



Northumberland
County Council

Maximising Early Years Funding Workshops 2025-26



www.northumberland.gov.uk

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.



Northumberland
County Council

Parental Declaration for 2, 3 and 4 Year Old Funded Entitlement

1. Child's details

Child's Legal Family Name:		Child's Legal Forename(s):	
Name by which the child is known (if different from above):			
Date of Birth:		Male/Female:	
Address:		Post Code:	
Documentary proof of DoB Type (e.g. Birth Certificate, Passport):		Document recorded by (name of staff member):	
Date document recorded (dd/mm/yyyy):		2 YO eligibility code	

2. Additional details for children claiming 30 hours free childcare

Parent/carer National Insurance Number		30 hours 11 digit eligibility code: (e.g. 12345678912)	
--	--	--	--

3. Setting and attendance details

- You need to agree and complete this declaration form with each setting your child attends for their early education entitlement of 15 or 30 hours per week in order to ensure that funding is paid fairly between them.
- Your child can attend a maximum of two sites in a single day and if your child attends more than 1 setting we will split the funding fairly between the settings.

Setting Name(s)	Please enter total free entitlement hours attended per day					Total number of hours per week	Number of weeks per year (e.g. 38, 45, 51)
	Mon	Tue	Wed	Thur	Fri		
A							
B							
C							
Total Daily Free Hours Attended							

Term	No. of weeks	Total hours (Term)	
		15 Hours	30 Hours
Autumn	14	210	420
Spring	12	180	360
Summer	12	180	360

Base Rates 2025-26	£
3- and 4-Year-Old Rate	5.50
2-Year-Old Rate	7.55
Under 2-Year-Old-Rate	10.25
EY Pupil Premium (all age ranges)	1.00
Deprivation rate (EYPP+ 3 & 4YO Only)	0.76
Disability Access Fund (all age ranges annually)	938

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.

Here to help you juggle family life

Changes to childcare support mean you might now be eligible for more help than ever before.

Support from Childcare Choices can give your child a great start while giving you work choices, helping you make the juggle of family life a little easier.

Get the information that you need

Find out more information about the schemes that might be available to you and your family.

Find the options available to you

Enter your details to help find out how you can save money on your childcare.

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



Northumberland
County Council

Wizard and Headcount

[Funding Process Flowchart](#)

Walkthrough Video - [Advanced claims](#)

Walkthrough Video – [Eligibility checking](#)

Walkthrough Video – [360 headcount return](#)

www.northumberland.gov.uk



Northumberland
County Council

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.

www.northumberland.gov.uk

Disadvantaged 2-Year-Old Eligibility Checking –

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

● Guidance

Check Eligibility for 2 Year Olds

Child's First Name

Child's Surname

Child's Date of Birth

Parent's Date of Birth

Parent's Surname

Parent's National Insurance Number

-OR-

National Asylum Support Service Number

2YO Refs

<https://earlyyears.northumberland.gov.uk/EligibilityChecker/Checker2YO.aspx> I consent from the parent/guardian

Summary of 2 year old checks

These records are the 2 year old checks you have made, once a child is found eligible they remain so until they become eligible for 3 and 4 year old entitlement. For security reasons we only show the initials of the child.

NOTE Please ensure that you use the remove button to remove any records where children have now left.

2YO Ref	Child Firstname	Child Surname	Child date of birth	Eligibility	
X*****	X*****	18/10/2021	Eligible	Remove	
FR*****	BO*****	01/11/2019	Eligible	Remove	

Children with this type of code can start at any point in the term after their 2nd Birthday. Use 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 code if eligible.

EYPP Eligibility Checking — once found eligibility remains until the child starts Reception

Home

2YO Eligibility Checker

2YO Entitlement Summary

EYPP Eligibility Checker

Check a child's eligibility for EYPP funding

30Hrs Eligibility Checker

30Hrs Entitlement Summary

Payment Claim

DAF Claim

Funding Breakdown

Code of Practice

Provider Agreement

Key Dates

Questions

Check Eligibility for Early Years Pupil Premium (EYPP)

Child's First Name

Child's Surname

Child's Date of Birth

dd-mm-yyyy

Parent's Date of Birth

dd-mm-yyyy

Parent's Surname

Parent's National Insurance Number

-OR-

National Asylum Support Service Number

Have you received consent from the parent/guardian

☐ Yes ☒ No

Summary of Early Years Pupil Premium (EYPP) checks

These records are the EYPP checks you have made. Once a child is found eligible they remain so until the end of that academic year. For security reasons we only show the initials of the child.

NOTE Please ensure that you use the remove button to remove any records where children have now left. View a summary of EYPP entitlements and expiry dates.

EYPP Ref	Child Firstname	Child Surname	Child date of birth	Eligibility	Qualifier
EYPP-XXE-59JG	IM*****	TA*****	29/09/2018	Eligible	<button>Remove</button>
EYPP-XXE-56VZ	EL*****	TH*****	12/08/2019	Eligible	<button>Remove</button>

* Children continuing at your provision across academic years will need to be rechecked for eligibility in preparation for the start of the next academic year.

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.

Northumberland

The Wizard

Entitlement Summary for Working Families Scheme

These records are the Working Families checks you have made and the entitlement expiry dates. For security reasons, we will only show the initials of the child.

NOTE Please ensure that you use the remove button to remove any records where children have now left.

Choose an Age Range of children to display Show All Children ▾

☐ Previous Term ☒ Current Term ☐ Next Term

Term	Eligibility Code	Child Firstname	Child Surname	Start Date*	End Date	Grace Period End Date	Age	Age Range	Validity	
2024-25 Spring	50123456789	J*****	Smith	03/06/2024	20/03/2025	31/08/2025	1	Under 2 Year Old	✓ Valid	Remove
2024-25 Spring	50123456789	E*****	Smith	04/12/2024	21/03/2025	31/08/2025	1	Under 2 Year Old	✓ Valid	Remove
2024-25 Spring	50123456789	A*****	Smith	03/04/2024	14/04/2025	31/08/2025	2	2 Year Old	✓ Valid	Remove

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 [here](#).

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 [average hours](#)
- 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

MASTER ProviderReturn SPR 2024-25 ☆ 📁 🌐

File Edit View Insert Format Data Tools Extensions Help

100% | £ % 0.00 123 | Default... | 11 | B I A

A1:E1

Northumberland County Council Early Years Northumberland

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 submitted for the current Autumn term. If any child's details have changed, or they have increased hours/payment 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 confirm you have entered 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 from the drop-down box. If you have successfully signed the declaration it will date-stamp your return.

Column Name	Data Type	Required/Optional	Notes
PaymentScheme	Character(128)	Required	The payment scheme for the place. E.g. 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)
NoWeeksPerYear	Decimal	Required	The number of weeks the pupil is attending this year for funding

Guidance Provider Return Review & Submit

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

-  Logout
-  Change Password
-  Eligibility Checker (30Hrs)
-  30Hrs Entitlement Summary
-  Interim Claim
-  DAF Claim
-  **Funding Breakdown**
-  Code of Practice
-  Provider Agreement

Northumberland

The Wizard

Funding Breakdown

Balance



Balance is a live visualisation of your financial account with the authority, offsetting payments against the funding you are entitled to.

Financial Year	Total Entitlement Fin. Year	Total Payment Fin. Year	Balance Fin. Year	Total Entitlement Curr. Term	Interim Payment without Entitlement
2017-18	8063.20	8063.20	0.00	0.00	0.00
2018-19	7608.00	7608.00	0.00	0.00	0.00
2019-20	2832.00	3489.00	0.00	0.00	657.00

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.

The screenshot displays the 'The Wizard' interface for Northumberland County Council. On the left is a vertical sidebar menu with icons and text for various services: Home, Working Families Eligibility Checker, Working Families Entitlement Summary, Disadvantaged 2YO Eligibility Checker, Disadvantaged 2YO Entitlement Summary, EYPP Eligibility Checker, EYPP Entitlement Summary, Payment Claim, DAF Claim, Funding Breakdown (highlighted in orange), Questions, Key Dates, and Provider Messages. The main content area has a black header with 'Northumberland' and 'The Wizard' in white, and 'DEMO Provider' below. A blue horizontal line separates the header from the main content. Below this, the text 'Funding Breakdown' is displayed in large black font, followed by a horizontal line. Underneath, there is a dropdown menu with the text 'Entitlement Breakdown' and a downward arrow.



Funding Breakdown

Entitlement Breakdown ▾



This is a breakdown of your entitlements for the **2024-25 Autumn Term**.

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.

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

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
<u>Launch Pad for Literacy</u>	All about children, the skills they have and the skills they need for all aspects of literacy.	£495
<u>Northumberland Standards for Working with Two Year Olds</u>	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

[E-Courier](#) [Inspection Support](#) [Training Calendar](#)



[Ofsted Visits 24 – 25](#) [SLA Hub](#) [Contact Us](#)



Funded Entitlements



This page is a one-stop-shop of all the information relating to claiming Early Years Funding.

You can find guidance documents, links to our systems and walkthrough videos.

Key Dates –
Spring Term
2025

Key Dates –
Summer Term
2025

Childcare
Sufficiency
Annual Report

Northumberland
Local Code of
Practice

Guidance on Funding
Entitlement Models

Eligibility Table

Census Dates 2024 – 2025

[Early Years Funded Entitlements – Northumberland Education](#)



Northumberland
County Council

**A Satisfied Customer is the
best business strategy of all.**



www.northumberland.gov.uk