

## A Quick Guide to the Early Years Pupil Premium (EYPP)



<http://resources.leicestershire.gov.uk/eyp>

### Early Years providers are responsible for promoting the EYPP and identifying eligible children

- ✓ Use the promotional materials for parents on the website to **promote the benefits of EYPP to all parents**
- ✓ Use systems you already have in place to inform all parents about the eligibility criteria and **how eligibility is checked** (e.g. registration, prospectus, website, newsletters, parent notice board, key persons, Parental Statement of Undertaking PSOU)
- ✓ Completion of the **data segment on the Parental Statement of Undertaking (PSOU)** by parents will give providers the information they need and consent to check eligibility. The EYPP postcard could also be used to collect this information.

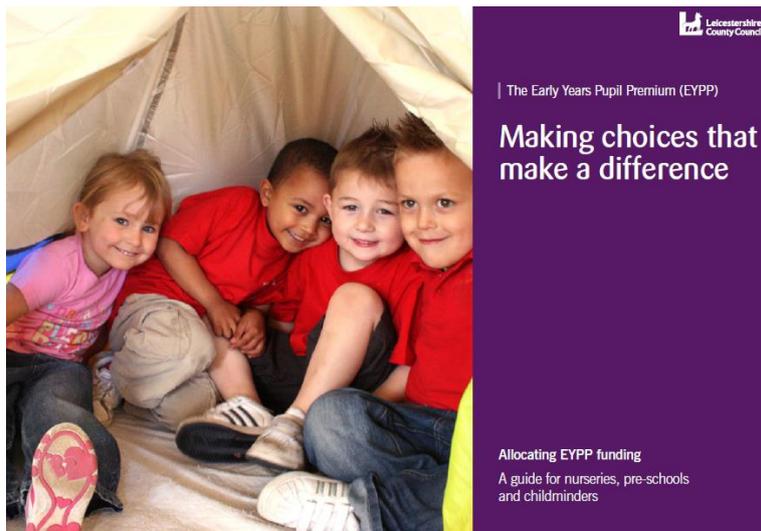
## How to check eligibility

- ✓ If the child is in the **correct age range for EYPP** then a screen on the Provider Portal will open when the **headcount information** is being completed by the provider. This will prompt **supplementary information** to be added so that the Local Authority can check the child's eligibility.
- ✓ Once the headcount has been submitted then the child's eligibility will be **automatically be checked** by the Local Authority.
- ✓ The **headcount report** received by providers will identify those children eligible for EYPP. Ensure that parents/carers are informed that their child is eligible for EYPP.
- ✓ **If a child is eligible for EYPP from the non-income related criteria** e.g. the child is adopted please call **0116 305 6208** to discuss how to process these applications
- ✓ Note if a child is in care, EYPP funding will automatically be paid by the LA and an Improvement Advisor will be allocated to support developing and implementing an action plan and tracking the progress of the child

**Effective promotion of the EYPP and working together with parents/carers is crucial to ensure that those children eligible for the funding take it up. In particular providers should speak to the parents of children who took up the 2 year old FEEE as some of these children may attract EYPP when they turn 3 years old**

## Allocating EYPP effectively

- ✓ Remember that it is crucial to work alongside parents/carers in allocating EYPP. Ensure that they are aware that their child is receiving EYPP and talk together about how best to use the funding
- ✓ Consult the following publication on the website



- ✓ **Identify the needs of the child**, learning gaps or where the child would benefit from a wider range of experiences
- ✓ Think about what you might do with the funding to support the child's needs, remember to work alongside parents and consider how parents could be involved in supporting children's learning at home
- ✓ Once a child is eligible for EYPP they will continue to have it until they transfer to school. This may support providers in more long term planning. (N.B If a child moves provider then the funding follows the child)
- ✓ Think creatively and try and address the real need. Is poor attendance affecting the child's progress? How could you work alongside the parent/carer to improve attendance?

- ✓ Consider how using EYPP to support staff development will impact on all children
- ✓ An **action plan format** may help you to clarify your thinking. The following support in completing action plans is available on the website

‘Top Tips’ for action planning

Flowchart to support action planning

Action planning template

Example action plans

- ✓ Remember that Ofsted will hold providers **accountable** for how the EYPP is spent. Ensure that you monitor and review the impact of your spending. You may find the ‘Top Tips’ for evidencing impact useful.
- ✓ Remember if you are receiving **EYPP for a child in care** then an **action plan must be sent securely** to the placing local authority.
- ✓ Remember that **funding follows the child**, so have a process in place to pass on the relevant information if a child should leave. As a child transfers to school ensure that all relevant information around EYPP is passed on in line with your policies and procedures.

**The website has a wealth of guidance, information and resources to support you in allocating EYPP and evidencing impact. You can also contact the duty desk 0116 305 7136 for further support**