

Maximising Early Years Funding Workshops 2025-26



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Today's Discussion

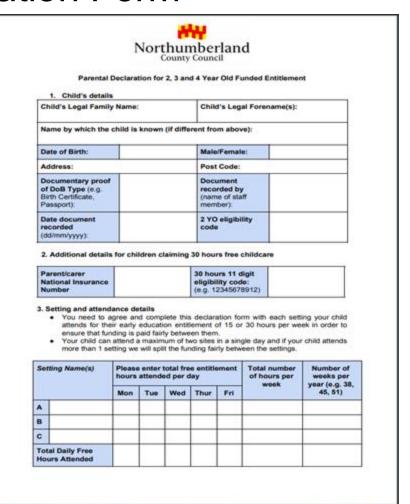
- Contracts/Parental Declarations
- Early Years Funding and Rates
- Wizard/30 Hours Codes
- Headcount/Census
- Debt/Conflict Management



Parent Declaration Form

This form;

- collects consent from the parent to use their information
- collects all the information you require to complete your headcount/census return.
- informs you of other providers the child is attending, this allows you to manage the hours they are using.



_		Total hours (Term)			
Term	No. of weeks	15 Hours	30 H	30 Hours	
Autumn	14	210	420		
Spring	12	180	360		
Summer	12	180	360		
Base Rates 2025-26				£	
3- and 4-Year-Old Rate					
2-Year-Old Rate					
Under 2-Year-Old-Rate					
EY Pupil Premium (all age ranges)					
Deprivation rate (EYPP+ 3 & 4YO Only)				0.76	
Disability Access Fund (all age ranges annually)					

Flexibility Rules

- no session to be longer than 10 hours
- no minimum session length
- not before 6.00am or after 8.00pm
- sessions can take place on any day of the week, including Saturday and Sunday
- a maximum of two sites in a single day
- meet the quality requirements as set out in regulations and in the statutory guidance
- no artificial breaks
- additional charges MUST be voluntary, and a free option MUST be available
- deposits can be charged for 30-hour places ONLY



Other Childcare Incentives for Working Parents

- Knowing your markets economic status can help set your charging policy
- Tax credits
 - up to 70% of childcare costs up to a maximum of £175 per week for one child and £300 per week for two or more children
- Childcare Vouchers
 - gross salary tax-free and exempt from National Insurance contributions
- Universal Credit
 - up to 85% of childcare costs up to a monthly limit of £646 for one child or £1108 for two or more children.
- Tax free childcare
 - covers 20% of childcare costs (up to £2,000 per child, per year), for children up to the age of 12.









https://www.childcarechoices.gov.uk/





Wizard and Headcount

Funding Process Flowchart

Walkthrough Video - <u>Advanced claims</u>
Walkthrough Video - <u>Eligibility checking</u>
Walkthrough Video - <u>360 headcount return</u>

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YOU ONLY CHECK A CHILD ONCE IN WIZARD AND GO STRAIGHT TO SUMMARIES FOR UPDATED INFORMATION

For working families 'Found and Eligible' does not mean the child can start right away, you must check summaries for validity each term. The system automatically updates summaries regularly.

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Disadvantaged 2-Year-Old Eligibility Checking –

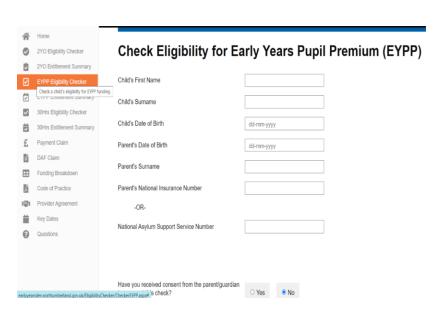
Families with no/low incomes/golden tickets. Once found eligibility remains until child accesses 3-year-old entitlement.

Home Guidance Summary of 2 year old checks Eligibility Checker (30Hrs) Eligibility Checker (2 year old) These records are the 2 year old checks you have made, once a child is found eligible they remain so until the become eligible for 3 30Hrs Entitlement Summary Check Eligibility for 2 Year Olds and 4 year old entitlement. For security reasons we only show the initials of the child. Eligibility Checker (30Hrs) NOTE Please ensure that you use the remove button to remove any records where children have now left. Check a child's eligibilty for 2 Year's Old funding Child's First Name View a summary of 2VO entitlements and expiry dates. 2YO Entitlement Summary 2YO Ref Child Firstname Child Surname Child date of birth Eligibility DAF Claim Child's Surname Funding Breakdown 18/10/2021 Eligible Child's Date of Birth dd-mm-yyyy Code of Practice Funding Breakdown Parent's Date of Birth dd-mm-yyyy 01/11/2019 Provider Agreement Parent's Surname Parent's National Insurance Number -OR-Children with this type of code can start at any National Asylum Support Service Number point in the term after their 2nd Birthday. Use 2YO Refs second headcount to claim if start date after headcount date. Please note the 2YO Ref box is not a required field the system will generate a https://earhyears.northumberland.gov.uk/EligibiiityChecker/Checker2YO.aspx# 3d consent from the parent/guardian code if eligible.



EYPP Eligibility Checking — once found eligibility remains until the

child starts Reception





Ineligible details are stored by the system and checked until an eligible response is found, or the child reaches school age. Therefore, it is important to check your summaries regularly to see if children have become eligible within the term or academic year.

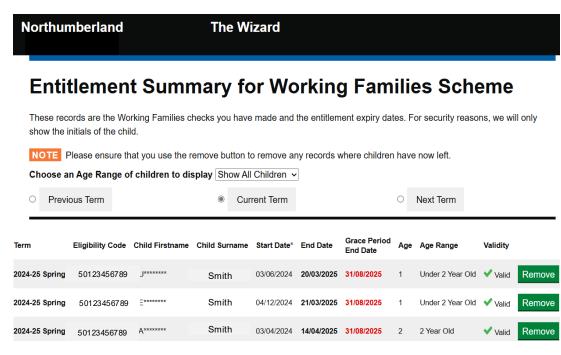
Working Families Validation and Eligibility Tracking

This module displays a log of all working family codes you have successfully checked; including code start date, end date and grace period end date but most importantly validity for the term.

You can now also view previous, current and next term validity by using the filters along the top. The summary will display the term.

The system checks codes nightly and will update when Parents re-confirm their eligibility. Therefore, you only need to validate a working family code once.

The working family summary also allows you to hide any children who are no longer eligible or have moved onto another childcare provider.





Working Families Codes

If Parents are offered childcare at your provision with an ineligible code, the Local Authority cannot support Parental queries and Parents will be redirected back to yourselves to discuss any issues around childcare costs due to an administrative error on your part.

Where children split their entitlement, it is essential you know the exact hours available for you to claim. It is good practice where a standard 50/50 split is not declared on Parental Declaration Forms for you to contact the other provider to confirm attendance and hours. Guidance on stretch and split entitlement can be found <a href="https://example.com/here/bessel-table-t



Eligibility Dates

Children born in the period / Code start date (working families)	Eligible from the start of the term on or following
1 st April – 31 st August	1 st September
1 st Sept – 31 st December	1 st January
1 st Jan – 31 st March	1 st April



Estimates Figures – PVI's

- Complete via Wizard
- Chose payment frequency monthly instalments over the term or advanced payments (up to 85% upfront and balance at end of term)
- Only claim for children you know are committed to attending to avoid debt. All other children joining before headcount will be picked up at headcount and paid within your balancing payment.
- Calculate <u>average hours</u>
- Number of children claimed must match valid codes in Wizard summaries.
- Receipt will be left in your account after submission detailing amount and estimates for final payments based on your submission.



Headcount/Census

Wizard	School 360
 Estimated Figures Working Families Code Validation Disadvantaged 2-year-old eligibility check EYPP eligibility check DAF application Financial Breakdowns Setting Level Data – Questions Module (Spring term only) 	- Headcount



Top Tips for Maximising Early Years Funding

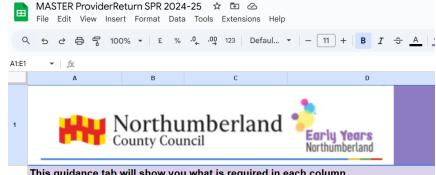
Generic

- Only universal entitlement 3- and 4-year-olds have no codes.
- Working family eligibility codes must be validated in Wizard before you offer a child a
 place. Please be aware of eligibility dates next slide
- Use the correct case and layout for codes i.e. uppercase and -
- Ensure that all codes are validated in Wizard summaries AND inserted onto 360/SIMS this is two-fold process
- Ensure hours are correct to prevent over funding call for advice on stretched if stuck!
- Funded hours column is for the hours you require funding from the LA
- Actual hours at setting column is for total hours child attends including funded and fee paying and therefore should match or exceed funded hours
- Check birth date eligibility
- Check code eligibility Wizard summaries
- Ensure all new children's dates of birth are correct.
- Ensure all new children's names are correct Full names i.e. Barnaby not Barney



Headcount for PVI's

- To locate the current term headcount return;
- Log into your school360 account, click on MyDrive
- User the 'search in drive' box to type in your provider reference number
- Click on the file with your number & provision name, e.g. 688123 - Demo Provider
- Click on the Academic Year file > Term file > Click on the provider return
- Refer to the guidance tab for instructions on how to complete



This guidance tab will show you what is required in each column.

- 1. On the Provider Return tab, we have pre-populated the sheet with the data you so Autumn term. If any child's details have changed, or they have increased hours/pay you can amend this
- 2. If you have children who are no longer at your setting, please amend both hours (columns F & G) to 0
- 3. Add any new children underneath
- 4. Go to the 'Review & Submit' tab where you will find a check list, use this tab to cl enterred all data required to maximise and claim Early Years Funding.
- 5. Once your return is complete, type your name in the green box and select YES fr drop-down box. If you have successfully signed the declaration it will date-stamp v

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4	Columi	n Name	Data Type	Required/Optional	Notes
5	PaymentSo	cheme	Character(128)	Required	The payment scheme for the place. E Under 2 Year Old (15hrs), 2 Year Old (disadvantaged), 2 Year Old Working Families (15hrs), 3-4 Year Old (15hrs) 3-4 Year Old (30hrs)
6	NoWeeksP	erYear	Decimal	Required	The number of weeks the pupil is attending this year for funding
	The months of here necessary that the				
	+ ≡	Guidance	▼ Provider R	eturn 🔻 Review & Submi	it 🕶



For those completing School Census follow MIS guidance



Second Headcount for PVI's

- Is for 2-year-olds with a EY2C code ONLY!
- All other funded children must have been in provision during headcount week.
- If a child moves provision within county during a term, arrangements should be made between the settings to transfer unused funding.
- If a child is moving from out of County, please email earlyyearsteam@northumberland.gov.uk.

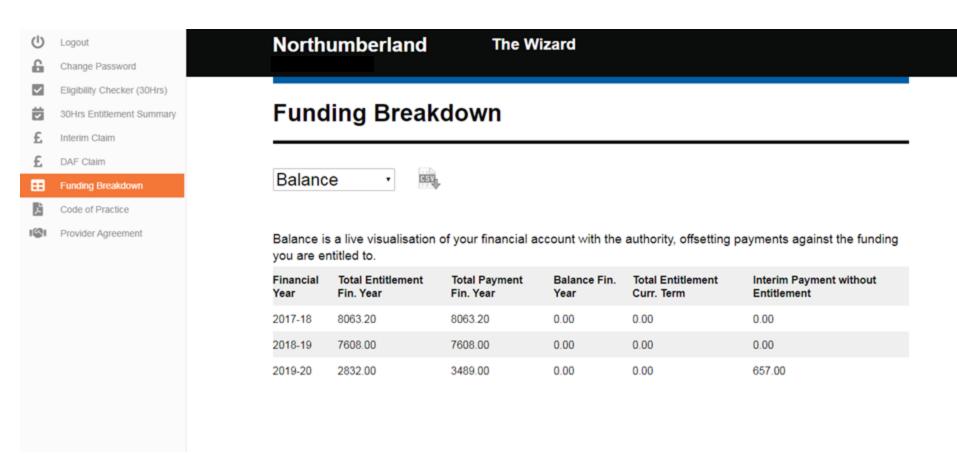


Children Moving in Term

- Entitled to request up to 4 weeks' notice
- Calculate hours taken at your provision and passport the rest on at base rate for the entitlement the child receives or vice versa.
- Do not put the child on your headcount if you are invoicing the other setting.
- Transfer of funding should be completed by end of the term.

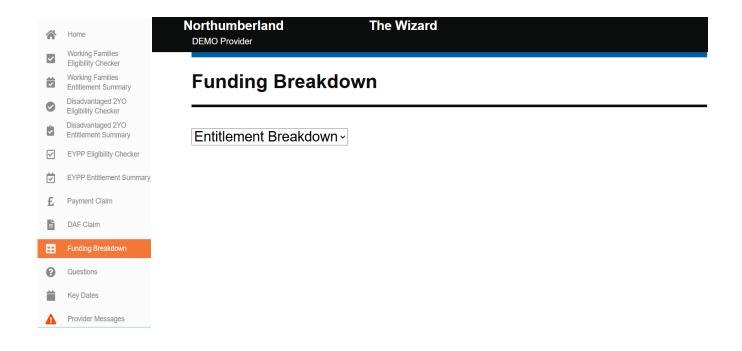


Funding Breakdown

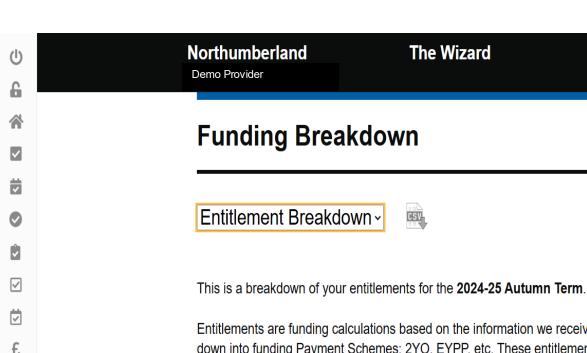




In the funding breakdown module, you will now see an entitlement breakdown option providing child level funding information to help you reconcile your entitlement payments per child. It is essential that if you note an error, you contact the earlyyearteam@northumberland.gov.uk within a week of payment.







Entitlements are funding calculations based on the information we receive (such as headcount) which are broken down into funding Payment Schemes: 2YO, EYPP, etc. These entitlements can change over time if further information is provided, this will be indicated by the version and date the system recalculated funding.

The Wizard

Child Firstname	Child Surname	Entitlement Type	Amount (£)	Calculation Date	Calculated Hours	Term
J*****	S*****	Under 2 Year Old Working Families with 11 digit codes	2072.70	10/12/2024	210	2024-25 Autumn
J*****	D****	2 Year Old Working Families with 11 digit codes	1526.70	10/12/2024	210	2024-25 Autumn



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Example Cost of Approaches – spending additional funding

Approach	Description	Cost
<u>Thrive</u>	Explore and learn how to use evidence-based methods of supporting their 'right-time' development, so they are put on the path to an emotionally healthy childhood.	£1,660 exc. VAT
Launch Pad for Literacy	All about children, the skills they have and the skills they need for all aspects of literacy.	£495
Northumberland Standards for Working with Two Year Olds	Improving the quality of two-year provision and utilising the two year offer to its full potential to close the attainment gap at the earliest opportunity.	SLA Cost £100, £180, £220, £300 £580 (school) £580 + VAT (academy)
Enhanced ratios or staff release time	Staff member utilised to allow for smaller group sizes for delivery of targeted approaches in priority areas e.g. Integrated SLCN Framework training and implementation.	£16.25 per hour average inc. On costs.
Enhanced transition plans	Releasing staff to undertake activities associated with an enhanced transition e.g. key person visiting new setting with child; time to create transition book for relevant child etc.	Approx. 30 hours at £16.25 per hour.
Portage Workshop	Improving targeted support for children with emerging additional needs. Improvement in targets for these children resulting in improved implementation of strategies and improved outcomes.	£50 for PVIs £150 for schools

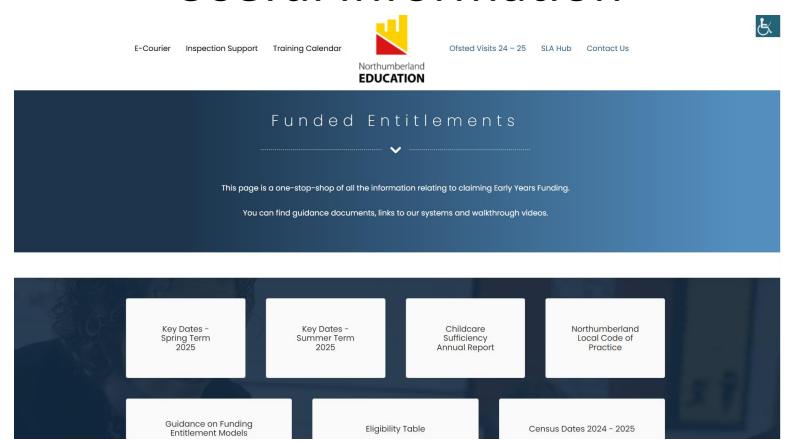


Debt and Conflict

- You are a business
- Contracts and admissions policies
- Upfront, clear charging policies
- Upfront, clear debt management policies
- Standing orders and direct debits in advance
- Deposits
- https://www.parenta.com/2016/09/22/how-do-you-deal-with-parents-who-dont-pay-their-fees-on-time/
- https://www.nurseryworld.co.uk/nursery-
- world/analysis/1092880/analysis-getting-tough-payers http://www.cumbria.gov.uk/elibrary/Content/Internet/537/6379/6441/ 6446/41207145948.pdf



Useful Information



<u>Early Years Funded Entitlements – Northumberland Education</u>





A Satisfied Customer is the best business strategy of all.



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