

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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Jargon busting

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

Directory: the directory of early years providers – this is the list you will be added to once you have completed your FEEE application form

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 from the local authority.

Anycomms+: This is a web-based system that providers and the local authority use to send and receive confidential child data and information.

General Information

There are a number of different streams of funding which parents can access and providers can offer:

- Universal entitlement – this allows all parents of children aged 3 and 4 to access up to 570 hours of funded hours annually, which is broken down into 15 hours per week for up to 38 weeks per year.
- Extended entitlement / 30 hours funding – this allows eligible parents of children aged 3 and 4 to access up to 1140 hours of funded hours annually, which is broken down into 30 hours

per week for up to 38 weeks per year. For more information about the eligibility criteria please visit the [website](#).

- 2 year old funding - this allows eligible parents of children aged 2 to access up to 570 hours of funded hours annually, which is broken down into 15 hours per week for up to 38 weeks per year. For more information about the eligibility criteria please visit the [website](#).

Children will be eligible at the start of the school term following their 3rd or 2nd birthday (where eligible) as detailed in the table below:

Eligibility Table

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

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.

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.

Ofsted regularly make us aware of any new providers. Once we receive notification of a new provider, they will be set up with an Anycomms+ account. Therefore, you should have already received an email with your username and password (you should change the password to something you will remember).

If you forget your login details or password, or get locked out of your account please contact AM Admin Systems Support on 0116 305 7423 or email AMAdminSystemsSupport@leics.gov.uk.

Get more advice and guidance on [how to use Anycomms+](#).

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.

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 flat rate (please refer to your provider agreement) per hour per child and a deprivation supplement of either £0.04 or £0.08 per hour is available for each eligible child dependent on the address and IDACI rating of that address. Not all children will receive a deprivation supplement. The deprivation supplement is paid as a lump sum with the final payment.

The local authority pays a flat rate (please refer to your provider agreement) per hour per child for 2 year old funding.

You will be sent 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.

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.

Get more information on the EYPP, [how to check a child's eligibility and the evidence you are required to keep](#).

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. Not every 2 year old is eligible for the funding. Get more information on the [criteria and details on how to check if a child is eligible](#).

When do I get paid?

For full details on payment dates please visit the [term dates document](#) on our website and look for the heading 'FEEE Guidance'. In this section you should see a link to the current year's term dates.

An advance payment (called the initial payment) is made at the end of the previous term. 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 based on their date of birth. You will receive approximately 70% of the estimated funding owed to you in the autumn term and 100% of funding owed to you in the spring and summer terms.

A final payment is made after a half term break. 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.

In your first term of claiming, all newly FEEE registered providers you will receive their first payment on the final payment date.

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

Important FEEE dates

Each academic year, we will make available a [FEEE term dates](#) document via the website.

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

How many weeks funding do I get?

Each eligible 2, 3 and 4 year old child can access 15 hours (or 30 hours if eligible for the extended entitlement) of funding over 38 weeks.

Parents/carers may wish to take less hours in the week and use their funding for more weeks of the year this is called the 'stretched offer' or the banking of hours. We encourage providers to work flexibly to meet the needs of their parents wherever possible, but whether you operate a stretched offer is completely up to you. Please visit our website and access the [FEEE Guidance](#) section for further details on funded and non-funded weeks and the stretched offer period, by clicking on the link called 'FEEE stretched offer guidance'.

If children attend your setting for more than their FEEE hours, any non-funded hours should be charged for at your advertised rate.

How do I claim?

Every term you will need to complete a headcount form which will ask you to detail all eligible 2 (where applicable), 3 and 4 year olds who wish to claim the funding from your setting in that current term.

You are asked to calculate the total number of hours you want in the term, rather than hours per week which allows you to claim for children who may be joining you later on in the term (and therefore accessing less hours), as well as for children who may be increasing and decreasing throughout the term (perhaps as part of a staggered induction).

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

After the headcount deadline date has passed, providers will still be given an opportunity to submit further changes i.e. additional children joining or leaving your setting or simply changing their hours.

Any changes submitted at this point will be paid alongside the initial payment at the end of the term.

Providers are sent a user guide via Anycomms+ on how to complete a headcount form every term.

What documents do I need prior to making a claim - FEEE?

- 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, you should not be inputting known as names.
- Parental Statement of Undertaking form (PSOU). A [PSOU template](#) is available online. You will find this under the section called 'FEEE good practice'. 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.

Please note that these documents do not need to be sent to the local authority unless requested. They should be securely stored and be available to view if one of our officers carry out a routine monitoring visit.

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

The new [PSOU](#) allows parents to confirm that they are happy for the setting to receive EYPP and provide the relevant information.

In order to claim for the EYPP you must obtain the relevant reference number. To access the eligibility checker or for more information, please visit the [EYPP website](#).

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. Please ensure that you read the response accurately as unique reference numbers are given for both positive and negative checks.

Please note that you should not be checking a child's eligibility for EYPP until the start of the term that they can receive the FEEE funding (the term after their 3rd birthday). If you do check prior to the start of term, the child's details will be checked against the 2 year old funding criteria instead.

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

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 minimum session length (subject to the requirements of the registration on the Ofsted Early Years Register).
- FEEE cannot be claimed before 6.00am or after 8.00pm.
- Childminders are unable to claim for any child who is related to them, either by blood or marriage.
- No more than 2 sites to be accessed in a single day.

The Monitoring Process

Once you start claiming for FEEE funding you may be audited by one of our Early Years officers. 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 (this is so that we can see evidence across the whole of a term). We will contact you with clear information around what is required and what paperwork you need to have available or submit to us directly.

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 their funded entitlement, or incurs additional costs that are not covered by the FEEE, i.e. lunch costs, charges for additional services / activities not covered by the FEEE you will need to issue an invoice to the parent/carer. The invoice should reflect charges agreed with the parent and published in your prospectus.

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

You can charge parents a deposit in order to guarantee the child's place. If you do this please ensure this is refunded at an agreed time.

Where children attend for funded hours only, parents/carers should not be required to pay a registration or admin fee. However, if a child also attends your setting for non-funded hours, you are able to charge a registration/admin fee.

With regards to additional charges the National Guidance states the following: 'Ensure that providers are aware that they can charge for meals and snacks as part of a free entitlement place and that they can also charge for consumables such as nappies or sun cream and for services such as trips and yoga. These charges must be voluntary for the parent. Where parents are unable or unwilling to pay for meals and consumables, providers who choose to offer the free entitlements are responsible for setting their own policy on how to respond, with options including waiving or reducing the cost of meals and snacks, or allowing parents to supply their own meals.'

Where practicable providers should consider whether other funding streams such as the EYPP or the deprivation supplement can offset some of the additional costs parents may face.

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'. Get an [example monitoring document](#) from our website. You will find this under the section called 'FEEE good practice'. If these forms are not completed and signed by parents/carers and a discrepancy is found 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 and possibly pay you at your advertised rate.

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.

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. You will find the latest version under the section called 'FEEE good practice'.

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 a child has left your setting (e.g. until after the next Ofsted inspection).

Useful Links

- For [FEEE Guidance, good practice tools and FAQs and information on Anycomms+](#), visit
- For information on accessing the [EYPP](#)
- For telephone support, please contact the FEEE Helpline on 0116 305 5788 or alternatively email us at feee@leics.gov.uk