School's Early Years Funding Guidance

(with ref to Looked after Children and post LAC)

Preparing for termly school census

(Oct, Jan and May)

Coventry City Council

ONE COVENTRY

Procedures which are essential to maximize your school's Early Years Funding, includes:

- Communicating with parents the importance to ensure collection of data is in line with census dates
- Ensure the Early Years Parent Funding Agreements are fully completed and signed prior to census day
- Ensure parents are completing the section to claim for Early Years Pupil Premium, Disability Access Fund (if applicable) along with their consent.
- Ensure you submit the School Census file with the correct early years data
- If you are experiencing any Portal issues, support can be accessed via the Early Years Team and you can also access useful resources, such as "how to" YouTube clips

2 year old funding

- 2 Year Old Funding eligibility needs to be confirmed on the Coventry school's and Early Years Portal
- Parents can claim for a 2 year old funding code or schools can complete an assisted check
- For 2 year old funding criteria, and accessibility routes, please access the following link:

https://www.coventry.gov.uk/early-years-childcare/free-early-education-childcare-2-3-4-year-olds/2

3 & 4 year old universal funding

- All 3 and 4 year old children in England are entitled to access up to 15 hours per week of funded early education, up to a maximum of 570 hours per year

- The early education entitlement place must be taken over no fewer than 38 weeks in any one year (1 September to 31 August)

- Children may take up a funded early education place from the start of the school term after their third birthday

30 hours Extended Entitlement

- Ensure that the 30 Hours funding codes have been applied for before:
  - ➢31st March
  - ➢31st August
  - ➢31st December

- 30 hour funded codes need to be reconfirmed every 3 months, the parents will be notified by HMRC to reconfirm the codes.

- A child cannot start a new 30 hour funded place in the Grace Period.

apply online to HMRC https://www.gov.uk/30-hours-free-childcare

- For Looked after Children / Foster Carers a 30 hour code can be applied for via Early Years team, if they meet criteria

Making a Post Census/Headcount claim for an eligible 3 or 4 year old (PCH34)

- Schools must seek approval from the Local Authority, prior to adding a child onto the Coventry Schools and Early Years Provider Portal Amendment Task.

- **Please note; payment will not be made where approval has not been granted through this process.**

- To request approval, Schools will need to complete the online **PCH34 Online Application Form**, which can be found on the Early Years & Childcare website pages, under the 'School led early years provision' section. Once we have received your PCH34 application you will be contacted by a member of the Early Years Business, Sufficiency and Funding team. Where approval is granted, the School will need to add the child's details to the **Coventry Schools and Early Years Provider Portal**, via the Amendment task, when it opens.

Disability Access Funding (DAF)

- Disability Access Funding (DAF) is additional funding that is paid directly to Early Year's Childcare Providers (including school Nursery Classes).

- It aims to support children with Special Educational Needs and Disabilities (SEND), who are aged 3 or 4 and in receipt of universal hours funding.

- The funding aims to facilitate childcare providers to
  - make reasonable adjustments to support children with SEND
  - access specialist training
  - purchasing specific resources to support your child
  - fund additional sessions etc.

- In order to be eligible, the child must be in receipt of **Disability Living Allowance** (DLA).

When you log into the portal, you will be able to access various funding support guidance's and processes

Welcome to the Coventry Schools and Early Years Portal

For specific portal guidance please click on the links below

General guidance for Headcount tasks and messages

Guidance regarding the 30 Hours Extended Entitlement portal

Guidance regarding the Two Year Old Funding Portal

Guidance regarding the Disability Access Funding (DAF)

How to video guides on the portal

Funded weeks and payment schedule

Information for Parents and Carers

Process for offering 2 year old funded places

Process for offering Extended Entitlement (30 Hours)

Claiming Early Years Funding in Schools

Parent and Carer Agreement Form

Sample – How to complete a Parent & Carer Agreement Form

Getting it right on SIMS for DfE School Census

Early Education Funding Entitlement Handbook for parents and carers

Late Starter Process

EYPP Poster

What to enter onto SIMS and how to access funding codes

Age Group	Parents Role ? What	How often	In EY Portal ?	Is a code req'd in SIMS	In SIMS…	Where in SIMS <School Census> ?
2 year olds Route 1 (Deprivation)	Apply themselves or assisted application on EY Portal	Once	Check they have a valid code TYF331-???????	No	Enter "Yes" in column Econ. Criteria	Section 4 2 year old Basis for funding
2 year olds Route 2 (SEN or LAC)	As Above	Once	Upload documents	No	Enter "Yes" in relevant column	Section 4 2 year old Basis for funding
3 & 4 years olds – EYPP (ECO or LAC or both)	Complete EYPP parent /carer form for the school	Once	Validate parent information inc. NI no	No	Select from drop down list	Section 4 EYPP Receipt
3 & 4 years olds – 30 hours	Apply via HMRC site to get code	Termly in advance	Validate 11 digit code	Yes	11 digit code	Section 4 Early Years – 30 hr code col
Disability Access Fund	Show DLA award letter to school	Once or twice	Submit DLA award letter	No	Enter "Yes"	Section 4 Early Years – DAF col

Looked After Children and Post Looked After Children Process for entering onto SIMS

Age Group	Parents Role	In EY Portal ?	Code req in SIMS	In SIMS….	Where in SIMS ?
Looked After	Not applicable	no	no	Enter "care Local Authority" plus Start date / End date	**Main Pupil Details** Section 10 – Welfare ***(nb current Looked After is also identified in relevant EY age group parts of School Census Section 4 seen in last slide)***
Post Looked After Arrangements	Not applicable	No	no	Drop down list	**School Census** Section 7

Funding Rates 2023 -2024

Age Group	Rate
2 year old	£7.46 per hour
3 & 4 year old	£4.81 per hour
EYPP	66p per hour
Depravation Rate	£1.44 per hour
Disability Access Fund	£858.92 per year

The next 7 slides are screenshots from the Coventry Schools and Early Years Portal including SIMS, for your ease of reference.

EY Portal - Expiration Dashboard re: Extended Entitlement (30 hours)

Further Action Needed: Any | Days: 360 | Eligibility Filter: Grace F

Filter using any keyword

Child	Eligibility Code	Eligible From	Eligible To	Grace Period End	Code was last verified on	Notes / Further Action Needed		
[redacted]	50028670[redacted]	23/08/2019	21/11/2019	31/03/2020	09/01/2020 Eligible Recheck now		✔	Update
[redacted]	11430735[redacted]	11/09/2019	21/12/2019	31/03/2020	09/01/2020 Eligible Recheck now		✔	Update
[redacted]	[redacted]	01/11/2019	15/01/2020	31/03/2020	09/01/2020 Eligible Recheck now		✔	Update
[redacted]	[redacted]	19/07/2019	16/01/2020	31/03/2020	09/01/2020 Eligible Recheck now		✔	Update
[redacted]	[redacted]	20/11/2018	10/02/2020	31/03/2020	06/01/2020 Eligible Recheck now		✔	Update
[redacted]	[redacted]	14/05/2019	11/02/2020	31/08/2020	06/11/2019 Eligible Recheck now		✔	Update
[redacted]	[redacted]	15/05/2019	13/02/2020	31/08/2020	03/11/2019 Eligible Recheck now		✔	Update
[redacted]	[redacted]	02/03/2019	15/02/2020	31/08/2020	05/11/2019 Eligible Recheck now		✔	Update
[redacted]	[redacted]	14/05/2019	19/02/2020	31/08/2020	14/11/2019 Eligible Recheck now		✔	Update

SIMS Section 4 – 2 year old (Route 1)
Basis for Funding: Economic Criteria = "Yes"

SIMS .net: WATERS EDGE PRIMARY SCHOOL

Focus Reports Routines Tools Window Help

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Census Return Spring 2023 Term

New Search Open Delete Browse Next Previous Copy

Census Return Details - Spring 2023 Term: School Census Spring 2023 V1

Save Undo Create & Validate Summary Authorise DetailReport

Census Details | 2 School Information | 3 Childcare | 4 Early Years | 5 Class Type | 6 Top-up Funding | 7 Post Looked After Arrangements | 8 Classes | 9 Pupil Reconciliation | 10 Attendance | 11 General | 12 Infant Admis

4 Early Years

Edit

Recalculate

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2022	Age at 31/12/2022	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Jones,Emmeline	01/03/2020	001705	N1		2	2					
Joram,Sara	12/01/2019	001706			3	3					
Parker,Gregory	30/06/2019	001707			3	3					
Sawyer,George	18/09/2018	001708			3	4					
Woodman,Eira	25/07/2019	001709			3	3					
Zenon,Jeremi	05/08/2019	001710			3	3					

Early Years Pupil Premium Receipt

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2022	Age at 31/12/2022	In Care	Basis for EYPP Eligibility
Elverdon,Astrid	01/11/2018	001704			3	4	No	Receipt - economic
Joram,Sara	12/01/2019	001706			3	3	No	Receipt - other
Parker,Gregory	30/06/2019	001707			3	3	No	Receipt - economic an...
Sawyer,George	18/09/2018	001708			3	4	No	Not Eligible
Woodman,Eira	25/07/2019	001709			3	3	No	Not Eligible
Zenon,Jeremi	05/08/2019	001710			3	3	No	Not Eligible

2 Year Old Basis for Funding

Name	Date of Birth	AdNo.	YTI	Reg	Economic Criteria	High level SEN or Disability	Looked After or Adopted From Care
Jones,Emmeline	17/03/2019	001705	N1				

Yes
No

N.B. This is data is only collected in January Census

SIMS Section 4 – 2 year old (Route 2)
Basis for Funding: High Level SEN or Disability = “Yes”

SIMS .net: WATERS EDGE PRIMARY SCHOOL

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Census Return Spring 2023 Term

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Census Return Details - Spring 2023 Term: School Census Spring 2023 V1

Save Undo Create & Validate Summary Authorise DetailReport

1 Census Details 2 School Information 3 Childcare 4 Early Years 5 Class Type 6 Top-up Funding 7 Post Looked After Arrangements 8 Classes 9 Pupil Reconciliation 10 Attendance 11 General 12 Infant Admissions

4 Early Years

Edit Recalculate

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2022	Age at 31/12/2022	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Jones,Emmeline	01/03/2020	001705	N1		2	2					
Joram,Sara	12/01/2019	001706			3	3					
Parker,Gregory	30/06/2019	001707			3	3					
Sawyer,George	18/09/2018	001708			3	4					
Woodman,Eira	25/07/2019	001709			3	3					
Zenon,Jeremi	05/08/2019	001710			3	3					

Early Years Pupil Premium Receipt

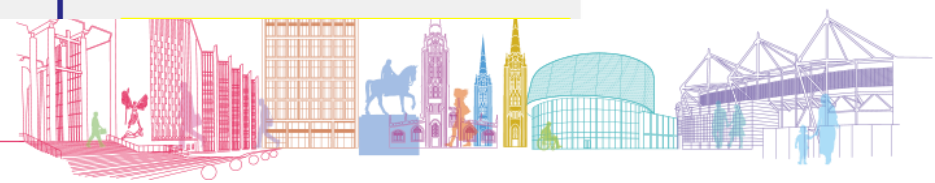
Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2022	Age at 31/12/2022	In Care	Basis for EYPP Eligibility
Elverdon,Astrid	01/11/2018	001704			3	4	No	Receipt - economic
Joram,Sara	12/01/2019	001706			3	3	No	Receipt - other
Parker,Gregory	30/06/2019	001707			3	3	No	Receipt - economic an...
Sawyer,George	18/09/2018	001708			3	4	No	Not Eligible
Woodman,Eira	25/07/2019	001709			3	3	No	Not Eligible
Zenon,Jeremi	05/08/2019	001710			3	3	No	Not Eligible

2 Year Old Basis for Funding

Name	Date of Birth	AdNo.	YTI	Reg	Economic Criteria	High level SEN or Disability	Looked After or Adopted From Care
Jones,Emmeline	17/03/2019	001705	N1			Yes	

Yes

N.B. This is data is only collected in January Census



SIMS Section 4 – 3 & 4 year old (EYPP)
Basis for EYPP - select from drop-down

SIMS .net: WATERS EDGE PRIMARY SCHOOL

Focus Reports Routines Tools Window Help

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Census Return Spring 2023 Term **0 (SIMS.net)]**

New Search Open Delete Browse Next Previous Copy

Census Return Details - Spring 2023 Term: School Census Spring 2023 V1

Save Undo Create & Validate Summary Authorise DetailReport

1 Census Details 2 School Information 3 Childcare 4 Early Years 5 Class Type 6 Top-up Funding 7 Post Looked After Arrangements 8 Classes 9 Pupil Reconciliation 10 Attendance 11 General 12

4 Early Years

Edit

Recalculate

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2022	Age at 31/12/2022	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Archer,Liam	17/07/2019	001703			3	3			Yes	11111111111	
Elverdon,Astrid	**10/11/2018**	**001704**			**3**	**4**					
Jones,Emmeline	01/03/2020	001705	N1		2	2					
Joram,Sara	12/01/2019	001706			3	3					
Parker,Gregory	30/06/2019	001707			3	3					
Sawyer,George	18/09/2018	001708			3	4					
Woodman,Eira	25/07/2019	001709			3	3					

Early Years Pupil Premium Receipt

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2022	Age at 31/12/2022	In Care	Basis for EYPP Eligibility
Elverdon,Astrid	**10/11/2018**	**001704**			**3**	**4**	**No**	Receipt - economic
Joram,Sara	12/01/2019	001706			3	3	No	
Parker,Gregory	30/06/2019	001707			3	3	No	
Sawyer,George	18/09/2018	001708			3	4	No	
Woodman,Eira	25/07/2019	001709			3	3	No	**Not Eligible**

Not Eligible
Receipt - economic
Receipt - other
Receipt - economic and other
Receipt - unknown

N.B. This is data is only collected in January Census

SIMS Section 4 30 hours for 3 & 4 year olds
<Edit> then
- Enter 30 Hour Code
- or for DAF Select "Yes"

4 Early Years

Edit

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2022	Age at 31/12/2022	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code
Archer,Liam	**17/07/2019**	**001703**			**3**	**3**			**Yes**	
Elverdon,Astrid	10/11/2018	001704			3	4				
Jones,Emmeline	01/03/2020	001705	N1		2	2				

Census

Term Spring 2023 | Update Hours

Pupils View

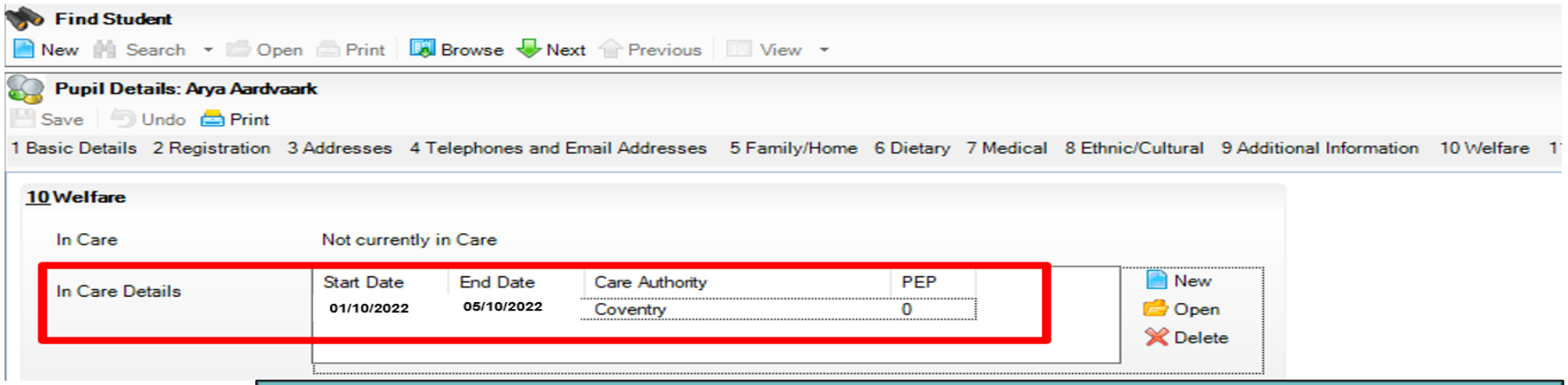
Age at 31/08/2022: All | YTI: All | Reg: All | Status: All

Pupils

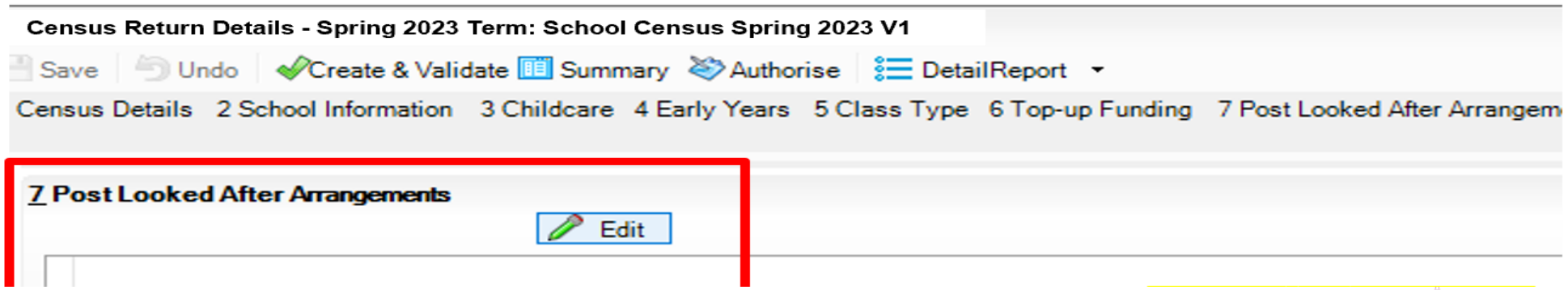
Disability Access Fund, 30 Hour Code and Extended Funded Hours are NOT collected in the census for pupils aged 2 at 31/12/2019

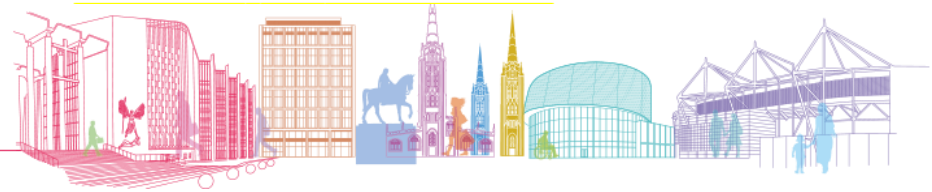
Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2022	Age at 31/12/2022	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Archer,Liam	17/07/2019	001703			3	3			Yes		
Elverdon,Astrid	**10/11/2018**	**001704**			**3**	**4**	**30**	**3**		**50012345678**	**15**
Jones,Emmeline	01/03/2020	001705	N1		2	2					
Joram,Sara	12/01/2019	001706			3	3					
Parker,Gregory	30/06/2019	001707			3	3					
Sawyer,George	18/09/2018	001708			3	4					
Woodman,Eira	25/07/2019	001709			3	3					
Zenon,Jeremi	05/08/2019	001710			3	3					

SIMS – Looked After & Post Looked After. In **main "Pupil Details"**
Section 10, Enter "care Local Authority" plus Start date & end date if relevant

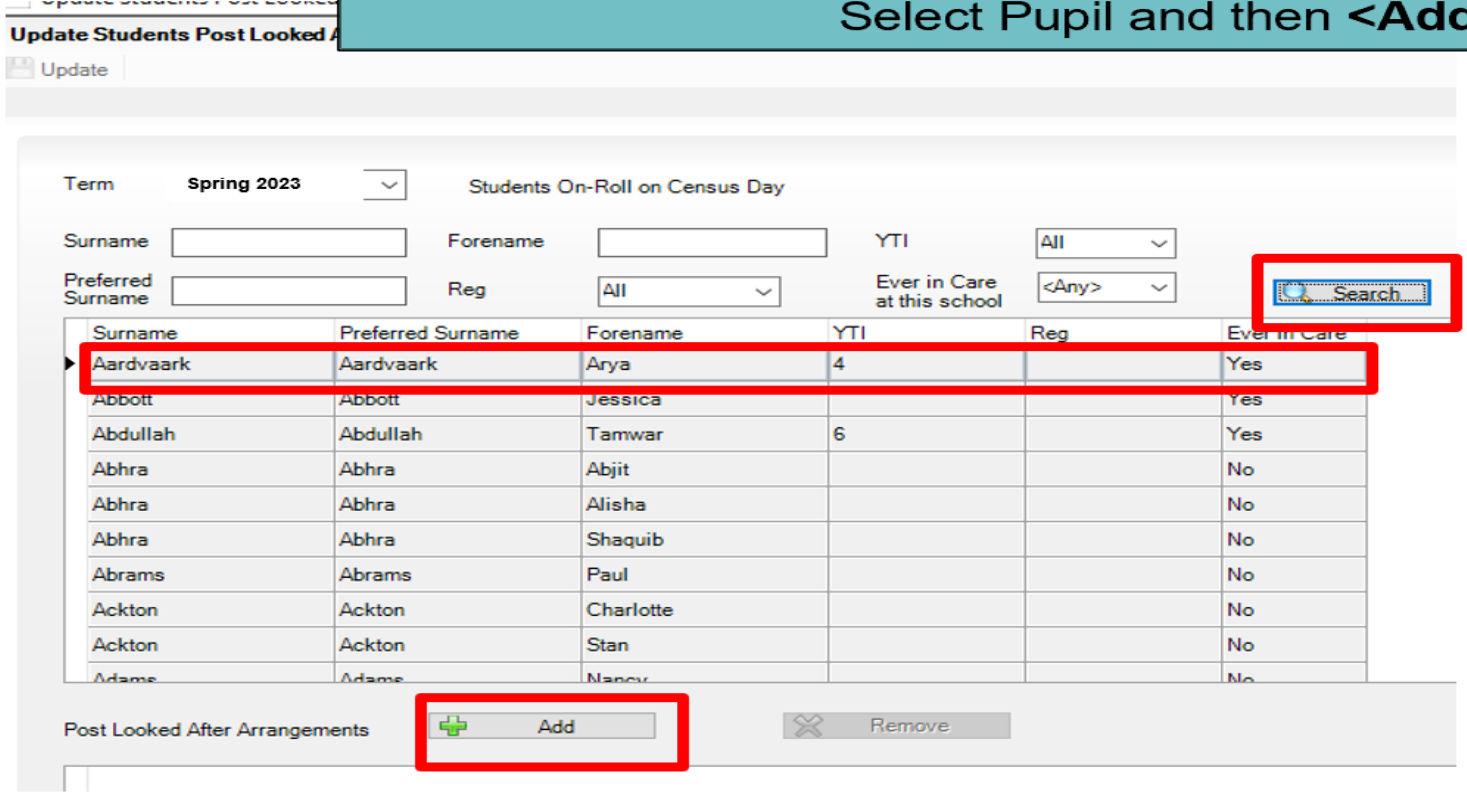


SIMS – Post Looked After. In **<School Census>**
Section 7 "Post Looked Arrangements" – Select EDIT ..see next slide

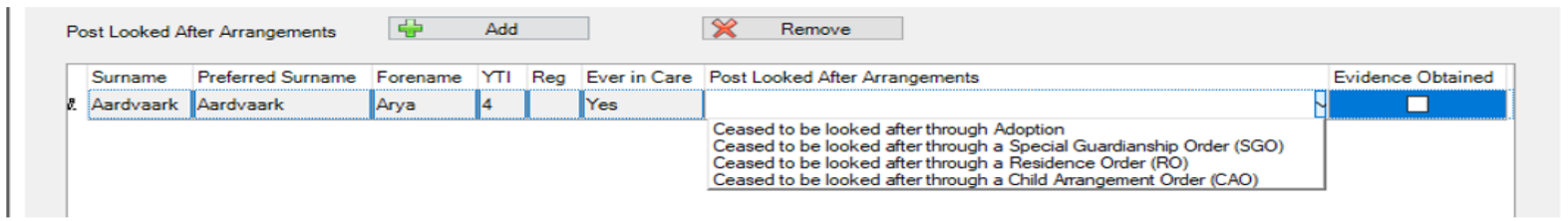




SIMS – Post Looked After. In <**School Census**>
Section 7 after <EDIT> ....click <**SEARCH**> ,
Select Pupil and then <**Add**>



Return to key table



After <**Add**>
Select from
Drop Down

Coventry City Council Teams Supporting you

- **Early Years Business, Sufficiency, Funding and Safeguarding Team** (EYA officers) for parent queries and business support
- EYCentral@Coventry.gov.uk
- **Data Team** for EY portal Help and School Census completion
- DataTeam.PD@Coventry.gov.uk
- **ICT Services** for SIMS Support
- SchoolsICT@Coventry.gov.uk
- **EY Portal Access** Issues
- CAPITAONEHelp@Coventry.gov.uk
- **Virtual School Team** (LAC & Post LAC) VirtualSchool@Coventry.gov.uk

Early Years Advisers

- Sandra Craddock – Sandra.Craddock@coventry.gov.uk
- Hollie Barnacle – Hollie.Barnacle@coventry.gov.uk
- Sharon Chamberlain-Bates – Sharon.Chamberlain-bates@coventry.gov.uk