Free Early Education Entitlement (FEEE) Support Toolkit

A guide for childcare providers who have joined the Directory of Early Years Providers

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1. Jargon busting

Term: a period over which the funding is paid: Spring, Summer or Autumn.

Initial payment: This is an advance payment to support your cash flow for the following term

Final payment: This payment is calculated from information supplied through the headcount form, minus the initial payment.

Headcount form: How you claim for funding towards the end of each term.

Anycomms+: This is a web based system you use to make a claim.

General Information

FEEE is a national government scheme which allows all parents/carers of children aged 3 and 4 to be able to access up to 570 hours of FREE early learning and childcare annually. This amount is divided between the terms / periods, giving providers a maximum amount of funding available in each term / period. Your child will be eligible at the start of the school term following their 3rd birthday as detailed in the table below:
There is also funding available for some 2 year olds. For further information, please go to http://www.leics.gov.uk/index/children_families/family.htm#2yrold_funding

**Eligibility Table**

<table>
<thead>
<tr>
<th>A child born between:</th>
<th>Will be eligible for a free place from:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 April and 31 August</td>
<td>The start of the autumn term after their 3rd birthday, or if eligible, the start of the autumn term after their 2nd birthday, until statutory school age.</td>
</tr>
<tr>
<td>1 Sept and 31 December</td>
<td>The start of the spring term after their 3rd birthday, or if eligible, the start of the spring term after their 2nd birthday, until statutory school age.</td>
</tr>
<tr>
<td>1 January and 31 March</td>
<td>The start of the summer term after their 3rd birthday, or if eligible, the start of the summer term after their 2nd birthday, until statutory school age.</td>
</tr>
</tbody>
</table>

As of Autumn term 2017 Leicestershire will also be implementing the 30 hours FEEE scheme, making available an additional 15 hours for parents who are eligible.

**3. Provider Agreements (PA)**

The PA gives clear guidance about the expectations on providers as well as the hourly rate assigned to your provision.

You will be issued with a PA once you have applied to be on Leicestershire’s Directory of Early Years Providers. You are expected to sign and return a PA even if you are not yet claiming for funding.

The PA must be signed and dated and returned to us as soon as possible and by the deadline date if given, so that your first payment can be paid promptly.

PAs are released at least annually and providers are expected to sign, date and return an updated version if they wish to remain on the directory.

**4. Anycomms+**

Anycomms+ is a secure, internet based data transfer site that will enable you, members of the local authority and 3rd parties (such as health professionals) to securely share sensitive information.

You should have already received an email with your username and password (that you should change to something you remember).

If you forget your login details or password or get locked out of your account, please contact the administrator – details can be found at the bottom of your login page.

For more advice and guidance on how to use Anycomms+ please visit: www.leics.gov.uk/feee and choose the ‘Anycomms+’ button.
5. The Census
Every year during the spring term, you will be asked to complete a mandatory Early Years Census via Anycomms+. The opening and closing dates for this questionnaire will be published at the time.

Failure to complete the census will result in you being removed from the Directory.

6. What the local authority pay
We use an Early Years Single Funding Formula (EYSFF) to calculate your funding rate, for 3 and 4 year olds claiming FEEE.

It is made up of a single base rate and additional supplements for quality and deprivation. These are broken down as follows:

Quality Supplement (this is based on your Ofsted grade):
- Outstanding – 7p extra per hour / per child
- Good / Not Yet Inspected – 5p extra per hour / per child
- No quality supplement is given to Requires Improvement or Inadequate providers.

If you receive an Inadequate Ofsted judgement funding may be removed as soon as practicable.

Deprivation Supplement (this is based on where the child lives):
The child’s postcode is checked against the Income Deprivation Affecting Children Indices (IDACI) and a score is given which we convert into an amount.
- Non-Deprived Area – 1p extra per hour / per child
- Mid-Deprived Area – 5p extra per hour / per child
- Deprived Area – 10p extra per hour / per child

The deprivation supplement is paid as a lump sum with the final payment.

Early Years Pupil Premium (EYPP)
Some children will also be eligible for additional funding known as an Early Years Pupil Premium (EYPP).

Funding equates to an additional £0.53 per hour claimed for each eligible child.

For more information on the EYPP, how to check a child’s eligibility and the evidence you are required to keep, please visit: www.lics.gov.uk/eypp.

2 Year Old Funding
If you have not yet been inspected by Ofsted, or have a ‘Good’ or ‘Outstanding’ grade you can also support children who are eligible for the 2 year old funding. These places are funded at a flat rate (stated in provider agreement). Not every 2 year old is eligible for the funding. For more information on the criteria and for details on how to check if a child is eligible please visit: www.leics.gov.uk/family.

You will be given an annual indicative budget (usually during March) which breaks down your rate and estimates the amount of funding you may receive in the following
financial year. This is based on the previous year’s take up and the rate paid will be based on your Ofsted grade at that point in time. If your Ofsted grade changes during the year, your rate will not be adjusted.

7. When do I get paid?
For full details on payment dates please visit www.leics.gov.uk/fee and look for the heading ‘FEEE term information’.

A final payment is made at the same time as the initial payment of the following term. This payment falls towards the end of the term towards the end of the term. This is the sum of the total funding claimed via the headcount minus the amount received at the initial payment paid in the previous term.

An initial advance payment is made prior to the start of the following term (called the initial payment). This is based on the eligible claims that you were funded for in the previous term and looks at the children who would continue to be eligible in the following term. You will receive approx. 70% of the estimated funding owed to you in the autumn term, 100% of funding owed to you in the spring term and 120% of funding owed to you in the summer term.

In your first term as a newly FEEE registered provider you will receive your first payment on the final payment date.

Following the final payment date we will upload a payment breakdown on AnyComms+.

8. Important FEEE dates
Each academic year, we will make available a ‘FEEE term dates’ document via the website: www.leics.gov.uk/fee.

This includes all the important dates for the forthcoming academic year that you will need to be aware of and adhere to.

9. How many weeks funding do I get?
Each eligible 2, 3 and 4 year old child can access 15 hours of funding over 38 weeks, or can stretch their funding further if less hours are taken. Please visit www.leics.gov.uk/fee and access the ‘FEEE term information’ section for further details on funded and non-funded weeks and the stretched offer period.

If children attend you’re setting during non-funded weeks or in addition to their 15 hours FEEE these hours should be paid for at your advertised rate.

If parents/carers may wish to take less hours in the week and use their funding for more weeks of the year. We encourage providers to work flexibly to meet the needs of their parents whenever possible.

10. How do I claim?
Each term you will access a 2 year old headcount form and a 3 and 4 year old headcount which asks you to detail all eligible 2 (where applicable) 3 and 4 year olds on roll and attending your provision prior to the headcount date. Our new process
also allows you to claim for any children that may only join your setting towards the end of term, or to adjust the claim for children who have increased and decreased their hours throughout the term and after the headcount date, assuming you are aware of this in advance.

You must ensure you submit your headcount form prior to the deadline date in order to receive your funding.

Where children join your setting or change their hours after you have submitted the headcount form you will not be able to claim for these children until the following headcount period. Whilst we know there may be occasions when providers may be owed funding, there will also be a number of times when we have over paid and in previous terms and funding will not have been recouped.

For further advice and guidance on how to complete the headcount form, please visit: www.leics.gov.uk/feee and choose the ‘Anycomms+ section.

11. What documents do I need prior to making a claim?

- A copy of each child’s birth certificate, passport or medical card. You must not claim for a child until you have a copy of the relevant information. Please ensure the legal name as stated on the birth certificate or equivalent is entered onto the headcount forms.
- Parental Statement of Undertaking form (PSOU). A template is available on the website: www.leics.gov.uk/feee. This form should be completed and signed by the child’s parent/carer. Please note that this form only needs to be completed once, unless the parent/carer wishes to change their hours in the future. If this is the case a new form should be completed, signed and attached to the old PSOU.

12. What documents do I need prior to making a claim - EYPP?

There is a form available online which you can ask parents/carers to complete in order to allow you to check their eligibility for the EYPP funding.

Once you have checked a child's eligibility you will be given an immediate response and a unique reference number.

You should ensure you note this down when a check gets a positive response (perhaps on the child's PSOU). Please ensure that you read the response accurately as unique reference numbers are given for both positive and negative checks.

Please be aware that the parent/carers detail form must be destroyed once the check is complete, in line with your data protection policies, therefore it is not advisable to record the reference number on this sheet.

Eligibility checks expire after 12 months, so please ensure that you recheck at the appropriate time, as funding will automatically expire, if not.

To access the eligibility checker or for more information, please visit: www.leics.gov.uk/eypp.
13. How can parents/carers access the FEEE?
- No session should be longer than 10 hours per day.
- 15 hours funding must be taken over at least 2 days
- No claim / session should be shorter than 2.5 hours and the hours attended should be consecutive.
- FEEE cannot be claimed before 7.00am or after 7.00pm.
- Childminders are unable to claim for any child who is related to them, either by blood or marriage.

14. The Monitoring Process
Once you start claiming for FEEE funding you may be audited. This may involve a visit, a phone-call, or completion of a self-evaluation form and submitting evidence.

We will ask you to provide information in relation to the previous terms funding. We will contact you with clear information around what is required and what paperwork you need to have available or submit to us directly but this is likely to include:
- Copies of birth certificates or equivalent
- Copies of PSOUs
- Examples of invoices used
- Evidence of registers used
- Non-attendance log sheets
- Pricing structure
- Information given to parent/carer(s) regarding FEEE

15. Invoicing
If a child only attends the setting for their FEEE hours with no additional costs, then no invoice/statement is required.

If a child is accessing more than the 15 free hours or incurs additional costs that are not covered by the FEEE, i.e. lunch costs, you will need to issue an invoice to the parent/carer.

The FEEE should not be shown as a monetary amount on the invoice and instead should show the free hours accessed.

Please note - Where children attend for funded hours only, parents/carers should not be required to pay a deposit/retainer, however in some cases, you may not be able to guarantee the child a place if these are not paid.

Whilst the funding does not cover services such as meals etc., you should, if a child is only attending 15 hours per week or less of funded time, be giving the opportunity where possible for parent/carer(s) to provide own snacks / meals etc., in order that the place remains completely free of charge.

16. Monitoring Attendance
Daily registers should always be kept up to date and show the start and leave times of each child attending your setting. A clear key should be used in all registers.
If a child is absent, we also ask that you complete a ‘Non-Attendance Log Sheet’. For an example document visit: www.leics.gov.uk/feee. If these forms are not completed and signed by parents/carers, funding may be reclaimed.

We will continue to pay funding if a child is poorly or going on holiday, but there are limitations. As long as the child has attended your setting for over 50% of the term, we will pay for the whole term. However where a child is absent for more than half the term (either in consecutive or accumulative weeks) we will only pay for the time they have attended. You will be able to reflect the amount of hours you need to claim on the headcount form. If the parent wishes to keep their place open for the following term, the parent/carer would need to negotiate this directly with you.

17. Reclaiming funding
We will, when auditing, recoup funding claimed in error.

If you are seen to be making fraudulent claims, or consistently administering the FEEE incorrectly, you may be removed from the directory and if relevant the police will be notified.

18. Information for Parents
You should provide clear information for parents on matters relating to the FEEE including how you offer the free entitlement, the boundaries that apply, weeks open and any additional costs that may be applicable.

The local authority produces an information leaflet for parents/carers which we ask you to display in your setting or include in your prospectus. For the most up to date version please visit www.leics.gov.uk/feee and then choose ‘Good Practice’.

19. Retention of Paperwork
Birth certificates and PSOU’S – Providers are expected to keep children’s individual documents until the end of the following term after the child has left. For instance, if the child leaves to go to school at the end of the summer term, then the information for that child will need to be retained until the end of the following autumn term.

Registers and non-attendance log sheets – A reasonable period of time after the child have left the setting (e.g. until after the next Ofsted inspection) I took this from pre-school learning alliance doc.

20. Useful Links
- For FEEE Guidance, good practice tools and FAQs and information on Anycomms+, visit www.leics.gov.uk/feee
- For information on accessing the EYPP visit: www.leics.gov.uk/eypp
- For telephone support, please contact the FEEE Helpline on 0116 3055788 or alternatively email us on feee@leics.gov.uk