

# Early years provider update email

**3 July 2017**

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## FEEE

### When is a child eligible?

Please remember when claiming funding for eligible 2 year old's, or those access 3 and 4 year old funding (both the universal and extended offers), that children can access the funding the term after their 2<sup>nd</sup> or 3<sup>rd</sup> birthday. This is the case even if a parent gets confirmation of their eligibility (i.e. for the 2 year old funding or the extended entitlement) prior to the start of the term. Please see the table below for details:

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

### Top up funding will be changing from 1 September 2017

Providers will need to complete a [new form](#) for submission to the panel.

The panel will now meet each half term to enable providers to see the impact of the [graduated approach](#) before submitting information to the panel to consider.

Applications will need to reach county hall 2 weeks prior to the panel meeting. Providers will be paid from the date of the panel and will be informed of their allocation through anycomms 4 weeks after the panel meets. Please ensure you inform parents/ carers of the outcome.

Important panel dates for the forthcoming year are as follows:

<b>Applications due in</b>	<b>Panels take place week beginning</b>	<b>Providers informed via any comms week beginning</b>
4th September	18th September	16th October
23rd October	6th November	4th December
15th January	29th January	26th February
12th February	26th February	26th March
16th April	30th April	28th May
21st May	4th June	2nd July

### **Mid-term adjustment payments and Initial Payment Autumn term 2017**

We are currently processing all of the mid-term adjustments received by the 19<sup>th</sup> June 2017. We expect to make these payments along with the initial payment for the autumn term 2017 by the 14<sup>th</sup> July 2017. Please be aware that any amendments received after the 19<sup>th</sup> June will be processed but we cannot guarantee when any additional payments required will be made.

### **30 Hours**

4,699 parents were issued with an eligibility letter to claim up to 30 hours free childcare. Out of these 3,871 children took up more than 15 hours a week. That's a whopping 82% take up in Leicestershire. We would like to thank you all for your support in making this happen. We appreciate all the hard work and effort that went into supporting parents to take up the offer and that we continue to work together in partnership for the children and families of Leicestershire.

The 30 hours promotional material of postcards and posters are now on the web for you to download and use.

### **30 hours Autumn Term sign up**

It has come to the Service's attention that registration to the government's HMRC site for the extended offer (30 hours) in the Autumn term is very low, for those parents we would expect to register.

**Can all providers please remind parents that they have to sign up to the HMRC eligibility checker by the 31 August if they wish to access the funding in the autumn term 2017.**

We know that some parents are having some difficulty and it is taking several weeks to register and create an account.

To enable parents to do this they must have a government gateway account. Please make parents aware they are running the risk of not receiving the extended offer if they leave their application to the last minute. We would recommend that they apply by the end of July. Parents can access the online checker by visiting [childcarechoices.gov.uk](http://childcarechoices.gov.uk).

Please ensure your parents are aware that the local authority is unable to overturn any negative eligibility outcomes. You should also ensure that you have the parents DERN number, a record of their national insurance numbers and their child's date of birth at the time of negotiating any extended entitlement take up.

Parents are required to check their eligibility for the 30 hours funding every 3 months. Parents can access more information about the funding and their entitlement by visiting the [web](#).

## Eligibility codes

The local authority has a responsibility to validate the child's eligibility code. During this interim period, until the provider portal is up and running, we are asking providers for the following information:

You will need to upload via anycomms+ in a word (or word-compatible) document.

Setting name

Contact telephone number

DERN

Parent's national insurance number or national asylum seekers number

Child's date of birth

You can send the information in bulk (several on a single document) or upload an individual document for each check. We will then check the validity of the code and let you know the outcome.

Please can we request that you start to upload this information to us as soon as possible to ensure that we can validate all DERN numbers prior to the submission of headcount data.

**Please can you make sure that the information provided is correct as any errors in the numbers you provide will mean that the validity check will fail.**

When parents come to you with their eligibility code please make sure you reference the table below which clearly states when a child is eligible based on their birthday and when a check has been completed\*. If a parent does not complete a check prior to the dates stated below they will have to wait until the following term to take up their extended entitlement, but may still access the universal 15 hours. Children who are in reception class **cannot** receive any funding even if they have a valid DERN number.

**\*Please note parents may receive an eligibility code for children who will not be entitled for another term. Therefore checking against the table below is essential.**

<b>Born between:</b>	<b>30 hours eligibility check completed by</b>	<b>Eligible for a free place from:</b>
1 April and 31 August.	31 August	The start of the autumn term after their 3rd birthday
1 September and 31 December.	31 December	The start of the spring term after their 3rd birthday
1 January and 31 March.	31 March	The start of the summer term after their 3rd birthday

## Training

### STOP PRESS - Introduction to Social Media and Website Development Workshop

Wednesday 12 July 9am – 4pm at DBS Offices in Glenfield.

£25 PER DELEGATE

**Book Now Here** with Booking Reference Number 3988

This very practical workshop is for leaders and managers to focus on developing a strategy of both social media and websites. You will be critically reviewing current activity and developing an action plan to help improve your customer communication. The workshop will look at how to use social media on a day to day basis, start to draft content and link it to your website.

## Autumn Term Training Courses - Available to book now!

<http://leicestershiretradedservices.org.uk/Article/25254>

We are delighted to launch the latest training and encourage you to make the most of these subsidised training courses and book early.

We have listened to feedback from providers and, to enhance our regular training of safeguarding courses, Ofsted instigated training and the return of 3i Events, we have selected a range of new courses including Music and Movement in the Early Years, Jumping over the Paint Pots, Maths through play and Coaching and Mentoring to enhance team performance. We have also added an extra blended First Aid course.

To enable providers to make the most of the implementation of the 30 hours and maintain your sustainability the 3i events will be focussing on the different models of operation you can use and, for childminders, practical business planning. We will also be sourcing an array of different business planning training. More details will be shared in the next eblast.

### Business related training - Coming Soon:

The following courses will be available to book in the next few weeks. Planning your business for 30 hours, Modelling and pricing your business, Blended / Partnership working and Leading a committee run pre-school.

### Training Improvement Survey: WIN A TRAINING COURSE PLACE

We would like to get your opinions on the training courses and events that we supply to the early years sector. This information will enable us to improve the way training and events will be presented, the locations they are held and what training takes priority. Please take 5 minutes to give us your thoughts and comments by [completing a survey](#). All information is confidential.

All providers who complete the survey will be entered into a prize draw to win a training course place of your choice from the Autumn term training list. Those providers who have already completed the survey by clicking the link in the training eblast a couple of weeks ago will be entered into the prize draw.

### Training Course Booking System Fault

We have recently been made aware of an intermittent system error with our course booking form. The [attached document](#) gives more details of what providers should do to ensure you are booked onto your chosen course.

To alleviate any potential misunderstanding, please take your email confirmation to any training courses you attend.

## Safeguarding

### Safe Sports Events Management

Are you planning community summer sport activities or playschemes across the summer? The NSPCC have shared a [Safe Sports Events Management Tool](#) for providers to help keep children safe.

### NSPCC toolkit

The [online toolkit](#) which can be accessed by providers working with children aged 0-18. It has a step by step Safeguarding Self-Assessment as well as a wealth of resources that you can use to update your own competency and knowledge.

### Safeguarding Training

Don't forget to book your Safeguarding training !

As well as our newly launched training above, a variety of training can be accessed at the [LSCB](#) and [Children's Workforce Matters](#) websites.

Providers and their staff and volunteers need to be aware of the many signs and indicators of radicalisation. **Prevent Training** can be accessed online, provided by the [Home Office](#).

## Local News

### Childminder Ofsted registration- Don't get caught out!

We have been alerted by Ofsted that some childminder registrations have been cancelled however, when we have contacted the provider they are still operating and caring for children.

Please be mindful of when your annual registration is due for renewal and look out for correspondence from Ofsted. If you haven't heard when you think you should, make contact with Ofsted.

If Ofsted don't receive your continued registration fees they will cancel your registration. This can result in minding illegally and your insurance being invalid. If a cancelled registration comes through to the LA and we were not already aware we will endeavour to make contact with you, but please bear in mind that Ofsted are not always able to re-instate your registration with immediate effect.

### Improvement Team Support: Cancelled visits

As a team we have reviewed the number of cancelled visits over a 3 month period. The review highlighted that 20 visits were cancelled which equates to at least 40 hours of advisor time being lost. While we understand there were circumstances which were beyond provider's control there were a number of occasions where not enough clarity was shared with our advisors to fully understand why a visit was cancelled.

Cancelled visits result in wasted advisor time, and often mean that it is too late to arrange a visit to another provider.

### Integrated Health Review: Redbook insert- request for information

We continue to work with the Health teams to review and improve the process for the Integrated Health Review. With that in mind we would like to gather some examples of completed red book inserts that have been shared with you and also comments from yourselves about the content and what information you find most useful. Please could you upload to Anycomms examples that you are able to share with us. (You will need parental permissions in place to do this).

Don't forget you can find more information about the Integrated Health review [online](#).

### Pupil Premium

All FEEE early years providers should have received Pupil Premium leaflets for parents through the post (alongside the 30 hours promotional materials). Follow [this link](#) for guidance on how these leaflets can be used.

## National News

Ofsted: [Reflection on Early years Inspections](#)

For the latest news, eblasts and information please visit <http://resources.leicestershire.gov.uk/elc-news>