

Step by step guide for Schools claiming Extended hours, EYPP and DAF funding for 3 and 4 year olds



21st February 2019
Version 2.6

This step by step guide has been put together to help you with the funding administration process, we hope you find it useful. This guide is specifically for school run nursery provision.

If you have any questions or require support around the 2, 3 and 4-year-old funding process, you can reach a member of the Performance team by email at cpeiaadmin@centralbedfordshire.gov.uk or by telephone at 0300 300 6044.

Our business address is:

Performance Team (Learning), Business and Supporting Services, Second Floor, C Block
Watling House, Central Bedfordshire Council, High Street North, Dunstable, LU6 1LF

Eligibility for Extended hours

Before you accept a child for extended hours you first need to make sure that the child is eligible for extended hours and when they can start claiming for the hours. You can check eligibility on the provider portal by clicking on the Eligibility Checker menu option. The information that you will need from the parent is the following:

- Eligibility Code
- Child Date of Birth
- Parent/Carer Forename
- Parent/Carer Surname
- Parent/Carer NI Number
- Partner Forename (if partner available)
- Partner Surname (if partner available)
- Partner NI Number (if partner available)
- Parent and/or Partner consent for check to be done

The child can only start claiming the term after the start date of the code. There have been quite serious problems with extended hours with the HMRC system, which has meant the government allowing codes to be allowed for the term even when they have been issued at the start of term. However, going forward the proper procedure is the term after the code has been issued.

The following steps will guide you on how to check the validity of a parent's voucher code. It will enable you to check the validity start and end date of the code and the grace period end date. It is important that the parent is eligible for the term that they are claiming.

The portal will not store the information that you submit, so it is important that you make a note of the dates when it appears on the screen. This is so that you know the dates of when to remind your parents to reconfirm before their codes expire.

If a parent is not covered for the start of term, then you will need to inform the parent that they will only be able to claim from the next term. Please remind the parent to re-confirm before their codes end date to maintain eligibility for the next term.

If a parent had a previous code and they re-confirmed late so the new start date is after the start of the term, parent can still be eligible if their previous grace period covered the term. Please check with the Performance team so that we can investigate this further with you.

Step 1

Please log onto the provider portal as normal.

The screenshot shows the 'Childcare / Service Provider' login page. At the top, it says 'Hello Hogwarts, Logout'. Below this, there's a field for 'Organisation' with the value 'Dummy Record For Testing Purposes'. A navigation bar contains 'Home', 'Forms', 'Funding', 'Sufficiency', and 'Images'. The main content area has a 'Welcome to Central Bedfordshire Provider Portal' message, explaining that users have access to confidential information and listing purposes for data collection. It includes a link to the 'Data Protection policy'. The footer contains copyright information for '© 2019 Servelec Synergy Ltd' and identifies the page as the 'FIS Provider Portal - Part of the Synergy FIS Suite'.

If you have not yet filled in the 30 hours form on the portal and you are offering extended hours, please do so now. You will only need to complete this form once to inform us that you would like to offer extended hours, this can be part way through a term if this is your decision. You can change your mind at any time but if you want to stop offering extended hours then the change will not take effect until the term after.

Please click on the Forms menu option

This screenshot shows the 'Forms' menu selected in the navigation bar. The 'Organisation' remains 'Dummy Record For Testing Purposes', and the 'Provider' is set to 'Hogwarts Out Of School Club (Out of school care)'. Under the 'Fill In Forms' section, a list of forms is provided: 'CBC Local Agreement - September 2018', 'Extended 30 Hours', 'Notification of an Early Leaver', 'Out of School care update form', and 'Staff highest qualification'. A large green arrow points to the 'Extended 30 Hours' link. The footer is identical to the previous screenshot.

Once you have completed the form please click on Submit Form.



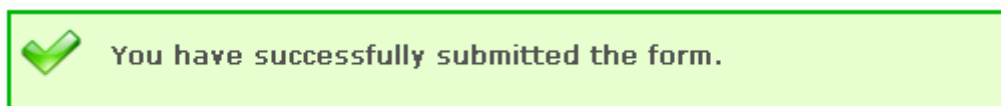
12. NEF, Census and Provider Portal email address
Please provide an email address for all NEF correspondence. This is required.

☒ **Please click this box if offering extended hours. Please note that this indicator will appear on the online Central Bedfordshire Family Information Directory for parents to see.**

Next Page

Select page: >

Submit Form



The Performance team will then accept the form into the system. This is not immediate you will need to wait for the team to process the form.

Step 2

Validating a 30-hour code

Please click on the Funding menu option at the top of the screen and then click on the Eligibility Checker menu option.

Childcare / Service Provider Hello Hogwarts, Logout

Organisation: Dummy Record For Testing Purposes [Change](#)
Provider: Hogwarts Pre-School (Child And Family Centre)

Home Forms **Funding** Sufficiency Images

Summary Estimates Actuals Adjustments **Eligibility Checker**

Eligibility Checker

Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.

Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.

[Extended Hours Check](#)

© 2019 Servelec Synergy Ltd FIS Provider Portal - Part of the Synergy FIS Suite

Please click on the Extended Hours Check button. Please note that any information you submit in this area will not be stored in the database. This just provides you the ability to validate the codes and check validity start and end dates and grace periods.

Extended Hours Childcare

Please enter a valid Eligibility Code and Child Date of Birth, together with Parent/Carer Details.
Partner Details are optional but if entered then all fields, except Forename, must be filled in.

Eligibility Code*	<input style="width: 90%;" type="text"/>
Child Date of Birth*	<input style="width: 90%;" type="text"/>
Parent/Carer Forename	<input style="width: 90%;" type="text"/>
Parent/Carer Surname	<input style="width: 90%;" type="text"/>
Parent/Carer NI Number*	<input style="width: 90%;" type="text"/>
Consent must be given for this	<input type="checkbox"/> Eligibility Check
Partner Forename	<input style="width: 90%;" type="text"/>
Partner Surname	<input style="width: 90%;" type="text"/>
Partner NI Number	<input style="width: 90%;" type="text"/>

*denotes mandatory fields

Please complete the following information and then click on the Submit button. Fields that have an asterisk against them are required.

- Eligibility Code
- Child Date of Birth
- Parent/Carer Forename
- Parent/Carer Surname
- Parent/Carer NI Number
- Consent for the check
- Partner Forename (if partner available)
- Partner Surname (if partner available)
- Partner NI Number (if partner available)

Please see below example:

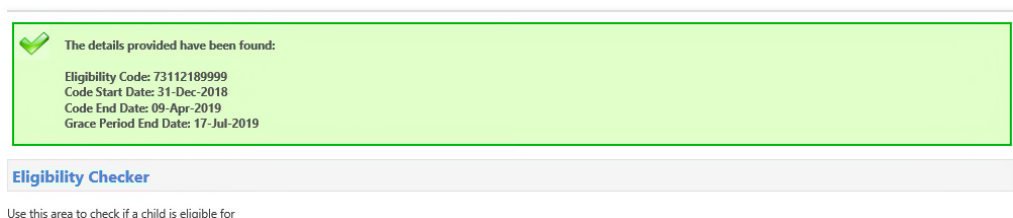
Extended Hours Childcare


Please enter a valid Eligibility Code and Child Date of Birth, together with Parent/Carer Details.
Partner Details are optional but if entered then all fields, except Forename, must be filled in.

Eligibility Code*	<input style="width: 90%;" type="text" value="73112189999"/>
Child Date of Birth*	<input style="width: 90%;" type="text" value="22/06/2015"/>
Parent/Carer Forename	<input style="width: 90%;" type="text"/>
Parent/Carer Surname	<input style="width: 90%;" type="text"/>
Parent/Carer NI Number*	<input style="width: 90%;" type="text" value="NN123456D"/> ✕
Consent must be given for this	<input checked="" type="checkbox"/> Eligibility Check
Partner Forename	<input style="width: 90%;" type="text"/>
Partner Surname	<input style="width: 90%;" type="text"/>
Partner NI Number	<input style="width: 90%;" type="text"/>

*denotes mandatory fields

Please see below an example of a valid code return:



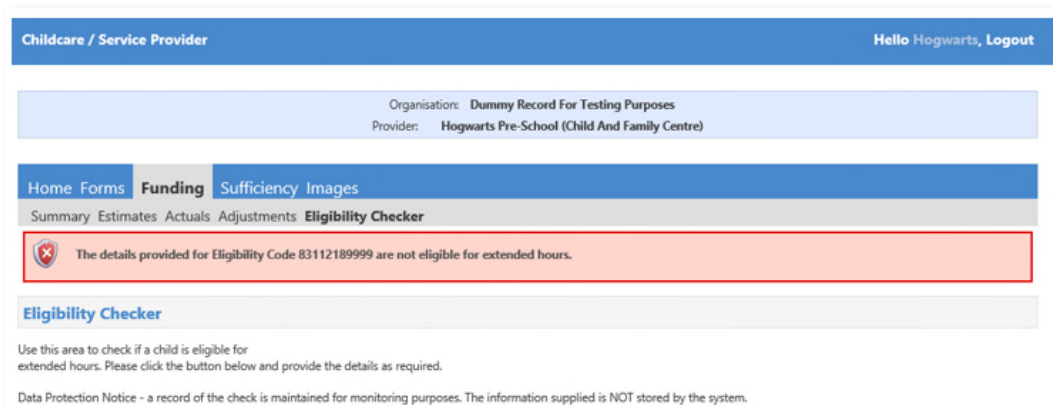
 The details provided have been found:

Eligibility Code: 73112189999
 Code Start Date: 31-Dec-2018
 Code End Date: 09-Apr-2019
 Grace Period End Date: 17-Jul-2019

Eligibility Checker

Use this area to check if a child is eligible for

Please see below an example of an invalid code return:




Childcare / Service Provider Hello Hogwarts, Logout

Organisation: Dummy Record For Testing Purposes
 Provider: Hogwarts Pre-School (Child And Family Centre)

Home Forms **Funding** Sufficiency Images

Summary Estimates Actuals Adjustments **Eligibility Checker**


 The details provided for Eligibility Code 83112189999 are not eligible for extended hours.

Eligibility Checker

Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.

Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.

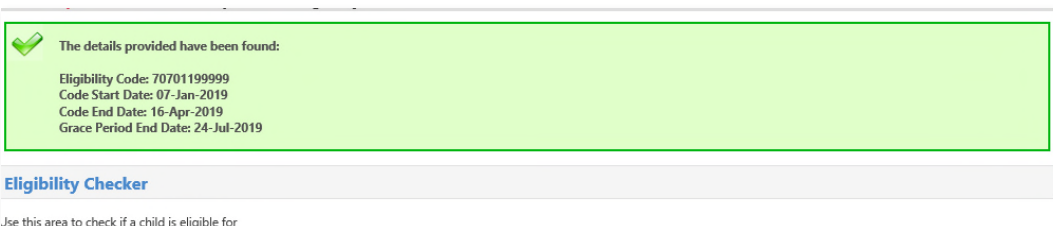
Please repeat steps for each code you have received.



It is very important that you make a note of all dates returned.

The start date needs to be before the term starts e.g. for Spring term the start date needs to be before 31st December.

If the start date is after the start of term e.g. for Spring term from the 1st January, and this is an existing code, please check with the Performance Team to make sure the previous code dates covers the term due to grace period date.



The end date needs to be noted as a reminder of when the parent must re-confirm, if they do not they will not be eligible for next term. HMRC have said that they will send reminders to parents but it is best practice to also remind them in case they miss their reminder.

The grace period date will let you and the parent know, if they fall out of eligibility, that they will be able to claim extended up and until this date.

Once all codes have been validated for the term, you are required to obtain written consent from parents who want to claim extended hours. The written consent must be in the form of a completed Parent Declaration Form. It is advised as best practice that you should use this form for all your funded 3 and 4-year-old children.

These forms should be kept on site in a secure and lockable place. Please follow the next steps.

Please be aware that claiming funding is a termly process, not a one-off process.

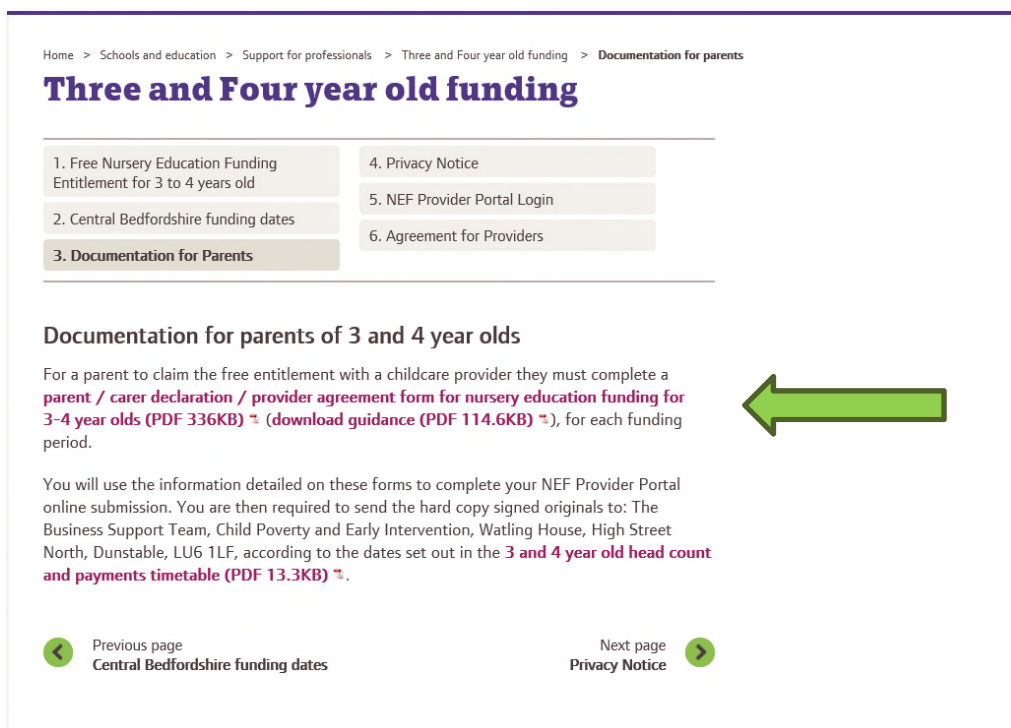
Preparation - Download your paperwork

Step 1

You need to go on to the Central Bedfordshire website

For 30 hours and/or DAF please go to:

<http://www.centralbedfordshire.gov.uk/school/professionals/three-four-year-old-funding/documents.aspx>



The screenshot shows a web page titled 'Three and Four year old funding'. At the top, there is a breadcrumb trail: Home > Schools and education > Support for professionals > Three and Four year old funding > Documentation for parents. Below the title, there is a list of six items: 1. Free Nursery Education Funding Entitlement for 3 to 4 years old, 2. Central Bedfordshire funding dates, 3. Documentation for Parents (highlighted with a green box), 4. Privacy Notice, 5. NEF Provider Portal Login, and 6. Agreement for Providers. Below this list, the section 'Documentation for parents of 3 and 4 year olds' is shown. It contains two paragraphs of text. The first paragraph states that parents must complete a 'parent / carer declaration / provider agreement form for nursery education funding for 3-4 year olds (PDF 336KB)' and 'download guidance (PDF 114.6KB)', for each funding period. The second paragraph explains that the information on these forms is used to complete the NEF Provider Portal online submission and that hard copy signed originals must be sent to The Business Support Team, Child Poverty and Early Intervention, Watling House, High Street North, Dunstable, LU6 1LF, according to the dates in the '3 and 4 year old head count and payments timetable (PDF 13.3KB)'. A large green arrow points from the right towards the first paragraph. At the bottom, there are navigation links: 'Previous page Central Bedfordshire funding dates' and 'Next page Privacy Notice'.

Home > Schools and education > Support for professionals > Three and Four year old funding > Documentation for parents

Three and Four year old funding

1. Free Nursery Education Funding Entitlement for 3 to 4 years old
2. Central Bedfordshire funding dates
3. Documentation for Parents
4. Privacy Notice
5. NEF Provider Portal Login
6. Agreement for Providers

Documentation for parents of 3 and 4 year olds

For a parent to claim the free entitlement with a childcare provider they must complete a **parent / carer declaration / provider agreement form for nursery education funding for 3-4 year olds (PDF 336KB)** ¹ (**download guidance (PDF 114.6KB)** ²), for each funding period.

You will use the information detailed on these forms to complete your NEF Provider Portal online submission. You are then required to send the hard copy signed originals to: The Business Support Team, Child Poverty and Early Intervention, Watling House, High Street North, Dunstable, LU6 1LF, according to the dates set out in the **3 and 4 year old head count and payments timetable (PDF 13.3KB)** ³.

Previous page
Central Bedfordshire funding dates


Next page
Privacy Notice

For EYPP only please go to:

<http://www.centralbedfordshire.gov.uk/school/professionals/early-year-pupil-premium/what-is-eypp.aspx>

Print off the following documentation:

- Parent/ Carer Declaration Form for the current term (enough for 1 per child):

 **PARENT/CARER DECLARATION / PROVIDER AGREEMENT FORM FOR NURSERY EDUCATION FUNDING FOR 3 & 4 YEAR OLDS**
Period 2 Spring Term 2017 - 2018 180 Universal Hours

Child's Details: To be completed by parent / carer of the child - PLEASE COMPLETE ALL SECTIONS - IN BLACK INK

Forename:		Middle Name(s):	
Legal Family Surname:		Preferred Family Surname:	
Child's Permanent Address Including Post Code :			
Gender: Male / <u>Female</u> (please circle)		Child's Date of Birth: ____ / ____ / ____	
Child's Ethnic Origin – please tick one of the following:		White – British <input type="checkbox"/>	White – Irish <input type="checkbox"/>
White - Gypsy/Roma <input type="checkbox"/>	White - Italian <input type="checkbox"/>	White - Traveller of Irish Heritage <input type="checkbox"/>	White - Other Background <input type="checkbox"/>
Black or Black British - African <input type="checkbox"/>	Black or Black British – Caribbean <input type="checkbox"/>	Any other Black Background <input type="checkbox"/>	Asian or Asian British – Bangladeshi <input type="checkbox"/>
Asian or Asian British – Indian <input type="checkbox"/>	Asian or Asian British – Pakistani <input type="checkbox"/>	Any Other Asian Background <input type="checkbox"/>	Chinese <input type="checkbox"/>
Mixed – White and Asian <input type="checkbox"/>	Mixed – White and Black African <input type="checkbox"/>	Mixed – White and Black Caribbean <input type="checkbox"/>	Any Other Mixed Background <input type="checkbox"/>
Any Other Ethnic Background <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	Not Obtained <input type="checkbox"/>	
Please tick the appropriate box below to state whether your child has a Special Educational Need (SEND)			
No Special Educational Need <input type="checkbox"/>	SEN Support <input type="checkbox"/>	Education Health and Care Plan <input type="checkbox"/>	

- Privacy Notice (enough for 1 per child):

Home > Schools and education > Support for professionals > Three and Four year old funding > Privacy Notice

Three and Four year old funding

1. Free Nursery Education Funding Entitlement for 3 to 4 years old


2. Central Bedfordshire funding dates

3. Documentation for Parents

4. Privacy Notice

5. NEF Provider Portal Login


6. Agreement for Providers





Privacy Notice

Parents should be issued with a privacy notice to advise what you will do with their child's information.

To download:
[Privacy Notice \(PDF 34.8KB\)](#)

 Previous page
Documentation for Parents

Next page
NEF Provider Portal Login 



PRIVACY NOTICE for pupils in early years settings

Privacy Notice - Data Protection Act 1998

We, the childcare provider, are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous childcare setting. We hold this personal data and use it to:

- support your child's teaching and learning;
- monitor and report on their progress;

- Guidance for parents / carers completing the declaration form:

Home > Schools and education > Support for professionals > Three and Four year old funding > Documentation for parents


Three and Four year old funding

1. Free Nursery Education Funding Entitlement for 3 to 4 years old	4. Privacy Notice
2. Central Bedfordshire funding dates	5. NEF Provider Portal Login
3. Documentation for Parents	6. Agreement for Providers

Documentation for parents of 3 and 4 year olds


For a parent to claim the free entitlement with a childcare provider they must complete a [parent / carer declaration / provider agreement form for nursery education funding for 3-4 year olds \(PDF 336KB\)](#) ¹ ([download guidance \(PDF 114.6KB\)](#) ²), for each funding period.

You will use the information detailed on these forms to complete your NEF Provider Portal online submission. You are then required to send the hard copy signed originals to: The Business Support Team, Child Poverty and Early Intervention, Watling House, High Street North, Dunstable, LU6 1LF, according to the dates set out in the [3 and 4 year old head count and payments timetable \(PDF 13.3KB\)](#) ³.



[Previous page](#)
Central Bedfordshire funding dates

[Next page](#)
Privacy Notice



Central Bedfordshire Council
www.centralbedfordshire.gov.uk

GUIDANCE FOR PARENTS / CARERS COMPLETING THE DECLARATION FORM

- **Your child is entitled to a maximum of 570 hours over 38 weeks of the year (term time).** If your child attends a day nursery throughout the year up to 50 weeks, then the entitlement can be **stretched** in accordance to the periods set by Central Bedfordshire Council and with the permission of your provider.
- Your child can attend up to two providers in order to receive their free entitlement. Please discuss with your providers how many hours you wish to claim with each provider and record this on the parent declaration. **Please note if a claim is submitted for two providers and the total hours claimed amount to more than the maximum free entitlement for the period, the local authority will contact the provider regarding the over claim of funding and a decision will need to be taken as to where the funding will be allocated.**
- **If your child attends for more than the maximum funded hours for each period you will have to pay the provider/ providers for the additional hours.**
- You should only claim for the number of hours you know your child will be **regularly** attending and no more. **You are not required to deduct hours for holidays and short absences.**

- Headcount and Payment Timetable for the current term:

Home > Schools and education > Support for professionals > Three and Four year old funding > Central Bedfordshire funding dates

Three and Four year old funding

1. Free Nursery Education Funding Entitlement for 3 to 4 years old

2. **Central Bedfordshire funding dates**

3. Documentation for Parents


4. Privacy Notice


5. NEF Provider Portal Login


6. Agreement for Providers

Central Bedfordshire Funding Dates

Funding dates and payment dates are issued annually to help childcare providers organise how they will deliver the funding.


To download:
[Download headcount and payments timetable, 2017-2018 \(PDF 13.3KB\)](#) * 

 Previous page
 Free Nursery Education Funding Entitlement for 3 to 4 years old

Next page 
 Documentation for Parents

The headcount and payments timetable covers 2, 3 and 4-year-old funding.

- Payment dates indicated on the timetable are applicable for 2-year-old funding for all our providers (Maintained schools, Academies, Private, Voluntary and Independent providers). This includes estimates and actual payments.
- Payment dates indicated on the timetable are applicable for 3 and 4-year-old funding for our Private, Voluntary and Independent providers ONLY. This includes estimates, actual payments including EYPP and DAF if applicable.
- Payment dates indicated for Actual payments are applicable for EYPP and DAF payments Maintained schools and Academies. Please note for universal and extended hours payment please follow the dates set out by the School Finance team.



HEADCOUNT AND PAYMENTS TIMETABLE 2017 – 2018

2, 3 and 4 yr old funding

Terms	Parent Declarations available on the Central Bedfordshire Website	NEF Provider Portal Opens	Deadline date for completion of estimated hrs per week on the NEF Provider portal	Deadline date for completion of actuals hrs and EYPP data on the NEF Provider Portal	Deadline for Parent Declarations to be posted to CBC	BACS payments made for Estimate Payment	BACS payments made for Actual Payments	Total number of funded hours available / number of weeks per term
Period 1 / Autumn Term 2017	10.07.2017	10.07.2017	05.09.2017	05.10.2017	20.10.2017	w/c 18.09.2017 w/c 16.10.2017 w/c 20.11.2017	w/c 18.12.2017	210 hours / 14 weeks
Period 2 / Spring Term 2018	11.12.2017	11.12.2017	03.01.2018	18.01.2018	23.02.2018	w/c 15.01.2018 w/c 12.02.2018 w/c 12.03.2018	w/c 16.04.2018	180 hours / 12 weeks
Period 3 / Summer Term 2018	19.03.2018	19.03.2018	20.04.2018	17.05.2018	22.06.2018	w/c 14.05.2018 w/c 18.06.2018 w/c 16.07.2018	w/c 20.08.2018	180 hours / 12 weeks
Notes: Please print out termly available on our website:- http://www.centralbedfordshire.gov.uk/schoolprofessionals/landing.aspx	Providers can submit information on the NEF Provider Portal	Deadline for Providers to have submitted estimates on the NEF Provider Portal	Deadline for Providers to have submitted information on actuals on the NEF Provider Portal - Please remember to remove children who are no longer with you	Send to Watling House, Dunstable. Please do not email to CPEI admin due to data protection	Payments are during week commencing as shown above.	Based on the actual headcount figures for the term less the estimate payments already received plus any additional adjustments including EYPP	Total funded hours in the year = 570 Total funded weeks in the year = 38	
Period 1: 1 September 2017 – 31 December 2017 Period 2: 2 January 2018 – 31 March 2018 Period 3: 1 April 2018 – 28 August 2018								

Please note that if you are offering the funding for 2, 3 and 4 year olds then you will need to print off all the documentation for both funding types, as they are different.

Step 2

Pin the Headcount and Payment Timetables for 3 and 4 year olds and/ or 2 year olds up somewhere visible. It contains all the important dates for the funding, such as dates you need to send information in to us, and your payment dates.

Please note that it is your responsibility to submit information into us for funding, we are here to help you complete your funding claims but will not chase late submissions. Late submissions will result in late payments.

Step 3

You need to give out the Parent/Carer Declaration Forms that you have printed off the website, one for each 3 and 4-year-old funded child who are claiming extended hours. It is advised to give a form to all your 3 and 4-year-old funded children. This is so that you can check if a parent is splitting their hours with another setting and to help with any disputes of over claims. Parents can also apply for early years pupil premium (EYPP) and if they have a child claiming disability living allowance, they can also apply for a disability access fund (DAF). Please use the same form for these as well.

Please note it is ok for you to help the parent/ carer complete the form, or even complete it on their behalf. If they sign the document, to show that they agree with what is being claimed.

Along with a copy of the privacy notice to let them know what we intend to do with their child's personal data, you also need to ensure that the parent/ carer has read and fully understood the Guidance for parents / carers completing the declaration form.

No Estimates Required for Schools

Please ignore the estimates section on the provider portal for 3 and 4 year olds. You are not required to submit estimates for your 3 and 4 year olds.

Your Actual Headcount Data/ Child Data

Step 1

At the beginning of each term please remove all children under the 'Actuals' section that are no longer with your setting.

Again, ensure that you select the relevant period/ term and year e.g. Autumn 2017, Spring 2017, Summer 2018.

This is to make sure that the system does not show that the child is over claiming when in fact they are no longer with you.

Collect all your completed parent/ carer declaration forms for your 3 and 4 year olds. Ensure that all the forms are fully complete and correct. Please keep all forms for your records and keep them in a lockable

secure area. Please refer to the Headcount timetable to check when the Actuals deadline is for the specific term.

Step 2

Checking your parent declaration forms

Please ensure that the child's legal name is on the form as this is required, there is space for you to enter the preferred name on the form if you so wish. Please ensure that the DOB and the ethnicity is entered on the form, parents can tick "Prefer not to say" if they so wish.

Please ensure that parent has signed their form and that they are clear on the form what is universal and what is extended hours.

DAF

If a parent has indicated that they want DAF funding on the form and they have put your school provision down, you will need to receive a copy of the child's Disability Living Allowance letter from the parent/carer, please see a snapshot of this section below:

Is your child eligible and in receipt of Disability Living Allowance (DLA)? Disability Access Fund Declaration: (See page 3 for further information)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If your child is splitting their free entitlement across two or more providers please nominate the main setting where the local authority should pay the DAF?	Setting Name: _____	

You are required to send a copy of the Parent Declaration Form and a copy of the child's Disability Living Allowance letter to the Performance team. Please attach these documents to the child record via the provider portal under the Documents tab. If for whatever reason you are unable to attach to the child's record, please send the documents via Anycomms to the CPEladmin account. If we do not receive a copy of the parent declaration form and the child's disability living allowance, the DAF payment will not be made.

DAF payments are paid out once a year and it equates to £615. If a child is splitting their hours with another setting, the parent is required to nominate a setting that they want the payment to go to. If parent moves their child from one setting to another during the term, the DAF payment does not move with the child.

Extended hours

If a parent is claiming extended hours with your school provision, you will need to enter this information on the provider portal in the Actuals section. Please note that you need to check the code first to make sure that the child is eligible for extended hours and that their eligibility dates cover the current term. Please see screenshots that need to be completed by the parent/carer.

My Child is attending the following settings; Ofsted Registered Name please <i>Please enter setting names in the below boxes A, B, C.</i> <u>The setting you are completing this form for should be in box A</u>		Please enter total hours per day: (Universal 15 Hours - Uni. and Extended Hours - Ext. if applicable) (See page 3 for further information)										Total Number of Funded Hours per week
		Mon		Tue		Wed		Thu		Fri		
Setting Names:		Uni.	Ext.	Uni.	Ext.	Uni.	Ext.	Uni.	Ext.	Uni.	Ext.	
A.												
	Non Funded Hours at above setting (paid for)											Total Number of Funded Hours per week
Other Providers: <i>Funded Hours only</i>		Mon		Tue		Wed		Thu		Fri		
Setting Names:		Uni.	Ext.	Uni.	Ext.	Uni.	Ext.	Uni.	Ext.	Uni.	Ext.	
B.												
C.												

Early Years Pupil Premium (EYPP) Registration: (See page 3 for further information) In order for us to check if your child is eligible to receive the Early Years Pupil Premium please complete the box below and ensure that the National Insurance Number belongs to the person who is claiming any benefits	
Additional Details for Children Claiming 30 Hours Free Childcare and/or EYPP:	
Please inform us if your child has left care (in England and Wales) through the following :	Adoption <input type="checkbox"/>
Special Guardianship <input type="checkbox"/>	A Child arrangement order <input type="checkbox"/>

Parent/Carer 1		Parent/Carer 2	
Last Name		Last Name	
First Name		First Name	
Date of Birth	___/___/___	Date of Birth	___/___/___
National Insurance Number	<div style="display: flex; justify-content: space-between;"> <div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div></div> </div>	National Insurance Number	<div style="display: flex; justify-content: space-between;"> <div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div></div> </div>
National Asylum Support service (NASS) Number	<div style="display: flex; justify-content: space-between;"> <div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div></div> </div>	National Asylum Support service (NASS) Number	<div style="display: flex; justify-content: space-between;"> <div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div><div></div></div> </div>

Managing your Extended hours children via the portal

Once all your children have been imported into the FIS system, please make a note of their Eligibility End and Grace period dates. This is so that you can monitor when to prompt parent/carers to reconfirm before their code has expired.

It is important that you keep checking the portal because the Performance team will also run Audit checks in line with the dates stipulated in the table below:

Audit	LA audit date from statutory guidance	Suggested LA audit window	Validity end dates	Grace Period End date
Spring: Mid-term	11 February	11 – 18 February	1 Jan – 10 February	31 March
Summer: Start of term	1 April	24 March - 1 April	11 Feb – 31 March	31 August
Summer: Mid-term	27 May	27 May – 2 June	1 April – 26 May	31 August
Autumn: Start of term	1 September	24 August - 1 September	27 May – 31 August	31 December
Autumn: Mid-term	22 October	22 October – 29 October	1 September – 21 October	31 December
Spring: Start of term	1 January	24 December - 6 January	22 October – 31 December	31 March


Child in their Grace Period

If a child is in their grace period it could mean one of two things:







- That the parent/carer is no longer eligible for 30 hours because they have not re-confirmed in time or they no longer meet the criteria for eligibility. This will mean that the child can only claim extended hours up to the grace period date.
- The parent/carer has reconfirmed but the system has not been updated to remove this indicator. We run Extended hour checks throughout the headcount period, so this will be updated at some point. If you require us to run a check as a matter of urgency, please send us an email.

On the portal, these children will be indicated with a yellow triangle. Please see next screenshot.

Submit Actual: 2018/19 Spring - 3

 In 30H grace period

[Add Child](#) [Send Claim](#)

		Status	Child
	Edit Pending, Submitted	Bloggs, H (11-Jan-20)	
	Add Pending, Submitted	Farthings (12-Apr-20)	
	Unchanged	Farthings (22-Jun-20)	
	 Unchanged	Meadows (21-Jun-20)	
	Add Pending, Submitted	Potter, H (21-Jul-20)	

[Add Child](#) [Send Claim](#)

EYPP

If a parent has given you their DOB in the section shown below, then they are requesting an EYPP check to be administered. It is important that you check all your forms to see if a parent has given you their DOB.

Early Years Pupil Premium (EYPP) Registration: (See page 3 for further information) In order for us to check if your child is eligible to receive the Early Years Pupil Premium please complete the box below and ensure that the National Insurance Number belongs to the person who is claiming any benefits	
Additional Details for Children Claiming 30 Hours Free Childcare and/or EYPP:	
Please inform us if your child has left care (in England and Wales) through the following :	Adoption <input type="checkbox"/>
Special Guardianship <input type="checkbox"/>	A Child arrangement order <input type="checkbox"/>

Parent/Carer 1		Parent/Carer 2	
Last Name		Last Name	
First Name		First Name	
Date of Birth	___/___/___	Date of Birth	___/___/___
National Insurance Number	<div style="display: flex; justify-content: space-between;"> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> </div>	National Insurance Number	<div style="display: flex; justify-content: space-between;"> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> </div>
National Asylum Support service (NASS) Number	<div style="display: flex; justify-content: space-between;"> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> </div>	National Asylum Support service (NASS) Number	<div style="display: flex; justify-content: space-between;"> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> </div>

EYPP is paid in the actuals payment stage and it is 53p of every funded hour that the child is claiming. EYPP is paid on universal and extended hours.

A check will need to be performed on the system to see if a parent is eligible for EYPP. This is not an automatic process.

Please enter all information on the provider portal in the 'Actuals' section and make sure that in the Parent/Carer Details tab that you have ticked EYPP consent.

Childcare / Service Provider Hello Hogwarts, Logout

Organisation: Dummy Record For Testing Purposes
Provider: Hogwarts Pre-School (Child And Family Centre)

Home Forms **Funding** Sufficiency Images

Summary Estimates **Actuals** Adjustments Eligibility Checker

Child Details Parent / Carer Details **Funding Details** Documents Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for extended hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

Parent / Carer Details

Forename

Surname

DOB

☐ NI or ☐ NASS Number

Partner Details

Forename

Surname

DOB

☐ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for
 ☐ EYPP
 ☐ 30H

Tick to give consent to Eligibility Checking for
 ☐ EYPP
 ☐ 30H

Save Cancel *denotes mandatory fields

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If your child is eligible based on the "Other" criteria:

- Left care through adoption
- Left care through special guardianship
- Left care through a child arrangement order (supervision order)

Please put in the child's notes that the child falls under the above criteria, so that we can pick it up and update the record for you. It is important that you do this because we may miss the tick box on the parent declaration form.

Once you have finished updating your children please submit to the Performance team, using the FISO Provider Portal Guide - Funding user guide. Again, ensure that you select the relevant period/ term and year e.g. Autumn 2017, Spring 2018, Summer 2018.

Remember to click the submit button when you are happy to send your claim. This needs to be completed in line with the funding timetable.

After the Actuals submission deadline date, a check will be performed on all providers and schools. Approximately 5 days after the submission deadline date please check the portal to see whether any of your children are eligible for EYPP.

If a child is eligible for EYPP, an EYPP indicator will be displayed like the one shown in the screenshot below:

Organisation: Dummy Record For Testing Purposes
Provider: Hogwarts Pre-School (Child And Family Centre)

Home Forms **Funding** Sufficiency Images

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2018/19 Spring - 3 and 4 yo Funding Rate [CHANGE](#)

Not submitted ⚠ In 30H grace period

[Add Child](#) [Send Claim](#)

	Status	Child Name	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
⚠	Edit Pending	Bloggs, Hannah (11-Jan-2015)	180.00	180.00	£1607.40	EYPP.SD2	15-Dec-2018 - 01-Mar-2019 Grace Period: 31-Mar-2019
✖	Unchanged	Farthings, Penny (22-Jun-2015)	180.00	180.00	£1607.40	EYPP.SD2	31-Dec-2018 - 09-Apr-2019 Grace Period: 17-Jul-2019
⚠	Unchanged	Meadows, Tyrone (21-Jun-2015)	180.00	180.00	£1512.00	SD2	31-Dec-2018 - 17-Jan-2019 Grace Period: 31-Mar-2019
↻	Add Pending, Submitted	Potter, Harry (21-Jul-2015)	180.00	0.00	£729.00		

[Add Child](#) [Send Claim](#)

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The above screenshot shows that Penny Farthings has an additional weighting of **EYPP**, this means that she is eligible for early years pupil premium. Child weighting types are as follows:

Code	Description	Rate
EYPP	Early Years Pupil Premium	£0.53

Schools Census EYPP reason for funding

If a child has an EYPP indicator in the Child Weightings column, you need to check the notes against these children for the following information:

- If a child meets the criteria based on economic **and** other criteria i.e. adopted from care or LAC etc, details of which will be held in the notes section on the child record.

e.g. "Child is eligible for EYPP under the economic and other criteria as the child is adopted from care.

- If a child meets the criteria based on other criteria i.e. adopted from care or LAC etc, details of which will be held in the notes section on the child record.

e.g. “Child is eligible for EYPP based on other criteria as the child is LAC.”

- If a child meets the criteria based on **economic only**, the child will have no notes just the EYPP indicator against the child’s name on the children table.

Final Step

Please attach each child’s parent declaration form and supporting documents (if applicable) to the child’s record via the provider portal. You will find this section under the **Documents** tab section. Please remember to click on the **Submit** button to ensure that your headcount is sent to us.

Once all the above has been completed and authorised by us in the back office, your payment summary on the NEF Provider Portal will be updated and you will receive funding in line with the payment date set out in the funding time table.

If you are a school and are unable to attach forms to each child on the portal due to practical constraints, please send scanned documents to CPEIadmin via Anycomms. Please make sure that you have separated 2 year old forms from 3 and 4 year old forms and that any supporting documents are sent through anycomms separately.

What to do if a child leaves you part way through a funding term

If a child wishes to stop their funding with you after you have submitted your claim then you will need to complete a Notification of Early Leaver form. This is available through the NEF provider portal. Please refer to the FISO Provider Portal Guide – Funding User Guide for more information.

Once we have received the form we will make appropriate steps to adjust the EYPP funding paid to you. This does not affect your DAF payment

What to do if a child starts with you after the deadline submission dates or you receive a late application

If a child starts with you after you have completed your claim or you receive the paperwork late and the parent/carer has indicated on the form that they want an EYPP check carried out; please send the form via Anycomms and send an email to CPEIadmin@centralbedfordshire.gov.uk to notify us of this. This notification can be emailed using your secure encrypted email account or if you cannot use encrypted email please only use initials for the child, so that data protection is not breached.

You will not be able to add the child onto the portal as the portal will be closed. Once the form has been received the system will be manually updated by the team.

Please note the following:

- Parents cannot claim extended hours during the term if their 30 hour start date is after the start of the term.
- Parents can move their extended hours to another setting if their code is not in its Grace Period.
- Schools receive funding payment for 3 and 4 year olds based only on children who are present during census week.
- If the information is received after the deadline submission date, this may result in a late payment to your school provision.