they sign the appropriate paperwork.

Parent/Carer Concerns or Complaints

6.7 The likelihood of complaints arising from parents/carers in relation to the Free Early Education is greatly reduced if providers fully comply with this code of practice, supply appropriate up to date information to parents/carers and have clear pricing policies in place. If, however, a parent/carer chooses to raise a concern or make a complaint regarding Free Early Education or additional charges imposed as a condition of accessing this, they will be supported by the Borough of Poole to do so in the following ways:

- Parents/carers will be encouraged to discuss the issue with their provider in order to seek resolution in the first instance, and will be directed to this code of practice, published online.
- If the situation remains unresolved the parent/carer will be encouraged to contact the Borough of Poole's Childcare Funding Co-ordinator who will investigate the issue with the childcare provider to ensure compliance with this code of practice.
- If the investigation confirms that the childcare provider is operating in accordance with the criteria set within this code of practice, they will be informed of this outcome. Parents/carers will also be informed and provided with support to understand the specific, related elements of the criteria.
- If the investigation confirms that the provider is failing to comply with any element of this code of practice the Borough of Poole Sufficiency and Audit Officer will work with the childcare provider to rectify the situation and ensure compliance with this code of practice. Providers and parents/carers will be informed of this outcome in writing.
- If parents/carers are unhappy with the way in which the Borough of Poole has dealt with their concerns they may make a formal complaint to the Borough of Poole (**appendix 7**).

7. Securing Sufficient Childcare

Outcome - 'Parents are able to work because childcare places are available, accessible and affordable and are delivered flexibly in a range of high quality settings'. (DfE 2014).

7.1 The Borough of Poole will endeavour to secure sufficient childcare, so far as is reasonably practicable, for working parents, or parents who are studying or training for employment.

Assessing the Childcare Market

7.2 The Borough of Poole will regularly assess the childcare market in Poole as required by the Department for Education and will take appropriate steps to address any identified gaps in the childcare market.

7.3 When assessing the childcare market the Borough of Poole will take into account the following points in relation to birth rate data and projections:

- The state of the local childcare market, including the demand for specific types of providers in particular locality and the amount and type of supply that currently exists.
- The quality and capacity of childcare providers, including their funding, staff, premises, experience and expertise.
- The flexibility of Free Early Education provision inline with parental demand.
- The state of the labour market.
- Current national and local government priorities and initiatives.
- Local authority resources, capabilities and overall budget priorities.

7.4 The Borough of Poole will work in partnership with existing childcare providers in order to manage the childcare market efficiently. Providers will be encouraged to expand their provision and ensure a flexible offer to parents. Local schools will be encouraged to offer out of hours childcare from 8.00am and 6.00pm and during school holidays inline with government initiative. If identified gaps in the market cannot be filled by existing childcare providers, additional premises will be sought and new providers encouraged to enter the market.

Reporting Responsibilities

7.5 The Sufficiency and Childcare Manager will report annually to Elected Council Members to demonstrate how the duty to secure sufficient childcare places is being met. The report will include specific reference to:

- Childcare availability for disabled children
- Childcare availability for families in receipt of the childcare element of the Working Tax Credit or Universal Credit
- Free Entitlement take up for two, three and four year old children
- Childcare availability for school aged children and children needing holiday care
- Supply and demand information for particular age ranges of children
- Accessibility and quality of childcare provision
- Details of how any identified gaps in the childcare market will be addressed

This report will be made available and accessible to parents/carers on the Borough of Poole website.

Appendices

TRANSFER OF FREE EARLY EDUCATION FUNDING: 2016/17



The movement of Free Early Education hours is discouraged. Where necessary children should be moved between childcare providers at the end of a free entitlement period which is 31 March, 31 August and 31 December.

If you choose to move your child at any point or decide not to start at a childcare provider once you've signed a Parent/Carer Contract with them you could be asked to give up to FOUR WEEKS notice to the current provider.

PARENT/CARER

I, the parent/carer of the child named, wish to transfer my child's Free Early Education funding to a new childcare provider as stated below

Child's Legal Name **Date of Birth** ___ / ___ / ___

From (Childcare Provider)

To (Childcare Provider)

If your move is due to Safety or Quality reasons, please let us know (continue overleaf if required) or email us at childcare@poole.gov.uk

.....
.....
.....

I have agreed a notice period with my current childcare provider and understand no Free Early Education Childcare will be authorised until this transfer is agreed by all and any notice period is complete. I also agree that Learning and Development records can be shared with the new childcare provider to enhance my child's development and ensure continuity of care for my child.

Name

Signed (Parent/Carer) **Date** ___ / ___ / ___

OUTGOING SETTING/CHILDMINDER

The child named above left my care on: ___ / ___ / ___

Including notice, I will claim funds up to: ___ / ___ / ___

My total hours for this Funding Period : _____ hrs of a possible _____ hrs

Signed: Print Name:

Setting Name/Childminder:

- EYPP Funded
2yo Funded
3 & 4yo Funded

‘Getting to Good Together’

Local Authority - Focused Support Criteria



Currently, Ofsted are the sole arbiters of quality within the early years and childcare sector. Local authorities have a specific duty to support quality improvement in settings that receive a ‘Requires Improvement’ Ofsted inspection outcome based on actions identified in the inspection report. This includes both group settings and childminders.

The purpose of Focused Support is to:

- Support and challenge settings judged as ‘Requires Improvement’ by Ofsted, to improve EYFS practice and work towards a ‘Good’ Inspection outcome within 12 months

Criteria:

The criterion for Focused Support is:

- An early years setting with a ‘Requires Improvement’ Ofsted Inspection outcome

Focused Support will be personalised to meet the needs of individual settings and may include:

- Regular visits from the LA 0-5 Service advisory officers
- In-house training opportunities
- Staff meeting support
- Modelling of good practice
- Support with monitoring and self-evaluation
- Support with documentation
- Signposting to relevant training, guidance, information, meetings and reading
- Visits to other settings(if appropriate)
- Support/liaison for committees – where relevant

A detailed Focused Support action plan will be created with appropriate members of the leadership team/childminder. Support from the local authority to meet and embed identified actions will continue until a ‘Good’ Ofsted inspection outcome is achieved.

The action plan will have:

- Clear SMART actions linked directly to the Ofsted inspection report
- Links to the Ofsted evaluation schedule and EYFS Statutory requirements where appropriate
- Key time-bound tasks and responsibilities identified
- Clear success criteria

Focused support also enables opportunities for:

- Leaders/managers/ childminders and staff members to carry out joint observations of practice with 0-5 Service advisory officers
- Leaders/managers/childminders to learn how to evaluate and will jointly RAG rate their progress with LA 0-5 Service advisory officers.
- LA 0-5 Service advisory officers may carry out unannounced visits to the setting to support particular areas of practice development. This will be planned for as part of the action plan and always with the agreement of the leader/manager/childminder.

N.B. Ofsted may ask the local authority for information on the progress of settings with a ‘Requires Improvement’ judgement and the local authority is duty bound to provide this on request.

Local Authority Intensive Support 2016-17



The purpose of Intensive Support is to:

- Provide bespoke intensive support to settings following an 'Inadequate' Ofsted Inspection outcome to improve practice to at least a 'Requires Improvement' judgement at next inspection.
- Challenge leadership and management competency.
- Ensure that standards for safeguarding & welfare and early learning & development are improved in **all** areas identified within the Ofsted Inspection report.
- Ensure staff competency, knowledge, skills and understanding in order to meet EYFS requirements.
- Ensure all stakeholders understand the need for the improvements identified and are aware of their accountability in this process.

Criteria

The criterion for **Intensive Support** from the Borough of Poole is:

- An 'Inadequate' Ofsted inspection outcome.

Once the Ofsted inspection report and other information have been received from Ofsted the 0-5 Sufficiency and Childcare Manager will contact the provider to discuss the support available. If the provider declines local authority support they must make clear to Ofsted who will support them on their quality improvement journey. If support is declined the Borough of Poole will notify Ofsted of this decision.

The Sufficiency and Childcare Manager and Early Learning, Inclusion and Improvement Team Leader will meet with the Leader and person with overall responsibility for the setting to discuss:

- The process for removing the provider from the Free Entitlement to Early Education Directory inline with national and local criteria.
- The Intensive Support process
- Allocation of appropriate 0-5 team Advisory Officers.

The Intensive Support process

The process is very intensive and requires the absolute commitment of the manager, leader, staff team and, if voluntary provision, the committee. Borough of Poole 0-5 advisory officers will work closely with providers to support them throughout the following process:

Action planning

- Designated 0-5 Advisory Officers will meet with the Leader and person with overall responsibility for the setting, to set and agree a detailed action plan. The action plan will be based on actions and recommendations set by Ofsted during inspection. The action plan will detail responsibilities, training expectations, specific tasks and clear success criteria.
- A time line will be produced by the 0-5 Advisory Officers and/or the Leader. This will clearly set out specific dates of scheduled visits, training events and meetings which will be agreed in advance.

- The 0-5 Advisory Officers and the Leader will explain the action plan and Intensive Support Process (IIP) to the whole staff team at a planned staff meeting.
- All Managers, Leaders, staff and committee members, if voluntary provision, will have a copy of the action plan and are required to sign 2 copies to say that they agree to work towards these improvements. The Borough of Poole will retain one signed copy and the setting will retain the other.

Monitoring and evaluation

- The 0-5 advisory team will carry out both scheduled and unannounced visits during this process to monitor progress, if required these may be carried out by/include senior officers. Notes and reports will be produced by Borough of Poole 0-5 advisory officers following each visit to the setting. Copies of these reports will be sent to the setting leader and registered person.
- Scheduled monthly evaluation meetings will take place with the Leader, 0-5 Advisory Officers, the 0-5 Sufficiency and Childcare Manager and Early Learning, Inclusion and Improvement Team Leader
- This support and close monitoring will be provided by the 0-5 team Advisory Officers until such time that a 'Requires Improvement' Ofsted inspection outcome has been achieved. Following which "Focused Support" will be provided by the 0-5 team until a 'Good' Ofsted inspection outcome is secured.
- The Borough of Poole plans to work closely with Ofsted in order to fully support providers who have received an inadequate inspection outcome and may carry out joint monitoring visits if requested by Ofsted. Ofsted may contact the Borough of Poole to share information about the setting and written reports and action plans may be shared.
- Settings may re-apply for entry to the Free Entitlement Directory once a 'Requires Improvement' Ofsted inspection outcome has been achieved.

Entry to the Free Early Education Directory (Groups)



I wish to apply to join the Free Early Education Directory from 1 April / 1 September / 1 January
(delete as appropriate)

Provision Details

Main Contact

Title Mr Mrs Miss Other Please state

Forename

Surname

Provision Name

Provision Address

Registered Business Name
(if different)

Registered Business Address
(if different)

Telephone Number

Mobile Number

E-mail

Ofsted Unique Registration
Number (if known)

Grade Date of Inspection

If your provision has been judged to be 'Good' or 'Outstanding' by Ofsted you will be registered
as a provider for children who qualify for 2 year old Free Early Years Education.

If you would prefer not to accept 2 year olds please tick here

Information about the Provision

How many Free Early Education children do you forecast your provision will have:

	Entitlement Period 1 Apr – 31 Aug	Entitlement Period 1 Sept – 31 Dec	Entitlement Period 1 Jan – 31 Mar
Number of Children eligible for 2 Year Old Free Early Education			
Number of Children eligible for 3 & 4 Year Old Free Early Education			

DUNS Number: *(Without this the Borough will not make payments to you)*

(A Dun & Bradstreet) DUNS (R) Number is a unique nine digit sequence recognised as the universal standard for indentifying businesses worldwide. Visit www.dnb.co.uk to request a DUNS number online. *A form will be presented and you only need to answer the questions marked with a **

The exact page online is:

www.dnb.co.uk/dandb-duns-number/request-a-duns-number

Declaration

- * I have received and read the 'Free Early Education for Two, Three and Four Year Old Children Code of Practice for Borough of Poole Childcare Providers April 2016'.
- * I will abide by all criteria over the entire time the provision remains on the Free Early Education Directory

Signature

(Owner/Manager)

Name

Date

Form to be returned to:

**Childcare Funding Co-ordinator,
Children, Young People and Learning,
Dolphin Centre,
Poole, Dorset, BH15 1SA**

Office Use only

Application Certified (initial):

Date:

You should receive a response to your application within two weeks of receipt

Entry to the Free Early Education Directory (Childminders)



I wish to apply to join the Free Entitlement Directory from 1 April / 1 September / 1 January
(delete as appropriate)

Provision Details

Title Mr Mrs Miss Other Please state

Forename

Surname

Provision Name (if any)

Provision Address

Telephone Number

Mobile Number

E-mail

Ofsted Unique Registration Number (if known)

Grade Certification Date

Target Completion Date (if outcome pending)

If your provision is 'Good' or 'Outstanding' you will registered as a provider for children who qualify for 2 year old Free Early Years Education. If you would prefer not to accept 2 year olds please tick here

Registered Contact Details (if different from above)

Information about the Provision

Please supply brief details about the provision being offered, eg opening times, vision, aims and marketing plan, etc. Give examples of practice, policies and procedures.

Have you attended a Borough of Poole safeguarding awareness, refresher or higher level safeguarding training course within the last three years? Yes No

How many Free Early Education children do you forecast your provision will have:

	Entitlement Period 1 Apr – 31 Aug	Entitlement Period 1 Sept – 31 Dec	Entitlement Period 1 Jan – 31 Mar
Number of Children eligible for 2 Year Old Free Early Education			
Number of Children eligible for 3 & 4 Year Old Free Early Education			

DUNS Number: ***(Without this the Borough will not make payments to you)***

(A Dun & Bradstreet) DUNS (R) Number is a unique nine digit sequence recognised as the universal standard for indentifying businesses worldwide. Visit www.dnb.co.uk to request a DUNS number online. You will find hints at the end of this form.

The exact page online is:

www.dnb.co.uk/dandb-duns-number/request-a-duns-number

If you are waiting for your DUNS number, please tick here Still send your form in.

Declaration

- * I have received and read the 'Free Early Education for Two, Three and Four Year Old Children Code of Practice for Borough of Poole Childcare Providers April 2016'.
- * I will abide by all criteria over the entire time the provision remains on the Free Early Education Directory.
- * I plan to advertise my service and availability through the Family Information Service.

Signature

(Childminder)

Name

Date

Form to be returned to:

**Childcare Funding Co-ordinator,
Children, Young People and Learning,
Dolphin Centre,
Poole, Dorset, BH15 1SA**

You should receive a response to your application within two weeks of receipt

If you do not already have a DUNS number and are applying for one, please visit this page:
www.dnb.co.uk/dandb-duns-number/request-a-duns-number

*A form will be presented and you only need to answer the questions marked with a **

Most questions are straightforward but where the questions are less clear, the following may apply to you:

Question: <i>Your Function</i>	Answer: <i>Childminding</i>
Question: <i>What does your business do</i>	Answer: <i>Childminding</i>
Question: <i>Full time Employees</i>	Answer: <i>1 if it's just you</i>
Question: <i>Legal Structure</i>	Answer: <i>Usually Sole Trader (if it's just you)</i>
Question: <i>Business Name</i>	Answer: <i>This would usually be your name ie Jane Doe</i>

When you're happy and submit the form your request will be sent to DUNS. You will receive an email confirming the request with a Request Reference Number and within ten days you will receive an email confirming your allocated DUNS number. You will need this number when asked to submit your account details to the Borough of Poole (later in the process).

**Borough of Poole Provider Agreement
Free Early Education for 2, 3 and 4 Year Olds
1 April 2016 to 31 March 2017**



Provider Name:

Ofsted Number:

Most recent Ofsted Judgement:

Approved 2 Year Old Provider:

By signing this agreement you are confirming that you, and any member of staff administering Free Early Education on your behalf, are fully aware of and will adhere to the criteria detailed in the Free Early Education for Two, Three and Four Year Old Children Code of Practice for Borough of Poole Childcare Providers April 2016.

The following criteria contains information, some of which may not be referenced in the Code of Practice. Providers are required to read through and sign to confirm that they meet all of the criteria in full.

PROVIDER

I, the Provider will:

1. Ensure full compliance with the Free Early Education for Two, Three and Four Year Old Children Code of Practice for Borough of Poole Childcare Providers April 2016. I understand that failure to comply could result in removal from the Free Early Education Directory.
2. Offer Free Early Education sessions, which are free at the point of entry, as defined in the Code of Practice and enable parents/carers to use as much of their Free Early Education as possible within the terms of the Code of Practice.
3. Ensure that all childcare provider update information and census returns are submitted to the Borough of Poole within required deadlines.
4. Comply with all statutory requirements of Ofsted registration and the Early Years Foundation Stage.
5. Ensure that the safeguarding and welfare of all children is prioritised and agree to complete an annual safeguarding audit and receive visits from the Childcare Team to support this process.
6. Understand that I will be removed from the Free Early Education Directory if I receive an Inadequate Ofsted inspection outcome.
7. Employ a setting based SENCo who will implement and monitor the SEN/inclusion policy ensuring compliance with the Special Educational Needs and Disability Code of Practice 0-25 years' and ensure that referrals and paperwork processes are managed to a high standard (Childminders are responsible for fulfilling this role).
8. Provide clear, written information to parents/carers when the free hours have been allocated for their child and not levy any fee in respect of their Free Early Education.
9. Set out clearly in billing/invoices, details of which hours attended have been provided free, making clear that it is not a monetary discount or grant.
10. Abide by the data protection and confidentiality protocols, sharing appropriate information when deemed necessary within reasonable timescales.
11. Link and work in partnership with other providers and, where an individual child is attending two settings or transfers to another setting, share (with appropriate permissions), relevant records including child development and hours attended.
12. Understand how my entitlement to the Quality and Deprivation supplements is determined and understand that my entitlement may change according to the set criteria within the Code of Practice 4.20-4.31 inclusive.
13. Automatically be classed as a Free Early Education provider for 2 year olds if my latest Ofsted outcome is Good or Outstanding or I am awaiting my first inspection. I understand I can opt out of this by writing to the Childcare Funding Co-ordinator.

14. Understand the Borough of Poole’s arrangements for partnership working with providers and Ofsted as detailed on pages 29-30 of the Free Early Education for Two, Three and Four Year Old Children Code of Practice for Borough of Poole Childcare Providers April 2016.

TERMS AND CONDITIONS (BOROUGH OF POOLE)

We, the Borough of Poole will:

1. Provide appropriate support through the 0-5 Team, in line with the published categories of support.
2. Remove any provider from the Free Early Education Directory if they receive an Inadequate Ofsted inspection outcome.
3. Prioritise support to childcare providers with a ‘Requires Improvement’ (Satisfactory) Ofsted outcome and providers awaiting first inspection and offer general advice, support, information and training to all childcare providers with a Good or Outstanding Ofsted outcome, some of these services are charged for.
4. Support all providers with safeguarding and SEN/D concerns and referrals.
5. Enable access to the Poole Workforce Development website for all childcare practitioners within Poole based provision.
6. Work in partnership with providers and Ofsted as detailed in the Code of Practice pages 29-30 inclusive
7. Monitor criteria and eligibility for supplements throughout the year and advise group settings of any significant changes.
8. Remove a specific supplement if a provider does not meet its criteria in full.
9. Continue to consult and report to the Early Years Sub Group and Schools Forum regarding the impact of the supplements.

ADMINISTRATION

10. Issue all necessary paperwork to a pre-defined timetable or advise otherwise.
11. Make financial payments in line with an issued schedule, provided that all paperwork has been submitted correctly by the setting within the scheduled deadlines.
12. Pay the sum of money, as defined in this agreement, per hour for each eligible child for up to 15 hours a week for 38 weeks of the year.
13. Confirm a child’s eligibility for funding for 2 year olds, Deprivation Supplement and also the Early Years Pupil Premium.
14. Provide telephone advice and assistance in relation to funding queries including the administration paperwork.
15. Ensure that confidentiality of all paperwork submitted is in line with The Data Protection Act 1998.
16. Assess any parental concerns raised with the Borough of Poole in a fair and impartial way.

Free Early Education Structure

If you do not offer Free Early Education hours all day and every day please tell us what time parent/carers can access their child’s free entitlement over a typical week.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

PREDICTION – APRIL 2016/17

Providers are required to set their own number of Free Early Education weeks for each funding period, totalling no more than 38 weeks in the year (570hrs). If you have part weeks to consider, a day is 0.2 weeks.

Please use the table below to detail how many weeks you are going to allocate to each of the funding periods. **You can stretch a child's entitlement beyond the weeks below** if the child has not used their full 15hrs per week. Please see page 12 of the Code of Practice for further information.

If you do not tell us how many weeks you would allocate per funding period you will be automatically assigned a standard April: 13 weeks, September: 14 weeks, January: 11 weeks.

	April 2016 (A) 01/04/16 – 31/08/16	September 2016 (B) 01/09/16 – 31/12/16	January 2017 (C) 01/01/17 – 31/03/17	Total
Number of Weeks				(A+B+C) = 38 Weeks
Setting's Free Early Education Period Start Date				
Setting's Free Early Education Period End Date				

Depending on how many weeks you have allocated to each funding period will determine the maximum number of hours you can claim per period.

2, 3 and 4 year olds 2016/17

	April 2016 (01/04 - 31/08)		September 2016 (01/09 - 31/12)		January 2017 (01/01 - 31/03)	
	No. of Funded Children	No. of Funded Hours	No. of Funded Children	No. of Funded Hours	No. of Funded Children	No. of Funded Hours
2yo's Actual 2015/16						
2yo's Provider Prediction 2016/17						
34yo's Actual 2015/16						
34yo's Provider Prediction 2016/17						

FUNDING RATE 2016 - 17

Base Rate	Quality Rate	Deprivation Rate	Standard Rate	Enhanced Deprivation Rate (for applicable children)
£	£	£0.80	£	£
				2 Year Old Funding Rate (if applicable)
				£4.88
				Early Years Pupil Premium (if applicable)
				£0.53

DECLARATION

- I have read and understood all the information within this Provider Agreement and have read, and understood my responsibilities as detailed in the Free Early Education for Two, Three and Four Year Old Children Code of Practice for Borough of Poole Childcare Providers April 2016 and agree to abide by the information set out.
- All information has been checked and I confirm that it is correct at the time of signature.

Signature _____ Date _____
 Owner/Head Office/Committee Chair/Childminder/Leader/Manager

Signature _____ Date _____
 Amanda Gridley - Borough of Poole

Who can help me make a complaint?

You can contact your **local councillor** or **MP**. To find out who your local councillor is, visit www.boroughofpoole.com

You can also get help from the Citizens Advice Bureau (**CAB**)

Tel: 01202 680838
Email: advice@poolecab.co.uk
Letter: 54 Lagland Street, Poole, BH15 1QG
Website: www.poolecab.co.uk

If you are a child or young person who has a complaint about services you are receiving from Social Care, you can get help from the independent **Advocacy Service 'Action for Children'**

Tel: 01202 525643
Email: bdpadvocacy@actionforchildren.org.uk
Letter: Action for Children, Bournemouth Learning Centre, Ensburry Avenue, Bournemouth BH10 4HG

The Quality Assurance and Improvement Adviser (Representations and Complaints) is the **Complaints Adviser** for Children and Young People's services

Tel: 01202 714740
Email: comments.childrenservices@poole.gov.uk
Letter: C&I People's Services, Borough of Poole, FREEPOST (RSHZ-GZLK-USLZ) Poole, BH15 2RU
Website: www.boroughofpoole.com/report

If your complaint is about a school, please contact the school directly and ask for a copy of their complaint procedure.

Produced by
Commissioning & Improvement – People's Services
November 2013

Children and Young People's Services in Poole



A GUIDE TO MAKING COMMENTS COMPLIMENTS OR COMPLAINTS

For Service Units:

- Children and Young People's Social Care Services
- Children, Young People & Learning
- Commissioning & Improvement – People's Services

*We are listening!
Your views are important to us*



We are listening...

What you tell us helps us learn and improve.
We want to hear from you, whether it's about things we are doing well, or where we need to make changes.

Please tell us if:

- We've done something wrong
- If our staff are helpful and listen to you
- There are things we could do better
- We haven't done something we should have
- We have not done something we promised to do

We will:

- Listen to you
- Always welcome your views
- Use what you say to improve the way we do things

Compliments

Please let us know if you are happy with the services you receive, or if you have been treated particularly well.

We will share your comments with staff so that they know you appreciate their hard work, and so that we can learn from examples of good customer service.

Comments

Please let us know if we could do things better or if you have an idea about a service that we do not provide.

We want to make sure that our services are right for you.

We will listen to your comments and let you know what we plan to do about them.

How

It's helpful if you can write it down, but talking to us is fine too. If you want someone to help you do this, there are contact details on the back of this leaflet.

Making a complaint

Stage 1

Please tell the person you are working with, or contact the **Complaints Adviser**. We will listen to what you say and try to resolve complaints as they arise. If we are not able to do this, we will let you know who is looking into the problem.

We try to resolve your complaint within 10 working days, but if your complaint is complicated we might need some extra time, in which case we will let you know.

What if I'm still unhappy?

Stage 2

You can tell the **Complaints Adviser**, or the person dealing with your complaint. You can ask that an investigation is set up to look into your complaint. It is helpful if you tell them what you are unhappy about, and what you want to happen.

An Investigating Officer, and if your complaint is about Social Care services, an Independent Person (someone not employed by the Borough), will investigate your complaint:

- They will want to speak to you and others who are involved.
- They will also look at records and any other documents.

They will write a report which will be sent to a senior manager. This manager will write back to you, telling you what they will do about the complaint you have raised.

This could take about a month, but if it may take longer we will let you know.

Can I take my complaint any further?

Stage 3

If you are not happy with the response to your complaint, you can ask for your complaint to be reviewed. This review will either be done by the **Complaints Adviser**, or if your complaint is about Social Care services, a Review Panel meeting will be held.

The review will look at how your complaint has been managed so far, and may make further suggestions about how to resolve your complaint.

The Head of Unit will formally write back to you following this review.

This should take about 2 months, but if it may take longer, we will let you know.

What else can I do?

If you are still not happy, you can ask the Local Government Ombudsman to look into your complaint. This is a free service and they will look into your complaint in a fair and independent way. The Ombudsman does not work for the Council.

You can contact the Ombudsman:

Tel: 0300 061 0614 or 0845 602 1983

Text: 0762 480 4299

Email: advice@lgo.org.uk

Letter: The Local Government Ombudsman,

PO Box 4771, Coventry, CV4 0EH

Website: www.lgo.org.uk

Frequently Asked Questions

How does the setting check eligibility?

To check eligibility for the EYPP, pre-school, nursery or childminding settings will simply ask parents to identify whether they believe they are eligible, complete an application form which will include their National Insurance number and each parents' date of birth. Parents will also be asked to provide proof of eligibility e.g benefits information. Parents are not obliged to apply for EYPP if they do not wish, it is an entirely voluntary application process.

What if my child does not attend for 15 hours per week?

The EYPP will run alongside the free entitlement to early education for all 3 & 4 year olds and will be available for any hours up to a maximum of 15 hours per week.

What if my child attends more than one setting?

The pre-school, nursery or childminder will receive EYPP in proportion to the number of hours the eligible children take up with them. If your child attends a maintained nursery all of the funding will go to the nursery.

What if I only have 1 term before my child starts in a school Reception class?

The EYPP is available to every 3 and 4 year old who attends a pre-school, nursery or childminding setting and where their parents/carers fulfil the eligibility criteria. Their setting will provide EYPP up until the child's transition to a school reception class.

How will I know that my child has benefited from this funding?

Each pre-school, nursery or childminder setting will have the freedom to decide how to make use of the funding as they will work closely with parents to understand the particular needs of each child. Ofsted will review its Inspection framework to look for evidence that every pre-school, nursery or childminding setting understands and can meet the needs of the children eligible for EYPP.

The Early Years Pupil Premium for 3 & 4 year olds



www.poole.gov.uk/familyinformation

**Additional funding to support your child's
learning and development**

What is Early Years Pupil Premium?

- It is additional Government funding to enhance your 3 and 4 year old's early education.
- Your child's early education provision - pre-school, nursery or childminder - could receive up to £300 a year for your child to support their individual learning if they are eligible.



Is my child eligible?

You may apply for Early Years Pupil Premium if your child is aged 3 or 4 years old, is receiving free early education hours at a nursery, pre-school or childminding setting and you are in receipt of one or more of the following benefits:

- Income support
 - Job Seekers' Allowance (Income-based)
 - Employment & Support Allowance (Income-related)
 - Support under Part VI of the Immigration and Asylum Act 1999
 - The guaranteed element of the State Pension Credit
 - Child Tax Credit based on an annual gross income of no more than £16,190
 - Working Tax Credit run-on
- Or your child has been:
- Looked after by the Local Authority for at least one day
 - Has been adopted from care
 - Has left care through special guardianship
 - Subject to a child arrangement order

How does it help my child?

Your nursery, pre-school or childminder will work in partnership with you to carefully consider the learning and development needs of your child and use the additional funding to support them with the following areas:

- Personal, social and emotional development
- Communication and Language
- Physical development
- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

When Ofsted inspect your nursery, pre-school or childminder they will check to see that the Early Years Pupil Premium additional funding is helping your child to learn and develop and get ready for school.



You will need to complete an application form and give this to your nursery, pre-school or childminder with proof of your eligibility. Forms are available at:

- Your nursery, pre-school, or childminding setting
- Your local Children's Centre
- The Family Information Directory website:
www.poole.gov.uk/familyinformation
- FIS Welcome Desk, above the Central Library, Dolphin Centre

Once your nursery, pre-school or childminder has confirmed your eligibility they will notify the Borough of Poole who will carry out an additional eligibility check and pay the funding to your child's setting.

Application for Early Years Pupil Premium

Please complete this form if you feel your child would qualify for Early Years Pupil Premium. Information regarding criteria and the purpose of Pupil Premium can be found on the leaflet handed to you, or supplied with this form.

Parent/Carer Details

Full Name (Mr/Miss/Mrs/Ms)

Address

Postcode: Contact Tel:

Email:

Parent/Carer Date of Birth:

Parent/Carer National Insurance Number
or National Asylum Seekers Number:

Child Details

Forename: Surname:

Date of Birth:

Provider Attending:

Is also Attending:

Parent/Carer Signed: Date:

Please return this completed form to your provider

Application for Early Years Pupil Premium

Please complete this form if you feel your child would qualify for Early Years Pupil Premium. Information regarding criteria and the purpose of Pupil Premium can be found on the leaflet handed to you, or supplied with this form.

Parent/Carer Details

Full Name (Mr/Miss/Mrs/Ms)

Address

Postcode: Contact Tel:

Email:

Parent/Carer Date of Birth:

Parent/Carer National Insurance Number
or National Asylum Seekers Number:

Child Details

Forename: Surname:

Date of Birth:

Provider Attending:

Is also Attending:

Parent/Carer Signed: Date:

Please return this completed form to your provider

You have been asked to complete this form because your circumstance, or the circumstance of the named child, fulfils one of the eligibility criteria for Early Years Pupil Premium.

Please tick which criteria this application is made under:

Your family receives one of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed element of the State Pension Credit
- Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit

Or the child:

- The child is looked after by their local authority
- The child is no longer looked after by the local authority as a result of an adoption order, a special guardianship order or a child arrangements order which specifies with whom the child lives

If you are applying under a family income related category, eligibility checks will be made using your National Insurance number through a secure Department for Education website. If you are applying under any other category you may be required to provide documentary evidence to your provider.

The Borough of Poole is the Data Controller for the purposes of the Data Protection Act 1998. This Act regulates how we obtain and use information about individuals. The information you supply is being collected to facilitate the provision of services by Children's Services and will be retained in line with the Borough's Retention Policy. It may be shared with relevant agencies who are working in partnership to provide those services and the Borough of Poole, for statistical purposes. When you sign this document you are providing your consent to your personal information being used for those purposes. Further information about the use of your personal information is available on our website www.poole.gov.uk, or by contacting the Council's Data Protection Officer.

You have been asked to complete this form because your circumstance, or the circumstance of the named child, may fulfil one of the eligibility criteria for Early Years Pupil Premium.

Please tick which criteria this application is made under:

Your family receives one of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed element of the State Pension Credit
- Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit

Or the child:

- The child is looked after by their local authority
- The child is no longer looked after by the local authority as a result of an adoption order, a special guardianship order or a child arrangements order which specifies with whom the child lives

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EARLY YEARS CENSUS

for Private, Voluntary and Independent Providers of Early Years Education for Two, Three and Four Year Old Children



Action by:

Census Date:

Section 1A: Provider Details		
Local Authority Name		Poole
Local Authority Number		836
LA Establishment URN		
OFSTED URN		
Provider Name	1a	
Postcode	2a	
Telephone	3a	
Email Address	4a	
Contact Forename(s)	5a	
Contact Surname	6a	
Contact Position	7a	
Section 1B: Childminder Agency Details (Where providers are registered with an agency)		
Local Authority Name		
Local Authority Number		
OFSTED URN		
Agency Name	1b	
Postcode	2b	
Telephone	3b	
Email Address	4b	
Contact Forename(s)	5b	
Contact Surname	6b	
Contact Position	7b	
Section 2: General Details of Provision (i.e. boxes 8 to 52) Note: This relates to ALL children in your care		
Section 2A: Category of Provider		
i. Private	8	<input type="checkbox"/> go to boxes 15-37
ii. Voluntary	9	<input type="checkbox"/> go to boxes 15-37
iii. Registered Independent School	10	<input type="checkbox"/> go to box 38
iv. Local Authority Day Nursery	11	<input type="checkbox"/> go to box 38
v. Childminding Type	12	<input type="checkbox"/> go to box 38
vi. Other	13	<input type="checkbox"/> go to box 14
If you have ticked 'other' (box 13) please specify:	14	<input type="text"/> go to box 38

Section 2B: to be completed by private or voluntary providers only

Type of care (as specified in your OFSTED registration document)

	Full Daycare	Sessional Daycare	Other Daycare
i. Day Nursery	15 <input type="text"/>	22 <input type="text"/>	29 <input type="text"/>
ii. Playgroup or Pre-School	16 <input type="text"/>	23 <input type="text"/>	30 <input type="text"/>
iii. Nursery School	17 <input type="text"/>	24 <input type="text"/>	31 <input type="text"/>
iv. Family/Combined/Integrated Centre	18 <input type="text"/>	25 <input type="text"/>	32 <input type="text"/>
v. Sure Start Children's Centre - Main Centre Site	19 <input type="text"/>	26 <input type="text"/>	33 <input type="text"/>
vi. Sure Start Children's Centre - Linked provider	20 <input type="text"/>	27 <input type="text"/>	34 <input type="text"/>
vii .Other	21 <input type="text"/>	28 <input type="text"/>	35 <input type="text"/>
If you ticked 'other' type (boxes 21,28 and 35) please specify:		36 <input type="text"/>	
If you ticked 'other' care (boxes 29-35) please specify:		37 <input type="text"/>	

Section 2C:

If you are not open on the census date please record your hours during a normal week.

	Yes	No
Are you continuously open during the day?	38 <input type="text"/>	39 <input type="text"/>
Do you operate on the premises of a maintained school or have a contract or partnership agreement with a maintained school?	40 <input type="text"/>	41 <input type="text"/>
Do you work in partnership with another establishment to provide free early education?	42 <input type="text"/>	43 <input type="text"/>
How many hours are you open each week?	44 <input type="text"/>	
How many weeks are you open each year?	45 <input type="text"/>	
How many weeks in the current calendar year is the provider open and funded by the LA?		46 <input type="text"/>

Staff

Total number of teaching staff, both paid and unpaid?	47 <input type="text"/>
Total number of teaching staff that have Qualified Teacher Status (QTS)?	48 <input type="text"/>
Total number of teaching staff that have Early Years Teach Status (EYTS)?	49 <input type="text"/>
Total number of teaching staff that have Early Years Professional Status (EYPS)?	50 <input type="text"/>
How many teaching staff, both paid and unpaid, do you have who are directly involved with the care of 2, 3 and 4 year old children?	51 <input type="text"/>
How many teaching staff, both paid and unpaid, do you have who are directly involved with the care of 2, 3 and 4 year old children and have Qualified Teacher Status (QTS)?	52 <input type="text"/>
How many teaching staff, both paid and unpaid, do you have who are directly involved with the care of 2, 3 and 4 year old children and have Early Years Teacher Status (EYTS)?	53 <input type="text"/>
How many teaching staff, both paid and unpaid, do you have who are directly involved with the care of 2,3 and 4 year old children and have Early Years Professional Status (EYPS)?	54 <input type="text"/>

Number of children by age

Number of 2 year olds?	55 <input type="text"/>
Number of 3 year olds?	56 <input type="text"/>
Number of 4 year olds?	57 <input type="text"/>

To be completed by the Parent/Carer

- I have read and understood the data statement below and would like my child to have free good quality early education sessions
- I understand that I will need to provide paper evidence of my entitlement if requested by the Borough of Poole
- The Local Authority collects information submitted on this form to register your family with your local Children's Centre and to monitor the take up of free early education funding. We will also share the information with your Health Visitor and use it, as necessary, for fraud prevention purposes. If, in the future, you would like to remove or amend your details please phone 01202 261999.

If you do not wish to share this information with your Health Visitor, please tick here

- I am aware that should my application be successful, there will be a limited time period to apply to an early years setting for a place

Signed Date

Assistance is available for you to find the right childcare for you and your child. Please do not hesitate to call the Family Information Service on 01202 261970 You can also visit our Welcome Desk above the Central Library within the Dolphin Centre.

Permissions

The Borough of Poole is the data controller for the purposes of the Data Protection Act 1998. This Act regulates how we obtain and use information about individuals. The information you supply is being collected to facilitate the provision of services by Children Services and will be retained in line with the Borough's Retention Policy. It may be shared with relevant agencies who are working in partnership to provide those services and the Borough of Poole, for statistical purposes. When you sign this document you are providing your consent to your personal information being used for those purposes. Further information about the use of your personal information is available on our website www.poole.gov.uk or by contacting the Council's Data Protection Officer.

**Form to be returned to the Family Information Service, Children,
Young People and Learning, Dolphin Centre, Poole, Dorset, BH15 1SA**
→ 01202 261999 familyinformation@poole.gov.uk

Free Early Education for 2 Year Olds Are you Entitled?

APPLICATION FORM



**15 hours per week of good quality early education for your
child with a local childminder, nursery or pre-school**

**Apply online for an instant result
www.poole.gov.uk/childcare**

Are You Eligible?

In order to qualify for free early education for your 2 year old child you must meet the eligibility criteria under one or more of the following categories. Please tick the boxes relevant to you.

Your family meet at least one of the following eligibility criteria:

- income support
- income-based Jobseeker's Allowance (JSA)
 - income-related Employment and Support Allowance (ESA)
 - support through part 6 of the Immigration and Asylum Act 1999
 - the guaranteed element of State Pension Credit
 - Child Tax Credit which is calculated on an annual income not over £16,190
 - the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- Working Tax Credit which is calculated on an annual income not over £16,190

Or:

- the child receives Disability Living Allowance
- the child is Looked After by their Local Authority
(Social Worker Name and Tel:
- the child has left care through special guardianship (foster care) or through an adoption or residence order
(Social Worker Name and Tel:
- the child has a current statement of Special Educational Needs or an Education, Health and Care plan

How to Apply:

Complete the online form: www.poole.gov.uk/childcare
Alternatively, please continue this paper application form.

Eligibility Checking:

If you are applying under a family income related category, eligibility checks will be made using your National Insurance number through a secure Department for Education website. If you are applying under any other category you will need to provide documentary evidence to the Family Information Service Welcome Desk. (See Page 4)

Parent/Carer Details

(Please use BLOCK CAPITALS)

Full Name
(Mr/Miss/Mrs/Ms)

Address

Postcode: Contact Tel:

Email:

Parent/Carer Date of Birth:

Parent/Carer National Insurance number
or National Asylum Seekers number:

Family's First Language

Would you like assistance finding a childcare place? Yes

Child Details

Forename Surname

Date of Birth

If eligible, do you have a preferred childminder, day nursery or pre-school in mind?

If you are a professional supporting a parent/carer in completing this form please provide your details:

Name

Organisation

Contact Tel: Assistance to find childcare? Yes