

Coventry Schools Handbook for:

The Delivery of Early Education Entitlement Funding



Coventry Childcare Provider Handbook for: The Delivery of Early Education Entitlement Funding

This guidance has been created by Coventry Early Years Team to support childcare providers in meeting the terms and conditions of Early Education Entitlement Funding delivery, as set out in the following Government and Local Authority documentation:

- Early education and childcare: Statutory guidance for local authorities 2018
- Early years entitlements: operational guidance: For local authorities and providers June 2018
- Coventry Provider Funding Agreement (updated annually)
- Memorandum of Understanding for Maintained, Voluntary Aided / Controlled Schools

**The term parent is used throughout this guidance to refer to the person who has parental responsibility for a child.*

*** This document assumes that schools are delivering Early Education Entitlements over no more than 38 weeks per year.*

Admissions policy

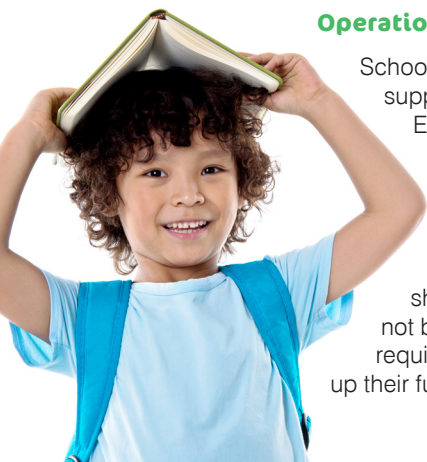
All parents should have the same rights to access a funded entitlement place regardless of whether they choose to pay for additional hours, activities, meals, snacks and consumables. Parents should not have to reserve a place each term.

Schools should publish admissions information, which is clear and can be easily understood by parents. This is to support parents to make an informed decision about where they wish to use their child's funded entitlement.

The admissions information should clearly identify which hours/sessions can be taken as funded provision. *Please see examples of funding delivery models.*

Operational Models of Delivery

Schools should deliver flexible packages of childcare, which support families to take up the Early Education Funding Entitlement within the parameters set out in the statutory documents. Models should include standalone fully funded sessions and may additionally include models which offer a combination of 'privately paid for' and funded hours. For children accessing funded hours before and after lunch, the lunchtime period should form part of the core funded hours and must not be charged as a 'privately paid for' hour. Government requirements stipulate, that children should be able to take up their funded entitlement place in continuous blocks of time.



To enable parents to make an informed decision about where their child takes up an early education entitlement place, schools should publish information about delivery models which include but is not limited to:

- The daily times covered by the core funded hours. Each school should set out which hours will be offered as 'core hours' and publish this in their information for parents. E.g. 8.30am – 2.30 pm for a 30-hour place.
- The times and costs of any additional 'privately paid for' hours. E.g. outside of the designated core hours (8.30am – 2.30 pm for the purposes of this example)
- Any additional charges, which are not covered by the funded entitlement must be offered to parents as a voluntary 'buy-in' e.g. meals and consumable items, such as nappies, sun cream etc. Any additionally agreed 'privately paid for hours' will be subject to a private contract which is separate to the funding terms highlighted herein.
- Where the school ask parents to make voluntary charges, e.g. for the items such as those listed above, they must have a policy/statement which sets out alternative options for parents who are unable or unwilling to pay voluntary charges items / services. For example, allowing the parent to supply their own items.

Tables 1 and 2 – Examples of funding delivery models

Examples of models offering standalone Early Education Entitlement Funding (EEF)

Type of funding	Max weekly funded hours	Days of the week	Core funded hours/ sessions	Delivery model	Cost
EEF for 2 year olds	15	Monday to Friday	8.30am–11.30am OR 12noon - 3pm	Across 38 weeks	£0.00
EEF universal offer for 3 and 4 year olds	15	Monday to Friday	8.30am–11.30am OR 12noon–3pm	Across 38 weeks	£0.00
EEF extended offer for 3 and 4 year olds	30	Monday to Friday	8.30am–2.30pm	Across 38 weeks	£0.00



Table 2**Examples of models offering a combination of privately paid for and funded hours.**

For the purposes of these examples we have assumed the core funded nursery hours to be 8.30-am 2.30pm. School finishing time in these examples is 3.30pm

Model 1

Model 1 assumes that the child is eligible to receive 15 hours funding per week. The parent is opting to pay for additional periods which fall outside of the core funded hours. E.g. 7.45am to the start of the nursery core funded hours.

Model 1	Privately paid for hours/ periods	Core funded entitlement hours	Max hours funding available per week	Hourly/session charge for 'privately paid for' hours	Cost for meals, snacks & consumables (Optional buy in)
7.45am–12noon	7.45am–8.30am	8.30am–11.30pm @ £0.00	15	£? (School to insert charge)	£?

Model 2

Model 2 assumes that the child is eligible to receive 15 hours funding per week. The parent is opting to pay for additional hours which fall outside of the core funded hours. E.g. 11.30am–12.30pm.

Model 2	Privately paid for hours/ periods	Core funded entitlement hours	Max hours funding available per week	Hourly/session charge for 'privately paid for' hours	Cost for meals, snacks & consumables (Optional buy in)
11.30pm–3.30pm	11.30–3.30pm	12.30–3.30pm @ £0.00	15	£? (School to insert charge)	Lunch £? Consumables £?

Model 3

Model 3 assumes that the child is eligible to receive 30 hours funding per week and the parent is opting to pay for additional hours which fall outside of the core funded hours. (e.g. 2.30pm to end of school day at 3.30pm).

Model 3	Privately paid for hours/ periods	Core funded entitlement hours	Max hours funding available per week	Hourly/session charge for 'privately paid for' hours	Cost for meals, snacks & consumables (Optional buy in)
8.30am–3.30pm	2.30pm–3.30pm	8.30am–2.30pm @ £0.00	30	£? (School to insert charge)	Lunch £? Consumables £?

Deposit

Schools may ask parents to pay a 'refundable' deposit, to secure a child's early education entitlement place.

Deposits in Academies and Free Schools

This deposit must be refunded to the parent, by the end of the first term in which the school receives the remittance payment of government funding for the named child, from Coventry City Council.

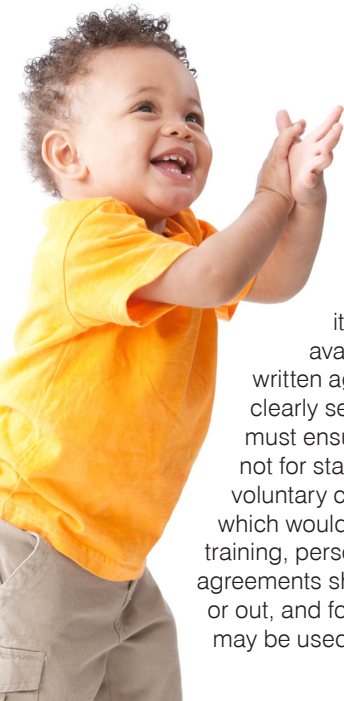
Deposits in Maintained Nursery Classes, Voluntary aided / Voluntary Controlled and Maintained Nursery Schools

The school must refund the deposit, to the parent, upon receipt of the first quarterly bank advance from Coventry City Council, following the child being admitted to nursery.

Schools will not be required to refund the deposit where a parent;

- chooses not to take up the funded place before census/headcount date.
- moves the child to a new provider/school after the start of a new funding term, but before the termly census/headcount date

In line with the Coventry Provider Funding Agreement and the Memorandum of Understanding for Maintained, Voluntary Aided / Controlled Schools a school must not charge a deposit for a child accessing a two-year funded place.



Voluntary Charges

Schools can charge for meals, snacks and consumables such as nappies and sun cream as part of a free entitlement place, although these charges must be voluntary. Where parents are unwilling or unable to opt into these voluntary charges the school should have a policy in place which highlights alternative options for parents, such as providing their own items.

The school's policy for voluntary charges should include all items covered by the voluntary charges, and set out the options available to parents who choose not to opt in. There should be a written agreement in place between the school and the parent which clearly sets out what items are included in the voluntary charge. Schools must ensure that the items included are for direct use by the child and not for standard use with all children across the provision. The additional voluntary charge must not include items such as art and craft materials which would be considered part of the basic education provision, staff training, personal protective equipment, hygiene or cleaning products. Written agreements should include a section to show whether the parent has opted in or out, and for how long. e.g., termly. Coventry's Parent and Carer Agreement may be used for this purpose.

Fee Information and Payments

Schools must publish clear and transparent fee information for additional hours and items that parents will be charged for.

Schools should be clear about their billing approach, frequency and payment methods. For example, whether invoices will be issued on a weekly, monthly or termly; and whether tax-free childcare and other voucher schemes / discounts can be used if applicable. Invoices will not be required where parents access funded hours only and do not pay for any additional voluntary charges.



Table 3 is a checklist of all items to include in fee information for parents

Fee information checklist for schools delivering early education entitlement funding

Does the school's fee information....	Yes	No
Include the schools name, address, telephone, and email contact details?		
State opening hours?		
Make clear to parents that funded entitlement hours are completely free of charge during specified hours/sessions/days?		
Include details of the specific models of delivery offered for 15 or 30 hours, for 2-, 3- and 4-year-olds, including the number of standalone places, times, days and sessions.		
Tell parents about the maximum number of funded weeks/hours in each term and academic year, and which weeks/dates are covered in each funding period?		
Highlight to parents that all children in receipt of 3- and 4-year-old funding must have taken up a place before the termly census/headcount date?		
Make clear to parents, the policy the school will follow, where parents choose to relocate their child to a new provision/school, following the school's submission of termly census/headcount data to Coventry City Council.		
Highlight to parents who are in receipt of a 30-hour funded place, that they must re-confirm their eligibility every 3 months, as prompted by HMRC and the consequences, should the parent fail to do so.		
Set out contractual expectations relating to specific models which combine 'privately paid for' and funded hours? E.g., 7:45am 12:00pm.		
Include charges for 'privately paid for' hours for 2-, 3- and 4-year-olds?		
Clearly outline each of the funding entitlements offered for 2-, 3- and 4-year-olds and tell parents how they can apply?		
Highlight to parents that the provision of consumables will be provided at an additional, voluntary cost to the parent, during the days/sessions a child is accessing a funded place. Cost should be stated.		
Highlight to parents the school's policy on how they will respond if parents are unwilling or unable to opt into any voluntary charges.		
State the terms, conditions and costs involved, for any parent wishing to purchase additional hours and any fees which will be incurred for late collection?		
Enable parents to easily reconcile fee information against their invoice, so that they can clearly identify what they have been charged for and why?		
State how parent can apply for and use a Tax-Free childcare account?		

Invoices and receipts

Schools should ensure they have clear invoice/ receipt structures in place which enable parents to easily reconcile invoices with charges detailed in the school's fee information. Invoices should be fully itemised to show a break-down of all aspects of the fee including funded hours, additional 'paid for' hours and items.

- *Please note, funded entitlement hours must not be presented as a monetary value and therefore must be shown as zero cost. This is to ensure that parents can see that their children have received funded hours completely free of charge at the point of delivery.*
- *Invoices will not be required where parents access funded hours only and do not pay for any additional voluntary charges.*



Table 4 is a checklist of all items which need to be included on invoices / receipts.

Table 4 - Checklist for Invoices and Receipts

Is the following information clearly detailed on the invoice/receipt issued to parents?	Yes	No
Provider Name:		
Provider Address:		
Provider Contact:		
Invoice Number:		
Invoice Date:		
Nursery Tel/Email:		
Parent Name & Contact Details		
Child's Name:		
Itemised pricing information which is clearly reconcilable with the information you have provided on the fee information.		
The total number of funded hours and weeks allocated for the term		
The total number of hours contracted to attend in this invoice period		
(Both privately paid for and funded hours)		
The total number of funded hours claimed.		
These must be shown as hours and are not represented as a monetary value. E.g. 60 funded entitlement hours = £0.00		
Additionally purchased 'privately paid for' hours are clearly itemised		
E.g. 10 hours @ £? (School rate)		
Charges for consumable items are clearly listed		

Early Education Funding Delivery - Compliant Invoice Examples

The following pages include example of invoices that would be considered compliant with government and Coventry City Council requirements. Schools should use these examples to ensure compliance against the requirements.



Model 1 – Calendar Month Child attends 5 mornings 7.45am to 11.30am term time only

- The parent opts to pay for consumables
- This child accesses additional privately paid for hours/periods in early care which includes breakfast
- A 10% sibling discount applied

School Name	Child's Name	Invoice No:	Inv-220001
School Address Line 1	Parent's name	Invoice Date:	01/04/2022
School Address Line 2	Parent's contact number/email	Inv Period:	Apr-22
Post Code			
School Contact Number/email		Billing Contact Number/email	

Term	Sessions being attended	Funded Weeks	Funded Hours per Week	Maximum Funded Hours per Term
Autumn	5 x 4.5 hrs per day (7.45am-12pm)	14	15	210
Spring	5 x 4.5 hrs per day (7.45am-12pm)	12	15	180
Summer	5 x 4.5 hrs per day (7.45am-12pm)	12	15	180
Total		38	45	570

Term time weeks			
	Daily cost	No. Sessions	Monthly cost
Early Care 7.45am - 8.30 am (including breakfast)	£6.00	11	£66.00
Funded Morning 8.30am - 11.30am	FREE	11	FREE
Lunch (food charge)	£3.00	0	£0.00
Funded Afternoons 12.30pm - 3.30pm	FREE	0	FREE
After School Care 3.30pm - 4.30pm	£7.50	0	£0.00
Late Care 4.30pm-6pm (including tea)	£2.50	0	£0.00
Consumables	£2.00	11	£22.00
	Total monthly cost		£88.00

Funded Hours Accessed	
Month	Hours
September	57
October	48
November	66
December	39
January	63
February	45
March	72
April	33
May	60
June	54
July	33
August	0
Total	570

Monthly billing info	
Total monthly costs	£88.00
Total Costs	£88.00
Months in invoicing period	1
Monthly charge	£88.00
<i>Total cost / months</i>	
Less:	
10% Sibling Discount	-£8.80
Monthly Fee to pay	£79.20

Model 2 – Termly child attends 5 sessions a week 11.30am to 3.30pm term time only

- The child accesses 15 hours funded entitlement
- The parent purchases 5 additional hours per week
- The parent purchases lunch
- The parent does not opt to buy consumables

School Name	Child's Name	Invoice No: Inv-220001
School Address Line 1	Parent's name	Invoice Date: 08/04/2022
School Address Line 2	Parent's contact number/email	Inv Period: Spring term 2022
Post Code		
School Contact Number/email		Billing Contact Number/email

Term	Sessions being attended	Funded Weeks	Funded Hours per Week	Maximum Funded Hours per Term
Autumn	Not eligible for funding	0	0	0
Spring	5 x 4hrs per day (11.30am - 3.30pm)	12	15	180
Summer	5 x 4hrs per day (11.30am - 3.30pm)	12	15	180
Total		24	30	360

Term time weeks - with free entitlement			
	Daily cost	No. Sessions	Weekly cost
Early Care 7.45am - 8.30 am (including breakfast)	£6.00	0	£0.00
Morning 8.30am - 11.30am	£16.50	0	£0.00
AM privately paid for period (11.30am-12.30p)	£5.50	5	£27.50
Lunch (food charge)	£3.00	5	£15.00
Funded Afternoon 12.30pm - 3.30pm	FREE	5	FREE
After School Care 3.30pm - 6.00pm(including tea)	£12.00	0	£0.00
Consumables	£2.00	0	£0.00
	Total weekly cost		£42.50
	Total funded weeks	12	
Total term-time cost = weekly cost x funded weeks			£510.00

Total termly billing info	
Total term-time costs	£510.00
Total Costs	£510.00
Weeks in invoicing period	12
weekly charge	£42.50
<u>Plus:</u>	
Extra 'hours /periods' if applicab	£0.00
Termly Fee to pay	£510.00

Model 3 – Monthly child attends 5 days per week 8.30am to 3.30pm term time only

- Accesses 30 hours extended funded entitlement
- The parent purchases 5 additional hours per week
- The parent opts to provide a packed lunch for the child and purchases consumables

School Name	Child's Name	Invoice No:	Inv-220001
School Address Line 1	Parent's name	Invoice Date:	01/04/2022
School Address Line 2	Parent's contact number/email	Inv Period:	Apr-22
Post Code			
School Contact Number/email		Billing Contact Number/email	

Term	Sessions being attended	Funded Weeks	Funded Hours per Week	Maximum Funded Hours per Term
Autumn	5 x 7hrs per day (8.30am-3.30pm)	14	30	420
Spring	5 x 7hrs per day (8.30am-3.30pm)	12	30	360
Summer	5 x 7hrs per day (8.30am-3.30pm)	12	30	360
Total		38	90	1140

Term time weeks - with extended entitlement			
	Daily cost	No. Sessions	Monthly cost
Early Care 7.45am - 8.30 am (including breakfast)	£6.00	0	£0.00
Core funded hours 8.30am - 2.30pm	FREE	11	FREE
Lunch (food charge)	£3.00	0	£0.00
PM privately paid for period 2.30pm - 3.30pm	£5.50	11	£60.50
After School Care 3.30pm - 6.00pm (including tea)	£12.00	0	£0.00
Consumables	£2.00	11	£22.00
	Total monthly cost		£82.50

Funded Hours Accessed	
Month	Hours
September	114
October	96
November	132
December	78
January	126
February	90
March	144
April	66
May	120
June	108
July	66
August	0
Total	1140

Monthly billing info	
Total monthly costs	£82.50
Total Costs	£82.50
Months in invoicing period	1
Monthly charge	£82.50
Plus:	
Extra 'hours /periods' if applicable	£0.00
Monthly Fee to pay	£82.50

Early Years Pupil Premium (EYPP)

Schools can claim (EYPP) for eligible 3- and 4-year-olds, who are in receipt of the universal element of early education funding. A payment of 60p per hour (£342 per academic year) may be claimed for eligible pupils. Funding provided through EYPP is aimed at enhancing the environment, purchasing additional resources or staff training.

In the first instance EYPP is a payment that will be made to the school, following a successful claim, however there may also be benefits to parents. Government funding, to support disadvantaged families, has been available to parents, where the school has claimed EYPP for their child, at various points following the start of the pandemic.

Making a claim

- Schools must use the Coventry Schools and Early Years Portal to validate EYPP claims.
- Parents must complete the relevant section of the annual Parent and Carer Agreement form, prior to any information being uploaded to Coventry Schools and Early Years Portal.

Disability Access Funding (DAF)

- DAF is an additional funding payment of £800 per year, for eligible 3- and 4-year-olds who are in receipt of the universal element of early education funding.
- Eligible children are those in receipt of Disability Living Allowance (DLA).
- The funding provided through DAF is aimed at supporting the school to make reasonable adjustments, which help to remove barriers to attendance for children with SEND.

Making a claim

- Claims must be made via the Coventry Schools and Early Years Portal. Parents will need to provide evidence that their child is in receipt of DLA. This evidence will need to be uploaded to the portal.
- Parents must complete the relevant section of the annual Parent and Carer Agreement form, prior to any information being uploaded to Coventry Schools and Early Years Portal.



Staffing Ratios and Qualifications in Free Schools and Academies

1) For children aged three and over in nursery classes, where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or an approved level 6 qualification, an instructor* or another suitably qualified overseas trained teacher, is working directly with the children;

- there must be at least one member of staff for every 13 children
- in addition to a point 1 above, one other member of staff must hold an approved level 3 qualification
- when the teacher is not working directly with pupils, for short amounts of time e.g. lunchtime or Planning, Preparation and Assessment periods (PPA), a ratio of 1:8 must be applied and at least one other member of staff must hold an approved level 3 qualification

For children aged two years

- there must be at least one member of staff for every four children
- at least one member of staff must hold an approved level 3 qualification
- at least half of all other staff must hold an approved level 2 qualification
- staff must additionally be under the direction and supervision of a qualified or nominated teacher when carrying out specified work (as laid out in the Education (Specified Work) (England) Regulations 2012). Specified work broadly encompasses lesson (or curriculum) planning, delivering lessons, assessing the development, progress and attainment of pupils and reporting on the latter. The headteacher must be satisfied that the staff have the skills, expertise and experience needed to carry out the work and determine the appropriate level of direction and supervision

**An instructor is a person at the school who provides education which consists of instruction in any art or skill, or in any subject or group of subjects, in circumstances where: (a) special qualifications or experience or both are required for such instruction; and (b) the person or body of persons responsible for the management of the school is satisfied as to the qualifications or experience (or both) of the person providing education.*

Staffing Ratios and Qualifications in Maintained Nursery Classes, Voluntary aided / Voluntary Controlled and Maintained Nursery Schools

1) For children aged three and over in maintained Nursery Classes, Voluntary aided / Voluntary Controlled and Maintained Nursery Schools;

- there must be at least one member of staff for every 13 children
- at least one member of staff must be a school teacher as defined by section 122 of the Education Act 2002
- at least one other member of staff must hold an approved level 3 qualification
- when the teacher is not working directly with pupils, for short amounts of time e.g. lunchtime or Planning, Preparation and Assessment periods (PPA), a ratio of 1:8 must be applied and at least one other member of staff must hold an approved level 3 qualification.

For children aged two years

- there must be at least one member of staff for every four children
- at least one member of staff must hold an approved level 3 qualification
- at least half of all other staff must hold an approved level 2 qualification
- staff must additionally be under the direction and supervision of a qualified or nominated teacher when carrying out specified work (as laid out in the Education (Specified Work) (England) Regulations 2012). Specified work broadly encompasses lesson (or curriculum) planning, delivering lessons, assessing the development, progress and attainment of pupils and reporting on the latter. The headteacher must be satisfied that the staff have the skills, expertise and experience needed to carry out the work and determine the appropriate level of direction and supervision



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