

Agreement for the funding of free early years provision for 3 and 4 year olds

**Schools Business Planning and Quality Improvement
Processes**

ANNEX B

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1. Enrolling a Child

When enrolling a child for their free early education entitlement the School must:

1. Verify the child's date of birth by checking the birth certificate, passport or health red book. A paper/digital copy of this must be retained.
2. Ensure parents complete a Parent Declaration Form ([Annex A](#)). This must be completed as soon as the child starts with the school.
3. Explain to parents that by signing a parent declaration form they are committing the funding to be paid to you as their school and this funding cannot be moved to another setting mid-term unless exceptional circumstances apply. (See section 3 of this document).
4. The school must ask if a child attends at any other setting if so, this should be clearly marked on the parent's declaration form. It must also state which setting is receiving the universal 15 hours and the extended 15 hours if these are being claimed.

2. Parent Declaration Form

This form must be completed for **all** children claiming free entitlement funding with the school. It should be signed and dated by the parent / carer no later than 2 weeks into the start of any new term, but no earlier than the beginning of the term ([Annex A](#)).

- All the information requested must be recorded.
- The form must state if the child attends any other setting and if so which Early Years setting they attend.
- In the case of more than one setting being used to claim the 3 & 4 year old funding for up to 30 hours the parent needs to specify which setting will receive the universal 15 hours and which setting will receive the extended hours.
- Copies of these forms should be retained on site and will be required at audit.
- A copy may be requested by the Local Authority should any funding queries arise.

Parental declarations are binding for a term and the school should ensure that parents are aware of this detail when signing the parental declaration.

3. Mid-term starters and leavers

3.1 Mid-term starter

If a child starts with a school nursery setting in the middle of a school term then the school needs to be aware that funding is based on census data and therefore the setting would not receive the funding for this child until the next census date (providing the child is on the census)

3.2 Mid-term leavers

When a child who has been accessing the free entitlement leaves a school part way through the term the funding will stay with the school for the remainder of the term.

If the deadline for '*input of actuals*' has not passed the school must record the details on the Synergy online Provider portal for the child, ensuring they input the start and end dates and the number of hours and weeks attended.

4. Change of hours mid-term

If a parent requests to change their hours mid-term then the school should be aware that funding is based on the number of hours recorded on census data. Therefore, if a parent requests to increase their hours mid-term then the additional funding would not be received by the school until the next term (providing the number of hours have been increased on the next census date). This funding is not back dated to the date the parent increased the hours.

5. Child attendance

The school must make parents aware, before they start accessing the free entitlement, of the importance of good attendance and this should fall in line with the schools attendance policy.

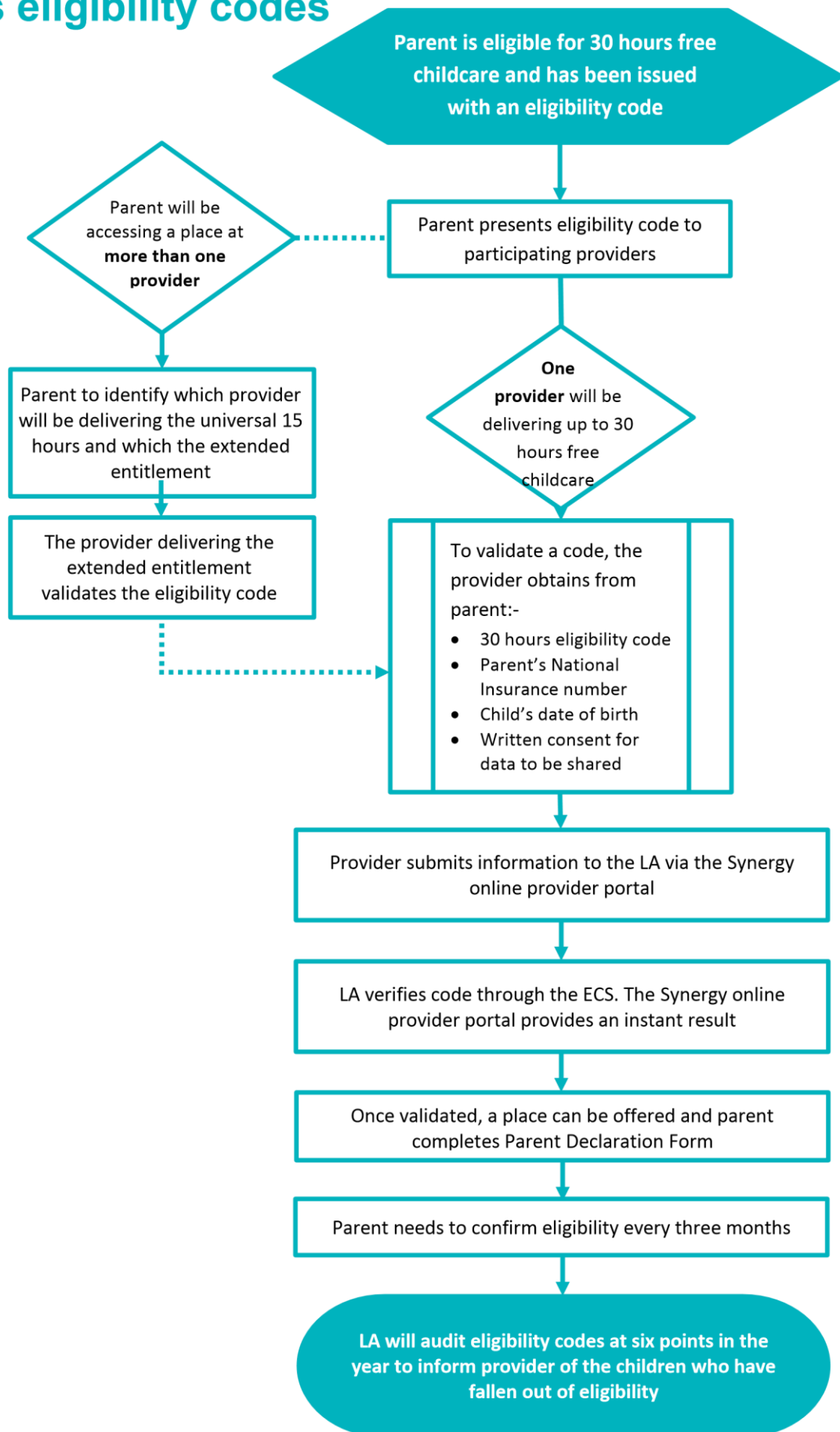
6. The funding process and submitting information

The Local Authority receives free entitlement funding from government for 38 weeks a year.

The Local Authority will issue a school submission timetable which sets out the deadlines for input of child level details by schools

Funding to maintained schools and payments to Academies will be made 3 times a year on a termly basis. The payments are allocated as soon as possible following the census data being verified and made available to the Schools Finance Team.

7. School's process for checking validity of 30 hours eligibility codes



8. Disability Access Fund

Children entitled to the Disability Access Fund (DAF) will be identified from the parental declaration form. Funding can only be claimed for children where the parent has ticked to confirm they are able to provide evidence and the parent has nominated the school to receive the DAF payment.

Funding will only be paid if a copy of the parental declaration form and a valid disability living allowance award letter is received by the Schools Finance Team.