

# Slough Early Years Service

## Provider Agreement for the Provision of Funded Early Education for 2, 3 and 4 Year Olds



April 2020

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## About this Agreement

This provider agreement sets out how Slough Borough Council (the council) and Early Years Providers in Slough will deliver Funded Early Education entitlements for 2, 3 or 4 year olds. It sets out the requirements and constraints that the council and providers must adhere to and includes the **Parental Declaration Form that must be completed and signed by all parents and carers**. The agreement meets the Department for Education's expectations regarding the contents of a provider agreement as outlined in: 'Model Agreement: Early years provision free of charge and free childcare' June 2018.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/718184/Early\\_years\\_provision\\_free\\_of\\_charge\\_and\\_free\\_childcare-model\\_agreement.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718184/Early_years_provision_free_of_charge_and_free_childcare-model_agreement.pdf)

This provider agreement is for

- Slough Borough Council
- Early years providers, including:
  1. Early years providers and childminders registered on the Ofsted Early Years Register;
  2. Childminders registered with a childminder agency that is registered with Ofsted;
  3. Schools taking children 2 and over and which are exempt from registration with Ofsted as an early years provider.

### Preliminary

A reference to a statute or statutory provision is a reference to it as it is in force for the time being, taking account of any amendment, extension, or re-enactment and includes any subordinate legislation for the time being in force made under it.

The local authority reserves the right to vary this agreement in response to changes in legislation and guidance issued by the Department of Education.

Failure to exercise, or any delay in exercising, any right or remedy provided under this agreement or by law shall not constitute a waiver of that (or any other) right or remedy, nor shall it preclude or restrict any further exercise of that (or any other) right or remedy.

No single or partial exercise of any right or remedy provided under this agreement or by law shall preclude or restrict the further exercise of that right or remedy.

A waiver (which may be given subject to conditions) of any right or remedy provided under this agreement or by law shall only be effective if it is in writing. It shall apply only to the party to whom it is addressed and for the specific circumstances for which it is given. It shall not prevent the party who has given the waiver from subsequently relying on the right or remedy in other circumstances.

Unless specifically provided otherwise, rights arising under this agreement are cumulative and do not exclude rights provided by law.

If any court or competent authority finds that any provision of this agreement (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this agreement shall not be affected.

If any invalid, unenforceable or illegal provision of this agreement would be valid,

enforceable and legal if some part of it were deleted, the parties shall negotiate in good faith to amend such provision such that, as amended, it is legal, valid and enforceable, and, to the greatest extent possible, achieves the parties' original intention.

This agreement and any documents referred to in it constitute the entire agreement between the parties and supersede and extinguish all previous drafts, arrangements, understandings or agreements between them, whether written or oral, relating to the subject matter of this agreement.

Each party agrees that it shall have no remedies in respect of any representation or warranty (whether made innocently or negligently) that is not set out in this agreement. Nothing in this clause shall limit or exclude any liability for fraud.

Nothing in this agreement is intended to, or shall operate to, create a partnership between the parties, or to authorise either party to act as agent for the other, and neither party shall have authority to act in the name or on behalf of or otherwise to bind the other in any way.

A person who is not a party to this agreement shall not have any rights under or in connection with it.

Freedom of Information requests are responded to in line with Slough Borough Council procedures <http://www.slough.gov.uk/council/data-protection-and-foi/freedom-of-information.aspx>

## Section 1

## Provider Agreement Requirements

### Introduction

The Childcare Act 2006 fulfils the government's commitment to give every child the best start in life and parents greater choice about how to balance work and family life. The act places a duty on all local authorities in England to improve outcomes for young children, to reduce inequalities between them and to secure sufficient childcare to enable parents to work.

This Provider Agreement is currently underpinned by the following frameworks and legislation:

- Early Education and Childcare, Statutory Guidance for Local authorities 2018
- Childcare Act 2006
- Childcare Act 2016
- Equality Act 2010
- School Admissions Code 2014
- Statutory Framework for the early years foundation stage 2017
- Local Authority, (Duty to Secure Early Years Provision Free of Charge) Regulations 2014
- The Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016
- Special educational needs and disability code of practice: 0-25 years 2015
- Data Protection Act 2018
- General Data Protection Regulation (GDPR)

*Due consideration has also been given to:*

- The School and Early Years Finance (England) Regulations 2017 SI44
- Model Agreement: Early years provision free of charge and free childcare. DfE June 2018
- Early years entitlements: operational guidance. DfE June 2018
- EYNFF operational guide and technical note 2020/21

## Key local authority responsibilities

Slough organises meetings and briefings across the sector and distributes questionnaires, information and updates to providers regarding legislative changes and the local provision. This is part of the service designed to facilitate effective delivery of free entitlement places and includes support from the members of the Slough Early Years Service and the Schools Finance Team for individual providers and specific circumstances.

The Area SENDCo offers support, advice and training to providers and Slough Early Years Service manages a new early years SEN inclusion fund which provides small grants to aid inclusion, for providers needing to make changes to provision that they cannot fund themselves. Information about this fund and applying for grants can be found at Appendix B.

Slough providers are encouraged to apply for a fixed annual lump sum payment of £615 from the Disability Access Fund for children in receipt of the Disability Living Allowance who are accessing a free entitlement place at their setting. Information about this fund can be found at Appendix C.

Local offer information is collected and collated by Slough's Family Information Service (FIS) and made available through the Slough Services Guide.

<http://servicesguide.slough.gov.uk>

The FIS also provides a brokerage service for parents needing further support to find the childcare that is suitable for their needs, including for parents of children with special educational needs or disabilities.

Slough is part of the Pan Berkshire Safeguarding Children Board which provides safeguarding procedures and information on its website. The Slough Procedures can be accessed at: [www.proceduresonline.com/berks/slough/index.html](http://www.proceduresonline.com/berks/slough/index.html)

Slough Children's Services Trust provides a contact point for anyone concerned about a child's safety, at: [www.scstrust.co.uk](http://www.scstrust.co.uk)

## Key provider responsibilities

***Compliance: All provider's have a legal duty to ensure compliance with the principles, processes and procedures outlined in the Department for Education's 'Model Agreement: Early years provision free of charge and free childcare' (June 2018) and this provider agreement. The Local Authority will carry out compliance checks to audit the provision of the funding entitlements. All providers can expect to have an annual monitoring visit and must comply with the facilitation of these arrangements. Please see section 100 on page 24.***



Slough Early Years Service often includes updates regarding changes to legislation in its communications with providers and at termly meetings; however it remains the provider's duty to be aware of and compliant with the statement above.

The provider shall at all times comply with all relevant legislation and all applicable codes of practice and other similar codes or recommendations, and shall notify the local authority immediately of any significant departure from such legislation, codes or recommendations;

The provider shall comply with the requirements of the Health and Safety at Work Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety, which may apply to employees and other persons;

The provider has and shall keep in place adequate procedures for dealing with any conflicts of interest;

The provider has and shall keep in place systems to deal with the prevention of fraud and/or administrative malfunction;

All information concerning the provider which has been disclosed to the local authority is to the best of the provider's knowledge and belief, true and accurate;

The provider is not subject to any contractual or other restriction imposed by the provider's own or any other organisation's rules or regulations or otherwise which may prevent or materially impede the provider from meeting the provider's obligations under this Agreement;

The provider is not aware of anything in the provider's own affairs, which the provider has not disclosed to the local authority or any of the local authority's advisers, which might reasonably have influenced the decision of the local authority to enter into in this Agreement;

The provider shall maintain in force at least the following insurance policies with reputable insurance companies to cover its relevant potential liabilities in connection with this agreement:

A public liability insurance policy with a limit of at least £5 million per claim; and

An employer's liability insurance with a limit of at least £2 million for claims arising from a single event or series of related events in a single calendar year.

On the written request of the local authority, the provider shall provide the Council with a copy of each insurance policy.

Slough providers are encouraged to use the Slough Services Guide and providers are expected to update the Early Years 'provider self update portal' to inform prospective parents about their funded places offer. Providers should publish and make available for parents their admissions policy, their charging policy and information regarding when the free places are being offered. Providers requiring information support or guidance to ensure that their communications to parents are clear and concise can contact [earlyyears@slough.gov.uk](mailto:earlyyears@slough.gov.uk) to request support from Slough Early Years Service.

The local authority encourages providers where practicable to offer the free entitlements over more than 38 weeks a year in order to stretch the financial support for families and maximise the number of places available. It is anticipated

that all providers will consider the needs of working families when offering the free entitlements.

- All providers must follow the EYFS and have clear safeguarding policies and procedures in place that link to the local authority's guidance for recognising, responding, reporting and recording suspected or actual abuse.
- Early years settings are expected to be inclusive and provide for all children, including those with SEND. Slough early years providers must have regard to the special educational needs and disability (SEND) code of practice: 0-25 years: (January 2015). Slough settings may request support regarding inclusion and provision from the area SENDCo by contacting [earlyyears@slough.gov.uk](mailto:earlyyears@slough.gov.uk)

Information about the local early years SEN Inclusion fund, grant and the Disability Access Fund is available in Appendix B, C and D of this provider agreement.

The local authority expects a provider to update their local offer regularly and review at least once a term.

Local offer information is collected and collated by Slough's Family Information Service (FIS) and made available through the Slough Services Guide.

## Safeguarding

1. All providers must follow the EYFS and have clear safeguarding policies and procedures in place that link to the local authority's guidance for recognising, responding, reporting and recording suspected or actual abuse. Slough Multi-Agency Safeguarding Children Partnership Procedures are available on line <https://www.proceduresonline.com/berks/slough/index.html>
2. The local authority has overarching responsibility for safeguarding and promoting the welfare of all children and young people in their area. They have a number of statutory functions under the 1989 and 2004 Children Acts which make this clear, and the '[Working Together to Safeguard Children](#)' 2018 guidance sets these out in detail.
3. For advice and support when seeking to arrange training for practitioners and for further information and advice regarding Safer Recruitment please contact Slough Early Years and Prevention Service [earlyyears@slough.gov.uk](mailto:earlyyears@slough.gov.uk)

## Special Educational Needs and Disabilities

4. Early years settings are expected to be inclusive and provide for all children, including those with SEND. Slough early years providers must have regard to the special educational needs and disability (SEND) code of practice: 0-25 years: (January 2015). Slough settings may request support regarding inclusion and provision from the area SENDCo by contacting [earlyyears@slough.gov.uk](mailto:earlyyears@slough.gov.uk)
5. The local authority must strategically plan support for children with special educational needs and/or disabilities (SEND) to meet the needs of all children in their local area as per the [Special Educational Needs and Disability code of practice](#): 0 to 25 years (January 2015).

6. The provider must ensure owners and all staff members are aware of their duties in relation to the SEND Code of Practice and the Equality Act 2010.
7. The local authority shares regular communications and updates regarding Early Years SEND via [The Link](https://thelink.slough.gov.uk/) (https://thelink.slough.gov.uk/) and through termly SENDCo meetings.

### **SEND Funding**

Information about the local early years SEN Inclusion fund, the Early Years inclusion grant and the Disability Access Fund is available in Appendix B, C and D of this provider agreement.

### **Disability Access Fund (DAF)**

This is an annual fixed lump sum payment of £615 per eligible child per year, paid to early years settings that are providing a free entitlement place for **three and four year olds in receipt of Disability Living Allowance**. The purpose of the fund is to support early years providers to make initial adjustments, build on the capacity of their setting to support disabled children and aid access to places.

Please note that four year olds in primary school reception classes are not eligible for DAF funding. Providers should see appendix C for further information about the DAF funding.

### **Special Educational Need (SEN) Inclusion Grant**

Slough Early Years Service manages a small fund to enable early years providers to cater for the support needs of children aged **2, 3 and 4 years old** where additional care or resources are required to support transition or emerging need. The grants from this fund are intended to be used as a contribution towards providing additional resources and support for children with emerging needs and are not for the funding of long term staffing costs.

### **Early Years Inclusion Fund**

The Early Years Inclusion Grant funding is the funding for specific staffing for children with high level needs and has to be approved by the SEND Panel. It is £14 per hour for up to 15 hours a week for up to 22 weeks (total of £4620), and is generally a precursor to applying for Statutory Assessment. This funding is currently available for any children displaying high level needs under 5 years old. Providers should use Appendix D if they feel they have children that meet this criterion.

### **Local Offer**

8. The local authority expects a provider to update their local offer regularly and review at least once a term. Local offer information is collected and collated by Slough's Family Information Service (FIS) and made available through the [Slough Services Guide](#): Local Offer.
9. The local authority must be clear and transparent about the support on offer in their area, through their Local Offer, so parents and providers can access that support.

Slough parents can access each provider's local offer at:  
[www.sloughfamilyservices.org.uk/localoffer](http://www.sloughfamilyservices.org.uk/localoffer)



10. Slough Early Years Service expects early years settings to provide for all children and the Area SENDCo offers support to providers about matters relating to inclusion and provision for specific needs. A school's SENDCo provide this service for their schools.

## **Eligibility 2, 3 and 4 year olds**

11. Slough Borough Council expects each provider to have sight of a child's birth certificate or passport to verify their age. The provider can retain paper or digital copies of documentation to enable the local authority to carry out audits and fraud investigations. Where a provider retains a copy of documentation this must be stored securely and deleted when there is no longer a good reason to keep the data. Please refer to the data privacy guidance set out in here:  
<https://ico.org.uk/for-organisations/guide-to-data-protection/>

### **Parent Declaration**

12. Slough Borough Council expects all early years' providers (including schools) to obtain written consent from parents/carers to share personal data with the local authority and this can be obtained using the parent declaration in appendix A.
13. Slough Borough Council will fund free entitlement places for all eligible children from the start of the term **after** eligibility has been confirmed.

### **Eligibility: 2 year olds**

14. Two year olds are eligible for 570 hours of funded early years provision, starting in the term after they become two, if the family are in receipt of:
  - Income Support
  - Income based Jobseeker's Allowance (JSA)
  - Income related Employment and Support Allowance (ESA)
  - Support through Part 6 of the Immigration and Asylum Act 1999
  - The Guaranteed element of State Pension Credit
  - Child Tax Credit and have an annual income under £16,190 before tax
  - Working Tax Credit and have an annual income under £16,190 before tax
  - Universal Credit and has an annual net earned income equivalent to and not exceeding £15,400, assessed on up to three of the parent's most recent Universal Credit assessment periods.

Children can also get free early education at the age of two, if:

- they are looked after by a local council
- they have an Education, Health and Care Plan (EHCP)
- they receive Disability Living Allowance (DLA)

- they have left care under a special guardianship order, child arrangements order or adoption order.

### **Application process for 2 year old entitlement**

Parents can apply for a 2 year old place online via the Slough Borough Council website [www.slough.gov.uk/earlyyears](http://www.slough.gov.uk/earlyyears)

The eligibility checking process incorporates information held by a number of government departments. In some cases, further details and evidence of income may be required. For example, the local authority would require evidence that the child is in receipt of DLA, such as a recent awards letter.

When an application has been submitted all applicants will receive a reference number and confirmation of the outcome of their application.

If the applicant is eligible the parents must give their reference number to their chosen provider. **Providers are required to verify the eligibility of the reference number before confirming a place with the family.** To do this providers are required to have an account with, and log into, the 2 year old application system via 'Early Years Provider Portal'. For more information about accessing the 'Early Years Provider Portal' please see paragraph 69 & 70

Slough will continue to encourage providers to offer funded places for two year olds and will expect providers to supply the Slough Early Years Service / Family Information Service with regular updates about the number of places available.

### **Eligibility 3 & 4 year olds Universal Entitlement**

15. All three and four year olds are entitled to 570 hours of funded early years provision (15 hours per week) from the start of the term beginning on or following the date set out below until the child reaches compulsory school age (the beginning of the term following their fifth birthday) or starts in a reception class in a state funded school. Eligible 3 & 4 year old children attending an independent school will receive funded early education entitlements until they reach statutory school age.
  - For children born 1<sup>st</sup> January to 31<sup>st</sup> March the start date is the 1<sup>st</sup> April following the child's 3<sup>rd</sup> birthday
  - For children born 1<sup>st</sup> April to 31<sup>st</sup> August the start date is the 1<sup>st</sup> September following the child's 3<sup>rd</sup> birthday.
  - For children born 1<sup>st</sup> September to 31<sup>st</sup> December the start date is 1<sup>st</sup> January following the child's 3<sup>rd</sup> birthday.

### **Application process for 3 & 4 year olds Universal Entitlement**

Parents can apply directly to their chosen provider, following the provider's admission policy. Providers must obtain the appropriate paperwork and consents (see paragraph 71).

### **Eligibility 3 & 4 year olds Extended Entitlement**

16. Three and four year olds are entitled to the 'extended entitlement' of 1140 hours of funded provision (30 hours) if the child has reached the term after their third

birthday (see above) and the child's parents meet the eligibility criteria set out below:

- The parent of the child (and their partner where applicable) should be in qualifying paid work\*. Each parent or the single parent in a lone parent household will need to expect to earn the equivalent of 16 hours at the national living wage or their national minimum wage over the forthcoming quarter. Part of the definition of qualifying is the parent expects to start or return to work within 31 days of their application.

\*<http://legislation.data.gov.uk/ukdsi/2016/9780111151136/data.htm?wrap=true>.

- Where one or both parents are in receipt of benefits in connection with sickness or parenting, they are treated as though they are in paid work
- Where one parent (in a couple household) is in receipt or could be entitled to be in receipt of specific benefits related to caring, incapacity for work or limited capability for work that they are treated as though they are in paid work;
- Where a parent is in a start-up period (i.e. they are newly self – employed) they do not need to demonstrate that they meet the income criteria for 12 months in order to qualify for the extended entitlement.
- If one parents' income exceeds £100,000 the family will not be eligible for the extended entitlement.
- A parent is classed as being in paid work if they expect to start work/return within 31 days.
- Children in foster care will be able to receive 30 hours free childcare, if the following criteria are met:
  - Accessing the extended hours is consistent with the child's care plan, placing the child at the centre of the process and decision making, and
  - In single parent foster families, the foster parent engages in paid work outside their role as a foster parent.
  - In two parent foster families, both partners engage in paid work outside their role as a foster parent. If one partner is not a foster parent then they must be in qualifying paid work and earn a minimum of the equivalent to 16 hours at national minimum/national living wage.

### **Application for 3 & 4 year old Extended Entitlement**

- Parents apply for the extended entitlement through an online eligibility checking system developed by Her Majesty's Revenue and Customs (HMRC): <http://childcare-support.tax.service.gov.uk/par/app/applynow>
- To obtain a copy of a Foster Carer application form please email [earlyyears@slough.gov.uk](mailto:earlyyears@slough.gov.uk)

- An application form must be obtained from the authority that is looking after the child and is therefore the child's corporate parent.
  - The application form will be completed by the foster parent and be counter-signed by a designated person determined by the responsible local authority to confirm eligibility.
  - Foster parents will be required to reconfirm their eligibility every three months to mirror the existing process and support the work enabling objective of the 30 hours policy.
  - Agreement that the foster parents can take up the extended hours should be recorded and the care plan for the child should be updated as appropriate. Further guidance on the application process for foster carers can be found in [Early Years entitlements: operational guidance, For Local authorities and providers, June 2018.](#)
17. Alongside the 30 hours eligibility code, which is the child's unique 11 digit number, and original copies of documentation, (see paragraph 71) a provider must acquire written consent from the parent using the parental declaration form at Appendix A which asks the parent for the necessary information and consents.
  18. An extended entitlement place can be secured with a provider from the term after the child turns 3 and the application process has generated a start date. The start date issued with the 11 digit code identifies the date the application was completed via the parent's Childcare Services account. Providers can offer an extended entitlement place the term after the identified start date **and once the code has been validated by the provider.**
  19. Local authorities are encouraged to consider securing the additional free hours for parents who have applied (or reconfirmed) by the deadline but received their valid 30 hours eligibility code after the beginning of term, up to the dates set out below.
    - Parent applied / reconfirmed by 31st August – but code with validity start date between 1st - 14th September
    - Parent applied / reconfirmed by 31st December – but code with validity start date between 1st -14th January
    - Parent applied / reconfirmed by 31st March – but code with validity start date between 1st - 14th April
  20. Local authorities are not expected to secure the additional free hours where the parent has applied after the 31st August, 31st December or 31st March nor for any codes issued after the relevant dates set out above.

21. Please be aware that if a parent reconfirms late i.e. after their code's 'validity end date' then the 'validity start date' will change to the date of the successful reconfirmation. This is required to show that there was a gap in eligibility.

### **Example**

A child is in a place in the spring term, and has a reconfirmation date of 7 March, and grace period end date of 31 August.

- Parent reconfirms late, e.g. on 8 April. The start date will now change to 8 April, and therefore your system may flag that this parent is not eligible for a 30 hours place in the summer term.
- However, using the '30 Hour Event Listing Report' on ECS, you will be able to see the previous events relating to the code, which will flag that the parent is in their grace period which covers them till the end of August, and is therefore eligible to continue their 30 hours place in the summer term.

22. Slough Early Years Service will support the process to confirm the validity of 30 hours eligibility codes through the [Early Years Provider Portal](https://capita.slough.gov.uk/CCSPProviderPortal_LIVE/Account/Account/Login) [https://capita.slough.gov.uk/CCSPProviderPortal\\_LIVE/Account/Account/Login](https://capita.slough.gov.uk/CCSPProviderPortal_LIVE/Account/Account/Login). This will support providers to carry out eligibility checks themselves. See paragraph 69 & 70 for more information regarding the Early Years Provider Portal.

### **Validating 30 hour Codes**

23. Providers **must** search for the child first by using the "find a child" search box. Failure to do so could cause complications with their Headcount submission. If you find the child using the "find a child" search box, please click on their name. Their information will move into the relevant "run a new check" boxes which you can then complete and run a check against. If you don't find them using the "find a child" search box, you may at that point enter their information directly into the "run a new check" boxes.
24. Parents can verify their own 30 hour code via their account using the '[Citizen Portal](https://capita.slough.gov.uk/CitizenPortal_LIVE/Account/Login)' ([https://capita.slough.gov.uk/CitizenPortal\\_LIVE/Account/Login](https://capita.slough.gov.uk/CitizenPortal_LIVE/Account/Login))

### **Audit checks for 30 hour Codes**

25. Slough Early Years Service will complete audit checks to review the validity of eligibility codes for children who qualify for 30 hours free childcare within the working week of the dates outlined in the table A below.
26. Slough Early Years Service will alert providers that they may have parents who have yet to revalidate their codes and are at risk of falling out of eligibility.
27. It is a parent's responsibility to reconfirm their eligibility before their end date.



**Table A:**

<b>Date parent receives ineligible decision on reconfirmation:</b>	<b>LA audit date:</b>	<b>Grace Period End date:</b>
1 Jan – 10 Feb	11 February	31 March
11 Feb – 31 March	1 April	31 August
1 April – 26 May	27 May	31 August
27 May – 31 August	1 September	31 December
1 September – 21 October	22 October	31 December
22 October – 31 December	1 January	31 March

## **The Grace Period (Extended Entitlement)**

28. A child will enter the grace period when the child's parents cease to meet the eligibility criteria set out in the Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016, as determined by HMRC or a First Tier Tribunal in the case of an appeal.
29. Providers can access the eligibility checking service via the early years provider portal to check if a child has ceased to meet the eligibility criteria and entered the grace period. The grace period end date will automatically be applied to eligibility codes.
30. Slough Borough Council will continue to fund a place for a child who enters the grace period. Funding will end when the grace period ends unless eligibility is reconfirmed.
31. If a parent falls into their grace period before their child has started a 30 hours place, they should not take up a 30 hours place.
32. Slough will notify providers, following each half term that they may have parents with children attending their setting who have fallen into their grace period. All providers are advised to check the details regarding parents in their grace periods on the early years provider portal expiration dashboard.
33. The 'validity start date' is the date on which the parent has applied and been issued with a code. The 'validity end date' is the parent's 'deadline' for reconfirming. Their 'grace period' date is the last date on which they should receive their 30 hours place.

## **Flexibility: relating to 2, 3 and 4 year old places**

34. Provision must be offered within the national parameters on flexibility as set out in Section A2 of Early Education and Childcare Statutory guidance for local authorities. To this end Slough Early Years Service will:
  - Consult with parents and involve them in local assessments of demand for flexibility directly through childcare sufficiency work.

- Act as a broker between overall parental demand in an area and provider capacity, seeking to provide the maximum possible flexibility for parents. Inform providers of sufficiency information and support them to establish clear communications with parents that outline charges and offers of funded places in an informative and transparent manner.
- Facilitate meetings and briefings to encourage strong partnership working between providers from all sectors to offer maximum flexibility for parents to access funded hours that meet their needs and the needs of their child.
- Encourage providers to offer flexible packages of funded hours that meet the statutory guidance standards outlined below:
  - No session longer than 10 hours
  - No minimum session length (subject to the requirements of registration)
  - Availability between the hours of 6am to 8pm
  - A maximum of two sites per day
- Ensure that, wherever possible, children are able to take their funded hours in continuous blocks, avoiding artificial breaks.
- Ensure that parents and providers are made aware that funded places can be delivered outside of maintained school term times and at weekends, for up to 52 weeks of the year.
- Ensure that parents and providers are aware that there is no requirement that funded places must be taken on or delivered on particular days of the week or at particular times of the day.
- Ensure that parents and providers are aware that there is no requirement for providers to be open for at least 38 weeks of the year, or that providers must offer 30 hours in order to receive monies to deliver funded places.
- Providers who operate for less than 30 hours are encouraged to work in partnership with other providers to meet the extended entitlement needs of their families.
- Ensure that providers are aware that they can choose not to deliver funded places.
- Ensure parents are aware that the entitlement to a funded place does not offer a guarantee of a place at any one provider or a particular pattern of provision.
- Ensure parents and providers are aware that a child's funded place can be taken in patterns of hours that 'stretch' a child's entitlement by taking fewer hours a week over more weeks of the year. For example a 570 hour entitlement can be taken as just under 12 hours per week for 48 weeks of the year.
- Encourage providers to use the Family Information Service to maintain a record on the Slough Services Guide of their funded places and opening times to support parents with identifying providers who can offer funded places on the days and at the times they need.

- Encourage providers to work with parents to ensure continuity of care for children and effective transitional arrangements where a child takes up a funded place at more than one provider or on more than one site.
  - Use the Family Information Service and the development of partnership working arrangements to publicise childminders and other providers of wraparound provision in specific areas and help match providers with parents.
  - Make full use of the maintained nursery schools in offering the 30 hours entitlement and supporting the development of high quality local provision.
35. Slough Early Years Service encourages providers to publish information about their admissions criteria, funded place hours, opening hours, funded place availability and charges on the Slough Services Guide. This process is supported by the Family Information Service.
  36. Providers are reminded that an offer to an individual family may require a mix of funded and non funded hours.
  37. Slough Borough Council encourages providers to discuss the benefits of a stretched offer with working parents. Where a family is accessing their entitlement with more than one provider the universal and extended entitlement providers should be clearly stated on the **Parental Declaration Form** and this information should be used to submit headcount data via the Early Years Provider Portal to facilitate payments (please see paragraph 80)
  38. Providers needing to create new or more effective partnership working can contact the local authority for advice and support. There is also useful information available at: <http://www.familyandchildcaretrust.org/dfes-30-hour-mixed-model-partnership-toolkit>
  39. The local authority requires providers to complete an annual provider audit for sufficiency purposes.

## Charging

40. Slough Early years Service reminds providers that parents / carers have the right to access funded early education without incurring charges or additional services as a condition for obtaining a free entitlement place.
41. The provider can charge for meals and snacks as part of a free entitlement place and they can also charge for consumables such as nappies or sun cream and for services such as trips and musical tuition. Parents should therefore expect to pay for these, although 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. Providers should be particularly mindful of the impact of additional charges on the most disadvantaged parents.

42. Providers can access further information about lunchtime provision and additional charges in the resources/ business planning section of:  
[www.childcareworks.co.uk](http://www.childcareworks.co.uk)
43. The provider should deliver the free entitlements consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.
44. The council will not intervene where parents choose to purchase additional hours of provision or additional services, providing that this does not affect the parent's ability to take up their child's free place. The provider should be completely transparent about any additional charges.
45. The provider should publish their admissions criteria and ensure parents understand which hours/sessions can be taken as free provision. Not all providers will be able to offer fully flexible places, but providers should work with parents to ensure that as far as possible the patterns of hours are convenient for parents' working hours.
46. Slough Early Years Service advises that once the child / family have established a settled pattern of attendance any deposit should be returned.
47. The provider cannot charge parents "top-up" fees (the difference between a provider's usual fee and the funding they receive from the local authority to deliver free places) or require parents to pay a registration fee as a condition of taking up their child's free place.
48. The provider should ensure their invoices and receipts are clear, transparent and itemised, allowing parents to see that they have received their free entitlement completely free of charge and understand fees paid for additional hours. The provider will also ensure that receipts contain their full details so that they can be identified as coming from a specific provider.
49. Slough Early Years Service will facilitate opportunities for sharing best practice and exemplars at manager's forums and / or cluster meetings.

## **Partnership working**

50. Slough Early Years Service will support partnerships through various different means including running network/cluster meetings, training opportunities, steering groups, transition sessions, family events, and the sharing of information and advice via TheLink Website and the Family Information Service.

These initiatives will support partnerships between:

- Local authorities and providers
- Providers working with other providers, including childminders, schools and organisations

- Providers and parents
  - Local authorities and parents
51. Providers should work in partnership with parents, carers and other providers to improve provision and outcomes for children in their setting. An interactive toolkit has been developed to help providers set up or join a partnership, maximise the benefits of working together and tackle the challenges joint working can bring.
  52. Providers can access the toolkit at:  
<https://www.familyandchildcaretrust.org/dfes-30-hour-mixed-model-partnership-toolkit>
  53. All providers should work in partnership with parents and other providers to consider smooth transitional arrangements which promote positive outcomes for all children involved.

## Social mobility and disadvantage

54. The local authority should promote equality and inclusion, particularly for disadvantaged families, looked after children and children in need by removing barriers of access to free places and working with parents to give each child support to fulfil their potential.
55. The provider should ensure that they have identified the disadvantaged children in their setting as part of the process for checking **Early Years Pupil Premium (EYPP) eligibility**. They will also use EYPP and any locally available funding streams or support to improve outcomes for this group.
56. In Slough, Early Years providers who care for children meeting the Early Years Pupil Premium criteria will receive a deprivation supplement and the Early Years Pupil Premium for each of these children. These monies must be used to support the children's development. For information about EYPP criteria please see Appendix A.
57. For children who meet the income criteria all checks will be processed in accordance with headcount submissions. For children who meet the 'other' criteria for EYPP such as:
  - they are currently being looked after by a local authority in England or Wales
  - they have left care in England or Wales through:
    - an adoption order
    - a special guardianship order
    - a child arrangements order
58. The provider will need to be made aware of the specific circumstance that makes the child eligible and this could be recorded on the parent declaration form. Providers will be expected to share this information with the local authority via the telephone, outlining who they would like to claim EYPP funding for and



what criteria is met. Providers will also be expected to support the local authority to establish the validity of the eligibility claimed.

## Quality

59. The Early Years Foundation Stage (EYFS) statutory framework is mandatory for all schools that provide early years provision and Ofsted-registered early years providers in England. The EYFS sets the standards that all early years' providers must meet to ensure that children learn and develop well and are kept healthy and safe.
60. Ofsted are the sole arbiter of quality for all free entitlements and Ofsted and inspectorates of independent schools have regard to the EYFS in carrying out inspections and report on the quality and standards of provision.
61. Slough Early Years Service provides information, advice and training on meeting the requirements of the EYFS, meeting the needs of children with SEND and on effective safeguarding and child protection for providers who are rated less than 'Good' by Ofsted or newly registered providers.

Information and advice from Slough's Advisory Team can be accessed by phoning 01753 476554 or emailing [earlyyears@slough.gov.uk](mailto:earlyyears@slough.gov.uk)

62. Slough Early Years Service offers providers with a less than good outcome the opportunity of developing a Focused Improvement Partnership Plan (FIPP). This outlines joint targeted work designed to address each of the Ofsted statements about what the setting needs to do to improve.
63. It is the intention of Slough Early Years Service to ensure that, as far as possible, funded early education places are delivered by providers who have achieved an overall rating of 'outstanding' or 'good' in their most recent Ofsted inspection report. However, where there is not sufficient, accessible good or outstanding provision Slough may need to fund places in settings with an outcome of Requires Improvement. Places will also be funded at a provider judged Requires Improvement at a parent's request.
64. When Ofsted publish an inspection judgement for a provider of 'inadequate' or when a Childminder Agency notifies us that a childminder is not of appropriate quality, funding will be withdrawn from that provider as soon as is practicable, after the end of that funding period. When considering the withdrawal of funding Slough Early Years Service will take into account continuity of care for the children who are already receiving their free hours at a provider or with an agency registered childminder as well as any available Ofsted monitoring or re-registration information.
65. The council will support families to seek alternative provision for their children if they are attending a setting where funding has been withdrawn.
66. Where a local authority maintained school is judged by Ofsted to require significant improvement or is placed in special measures Slough Borough

Council will take appropriate action to improve the quality of provision. Slough Early Years Service supports school improvement services within the early years foundation stage.

67. Providers who do not actively promote fundamental British values will not be funded by Slough Early Years Service. Providers promoting views or theories contrary to established scientific or historical evidence will not be funded.

## **Business planning and funding process**

68. Slough Early Years Service supports the processing of funded entitlement checks and data submissions via a 'Early Years Provider Portal' All approved providers will be given access to the Early Years Provider Portal once the required paperwork and relevant checks are submitted to the Early Years Service, for further information or to request access to the Early Years Provider Portal please email [earlyyears@slough.gov.uk](mailto:earlyyears@slough.gov.uk)
69. The [Early Years Provider Portal](https://capita.slough.gov.uk/CCSPProviderPortal_LIVE/Account/Account/Login) ([https://capita.slough.gov.uk/CCSPProviderPortal\\_LIVE/Account/Account/Login](https://capita.slough.gov.uk/CCSPProviderPortal_LIVE/Account/Account/Login)) enables providers to:
- Check the validity of codes for 2 year olds
  - Check 30 hour codes
  - Submit headcount data including the details of children and their parents in order to receive funding
  - Update provider details via the Self update Portal
  - Submit census information
70. Slough Early Years Service expects all providers to facilitate the completion of parental declaration forms, see Appendix A, for all children being offered a funded place. This provides the setting with the information required to complete headcount submissions and consent to share information with the local authority so that appropriate eligibility checks can be made. It is vital that this form is completed fully and accurately, to enable the local authority to complete all census data (including ethnicity) and provide EYPP for all qualifying families.
71. Parent Declaration Forms do not need to be routinely sent to the local authority but may be asked for as part of an audit, compliance check or complaint resolution.
72. Parents eligible for the extended entitlement must indicate on the parent declaration form which setting is their choice as the provider of universal entitlement and which is their extended entitlement provider.
73. Parents can choose for their child to take their universal entitlement (and extended entitlement) at up to 2 sites per day. These sites should be named on the parent declaration form.

74. During the spring term all providers receive an overview of their estimated yearly funding allocation including a breakdown of their typical monthly payment for the next financial year.
75. PVI provider's monthly amounts will be calculated by reviewing actual place provision over a twelve month period.
76. Slough Early Years Service administers monthly payments to all settings. Monthly payments will be made to PVI providers via a direct payment arrangement and will be in the provider's accounts by the first working day of each month.
77. All settings are advised to review their annual overview and to contact Slough Early Years Service if they are projecting unusually high or low participation numbers for the forthcoming year. Slough Early Years Service will then use these figures to aggregate the monthly amounts.
78. Please note: schools receive their payment schedule for the year including their monthly payments directly from school finance.

**Example:**

Setting A claimed for 4,920 2 year old hours for 2019 -2020

13,307 universal 3 & 4 year old hours for 2019-20

2,487 extended entitlement hours for 2019-20

195 EYPP and deprivation hours

These hours, using the 2020-21 hourly rates total £114,849.21

The monthly payments will be £114,849 divided by 12 = £9,570.77

The payments will be made by Direct Payment into the setting's bank account

79. Each provider will be required to submit termly headcount data to the local authority. A headcount task will be sent to a provider via the Early Years Provider Portal. The table below outlines the dates when a headcount task is due.

**Table B:**

Term/ Funding Period	'Forecast Headcount' end date	'Actual Headcount' end date	Final adjustment Payment date
Summer 2020 April – July	27/03/2020	14/05/2020	N/A
Autumn 2020 Sept – Dec	16/07/2020	15/10/2020	N/A
Spring 2021 Jan - March	10/12/2020	14/01/2021 (subject to change by DfE)	31/03/2021

80. Tasks will be live on the system approximately two weeks prior to the task end date.
81. A headcount task provides the local authority with a record of each child's details including their attendance and parent information. The information submitted will be used by the local authority to check for additional funding entitlements such as EYPP and maintain a central record of the entitlements being received. This information will be used to generate a financial statement.
82. Following the submission of a task via the provider portal settings will receive a statement. All information on the statement should be checked thoroughly for accuracy. It is essential that the list of children being claimed for and their attributed hours are accurate at the point of task completion. If any information is incorrect or missing such as; the start and/or end dates, funded hours, or missing carer's details then payments will not be made.
83. Settings can request an adjustment task following each funding period in order to appropriately fund any headcount changes. This payment will be made at the end of the financial year, unless there are exceptional circumstances. See table B.
84. Adjustment payments will be based on actual headcount of the 2, 3 and 4 year olds and will be calculated on total number of hours attended during the funding period (not exceeding 570 hours per year in the case of 2 year olds and 3 & 4 year universal entitlement and 1140 hours per year for children in receipt of extended entitlement). If a child leaves a setting after the headcount date the system will instigate an adjustment to be applied; either as a carry over to the next funding period or as a request for a repayment. (An actual headcount includes the hours when a child has not attended the setting due to illness.)
85. Please note that Slough Early Years Service advises providers to monitor child attendance carefully and question absence of more than 30 hours in any funding period. Evidence of this may be required for a compliance check or audit. If providers are unable to explain absences and there is no evidence of contact with parents the Early Years Service may request repayment of the claimed hours.
86. In the event of payments being made in excess of the entitlement, reimbursement will be requested from the provider or a payment adjustment will be carried over into the next funding period.
87. Adjustment payments can only be made within the financial year and when approaching the end of the financial year it is the provider's responsibility to inform Slough Borough Council of any final adjustments.

88. When a provider wants to start a new child after headcount data has been submitted they are required to check with the Early Years Service that the child is not already in receipt of their full entitlement with another provider.
89. If you have any starters or leavers after headcount date it is your responsibility to request an adjustment task to record this information. If you fail to notify us we will not be able to make any adjustment payment.
90. Requests for adjustments or the resetting of tasks outside of the usual task schedule, see table B, may be subject to an additional charge of £50 per request.
91. The provider should maintain accurate financial and non-financial records relating to free entitlement places and should give the local authority access on reasonable notice to all financial and non-financial records relating to free entitlement places funded under the provider agreement, subject to confidentiality restrictions.

### **The funding process in Slough**

92. Providers will be funded at the hourly rates in the table C below in 2020-21. Extended entitlement hours will be paid at the same rate as the universal entitlement rate.

**Table C**

	<b>Hourly rates for Private, Voluntary, Independent settings, maintained nursery schools and childminders</b>	<b>Early years provision in Primary schools</b>
3 & 4 year old	£5.49	£5.49
2 year olds	£5.67	£5.67

93. Slough Early Years Service will calculate funding by determining the **actual hours** the child attends the setting. **The date the child starts at a setting marks the start of the funding and the last date they attended marks the end of the funding.**
94. If a child is already attending a setting and the parent chooses to transfer the child part way through the term to another provider, both providers and the parent should agree the end and start dates, as **Slough Borough Council will not double fund a child.**

### **Maintained schools sector**

95. Maintained schools in Slough receive Early Years funding initially using an annual estimate of take up based on the previous financial year. Slough Early Years Service and School Finance will work in partnership to ensure that payments are made monthly by the Schools Finance Team for schools, adjustment payments will be made following the submission of the actual headcount task that captures the actual take up of free entitlement hours.



### **Additional Funding Supplements for Universal 3 and 4 year olds**

	<b>Hourly rates</b>
Deprivation	£0.72
EYPP	£0.53

96. An hourly deprivation supplement and Early Years Pupil Premium is payable for children who meet the free school meals criteria. See appendix F.

#### **EYPP checks**

97. All providers will be set a forecast headcount task before the start of term to enable the local authority to process early checks for providers to establish which children will be attracting Early Years Pupil Premium and deprivation funding. It is vital that you provide accurate names, NI numbers and dates of birth of all parents to enable the local authority to do so.
98. Providers will be required to submit an actual headcount submission in line with census dates (please see table B). Following the actual headcount entry Slough Early Years Service will generate a table for each provider to outline which children will be in receipt of deprivation and EYPP funding, a summary of each child's entitlement and spot payments (DAF) where applicable.
99. For examples of how to spend EYPP please refer to <https://www.early-education.org.uk/possible-ideas-spending-eypp-funding> and examples of how to use DAF please refer to appendix K

## **Compliance**

100. Slough Borough Council has a legal duty to monitor providers' delivery of the funded entitlements to ensure compliance with the principles, processes and procedures outlined in the Department for Education's 'Model Agreement: Early years provision free of charge and free childcare' (June 2018) and this provider agreement. These checks will take the form of a rolling programme of audits that aim to monitor the compliance of all providers, utilising a sampling process whilst retaining capacity to respond to parental concerns.
101. Slough Early Years Service and the Family Information Service will consider the variety of information that providers supply to parents. This will include but not necessarily be limited to: the provider's website, local offer statements, contracts, fee structures, invoices, partnership working arrangements, and the registration process and welcome packs.
102. As part of the compliance check Slough Early Years Service will need to see providers' documentation. There is no expectation that providers will need to create documentation for this checking process but requested documentation will need to be provided in a timely manner, within 28 working days of the request.

## Termination and withdrawal of funding

103. Once a suspension of registration or an Ofsted outcome of inadequate has been published the local authority will notify the provider of any local authority decision to terminate funding. The provider will receive information about the timing of the withdrawal of funding in line with the procedures outlined in paragraph 39. This notification about withdrawal of funding will refer to a timescale starting at the beginning of the next funding period.

## Appeals process

104. A Slough provider who has their funding withdrawn or is denied approval to offer the free entitlements can appeal by writing to the Service Lead Early Years and Development at the address below within 14 days of receipt of the termination notice referred to above.

Service Lead Early Years and Prevention, 25 Windsor Road, Slough, SL1 2EL

## Complaints process

105. Parents wishing to complain about matters related to the funding of a universal or extended entitlement should, in the first instance, discuss this with their provider and if they feel the matter is unresolved the parent may contact Slough Early Years Service.

**Telephone** the Early Years Service on 01753 476554 or, **Email** [earlyyears@slough.gov.uk](mailto:earlyyears@slough.gov.uk) or **Write** to Slough Early Years and Prevention Service, 25 Windsor Road, Slough, SL1 2EL

106. The Early Years Service will try to resolve the parents concern and will respond to the complaint using the parents preferred contact method within 28 days of receiving the complaint through the above contact channels.
107. Slough providers must produce their own complaints procedure in line with statutory guidance but may also refer to the process outlined above for complaints that they are unable to resolve.
108. If a parent or provider is not satisfied with the way in which their complaint has been dealt with by the local authority or believes the local authority has acted unreasonably, they can make a complaint to the local authority Ombudsman. Such complaints will only be considered when the local complaints procedures have been exhausted.

**Website:** [www.lgo.org.uk/make-a-complaint](http://www.lgo.org.uk/make-a-complaint)

**Telephone:** 0300 061 0614 for help making a complaint

## Contact Details

<b>Early Years Service</b>	01753 476554 <a href="mailto:earlyyears@slough.gov.uk">earlyyears@slough.gov.uk</a>
<b>Service Lead Early Years and Prevention</b>	01753 476556 <a href="mailto:Michael.jarrett@slough.gov.uk">Michael.jarrett@slough.gov.uk</a>
<b>Funded Early Education</b>	01753 875719 / 01753 476575 <a href="mailto:eyfunding@slough.gov.uk">eyfunding@slough.gov.uk</a>
<b>Schools Finance Team</b>	<a href="mailto:ECSfinance@slough.gov.uk">ECSfinance@slough.gov.uk</a>
<b>Children's Centre Team</b>	<b>01753 476566</b>
Chalvey Grove Children's Centre SL1 2TE	01753 574387 <a href="mailto:Chalveygrove.childrenscentre@slough.gov.uk">Chalveygrove.childrenscentre@slough.gov.uk</a>
Elliman Avenue Children's Centre SL2 5BA	01753 896688 <a href="mailto:Ellimanavenue.childrenscentre@slough.gov.uk">Ellimanavenue.childrenscentre@slough.gov.uk</a>
Monksfield Way Children's Centre SL2 1QX	01753 578691 <a href="mailto:Monksfieldway.childrenscentre@slough.gov.uk">Monksfieldway.childrenscentre@slough.gov.uk</a>
Orchard Avenue Children's Centre SL1 6HE	01628 661789 <a href="mailto:Orchardavenue.childrenscentre@slough.gov.uk">Orchardavenue.childrenscentre@slough.gov.uk</a>
Penn Road Children's Centre SL2 1PG	01753 574420 <a href="mailto:Pennroad.childrenscentre@slough.gov.uk">Pennroad.childrenscentre@slough.gov.uk</a>
Romsey Close Children's Centre SL3 8PE	01753 540797 <a href="mailto:Romseyclose.childrenscentre@slough.gov.uk">Romseyclose.childrenscentre@slough.gov.uk</a>
St Andrews Way Children's Centre SL1 5NL	01628 559085 <a href="mailto:Standrewsway.childrenscentre@slough.gov.uk">Standrewsway.childrenscentre@slough.gov.uk</a>
Vicarage Way Children's Centre SL3 0JY	01753 684455 <a href="mailto:Vicarageway.childrenscentre@slough.gov.uk">Vicarageway.childrenscentre@slough.gov.uk</a>
Wexham Road Children's Centre SL2 5JW	01753 533543 <a href="mailto:Wexhamroad.childrenscentre@slough.gov.uk">Wexhamroad.childrenscentre@slough.gov.uk</a>
Yew Tree Road Children's Centre SL1 2AR	01753 527571 <a href="mailto:Yewtreeroad.childrenscentre@slough.gov.uk">Yewtreeroad.childrenscentre@slough.gov.uk</a>
<b>Family Information Service (FIS)</b>	01753 476589 <a href="mailto:FIS@slough.gov.uk">FIS@slough.gov.uk</a>

## Appendix A

### Parent Declaration Form

#### Funded Early Education for 2, 3 & 4 year olds and universal free school meals

You can use this form to apply for funded early education for 2, 3 & 4 year olds and universal free school meals. Once you have completed this form and signed the declaration your provider can share the information with sources as allowed by law to verify your initial, and ongoing, entitlements. You need to agree and complete this Declaration Form with each setting your child attends for their early education entitlement in order to ensure that funding is paid fairly between them. If your child is splitting their free entitlement across two or more providers please nominate the main setting where the local authority should pay the universal entitlement. Each provider must adhere to the terms of the Local authorities' provider agreement.

#### 2 year old funding

2 year olds from families in receipt of certain benefits, including working tax credit with an income of £16,190 or less per year. Children with an Education, Health and Care Plan or those attracting Disability Living Allowance are also entitled to a place. The criteria also include children leaving care through special guardianship, an adoption or residence order.

#### Universal 3 & 4 year old funding

From the beginning of the term after a child's third birthday they are entitled to 570 hours a year of free flexible early years provision or *until the child reaches compulsory school age (the beginning of the term following their fifth birthday) or starts in a reception class in a state funded school. Eligible 3 & 4 year old children attending an independent school will receive funded early education entitlements until they reach statutory school age.*

#### Extended Entitlement for 3 & 4 year olds (30 hours)

From the beginning of the term after a child's third birthday they may be entitled to 1140 hours a year of free flexible early years provision. You are eligible if both parents or carers (or the sole parent in a one parent family) work and earn more than £107 per week, if you are under 24 years old, but no more than £100,000 per year, or more than £120 per week if you are over 25 years old but no more than £100,000 per year. People who are self employed or on zero hour contracts will be required to make a financial statement of earnings when they apply.

#### Early Years Pupil Premium

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to early years providers for children of families in receipt of certain benefits. It is for three and four year olds who receive the universal 15 hours entitlement and they meet any of the following criteria :

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit –if a parent is entitled to Universal Credit they **must** have an annual net earned income equivalent to and not exceeding £7,400, assessed on up to three of the parent's most recent Universal Credit assessment periods.

Or they are currently being looked after by a local authority in England or Wales, they have left care in England or Wales through; an adoption order, a special guardianship order or a child arrangements order

**Universal Free School Meals:** All government-funded schools must offer free school meals to every pupil in reception, year 1 and year 2.

## Parent Declaration Form

Funded Early education for 2, 3 & 4 year olds and universal free school meals

### Parent / Carer details

Title					
Parent / Carer first name		Parent / Carer surname			
Parent / Carer date of birth		Address			
Email address					
Telephone Number					
Ethnicity		Postcode			
National Insurance Number <b>or</b> National Asylum Support Service Reference Number (NASS No)					
Relationship to child(ren)					

### 1. Your child's details

Child's Legal First name(s)		Child's Legal Family Name:							
Name by which the child is known:									
Child's Date of Birth	/ /	Gender		Ethnicity					
My child (please tick any/all that apply)	Has an Education, Health and Care Plan	Is in receipt of Disability Living Allowance				Left care through special guardianship, an adoption or residence order			
Daily Hours of Funded Early Education		Mon	Tues	Wed	Thurs	Fri	Sat / Sun	Total hours	Weeks per year
Name of universal provider									
Name of universal provider									
Name of extended entitlement provider									
Name of extended entitlement provider									
Total daily funded hours:									
2 year old reference number:						Date checked:			
Extended entitlement 30 hour code:						Documentary proof of DOB (birth certificate, passport)			
Date document recorded (dd/mm/yyyy)						Document recorded by (name of staff member):			

## Terms and Conditions / Privacy Notice

I confirm that I am the legal parent/carer for the child(ren) on this form and that information provided is correct. I agree that you will use the information I have provided to process my claim to find out if I am able to claim for my child 2 year old funding, universal 3 & 4 year old funding, extended entitlement for 3 & 4 year olds, Early Years Pupil Premium and/or universal free school meals and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement. I understand that my information will be checked using the Department for Education eligibility checking service and the results will be supplied to my child's provider/school.

I understand that if my child is splitting their free entitlement across two or more providers my nominated universal provider where the local authority should pay the universal entitlement funding is listed above as setting 1.

In collecting your data for the purposes of checking your eligibility for the 2-year-old, or 3 & 4-year-old universal and extended free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), Slough Borough Council is exercising the function of a government department. Slough Borough Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

I agree to inform the provider / school of any change in my circumstances.

### Data Privacy

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or Slough borough Council. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy>

*Under the Data Protection Act 2018, we are required to gain your permission to keep personal details for you and your children on our database. Slough Borough Council and its agents may share this information with government and local authority departments and other authorised organisations for administrative, statistical and research purposes. For further information please visit:*

<http://www.slough.gov.uk/council/data-protection-and-foi/privacy-notice.aspx>

*Completing this form and signing it gives us your informed consent. If you are unable to access the provided links or wish to submit a query in relation to fair processing, please contact the data protection officer at [DataProtectionOfficer@slough.gov.uk](mailto:DataProtectionOfficer@slough.gov.uk)*

**I have read and understood the statements above. I understand that if I have given any false information on this declaration I may be asked to reimburse the provider. I understand that checks on the system are made each half term.**

Parents Signature	Print Name	Date



## **Appendix B**

# ***Slough Early Years Service Special Educational Needs Inclusion Grant***

## ***Guidance notes and process***

*To support the inclusion of children aged 2, 3 & 4 years old  
with low level / emerging special educational needs or disabilities (SEND)  
who attend registered early years provision.*

## **Background**

Slough Early Years Service recognise that, despite the best efforts of providers to meet the needs of children with SEND, occasionally settings will need to implement strategies that are additional to or different from their typical provision. Therefore, the Early Years Service manages a small budget to enable Early Years providers to cater for the support needs of children aged 2, 3 & 4 years old where additional care or resources are required at additional cost.

The grant is intended to be used as a contribution towards providing additional resources and support for children with low level / emerging SEND where a provider is unable to meet the costs from their own funds, and is not necessarily expected to cover full costs or long term staffing costs.

It should be noted that Early Years settings are expected to provide for all children regardless of need and this should be taken account of within the business model. For more information, please refer to:

- Special Educational Needs and Disabilities Code of Practice
- Early Years Foundation Stage

It is important to emphasise that the Early Years Service cannot guarantee that this grant will continue or be maintained at the current levels in future years, and providers are reminded that they have a responsibility to meet the needs of children with SEND. Providers should not rely on this supplementary, short term funding as part of their long term business planning.

### **Who can apply:**

Any registered Early Years provider who cares for children aged 2, 3 & 4 years old (excluding children in reception classes).

### **What can we apply for?**

- Funding for specific resources
- Funding for targeted or bespoke training on specific issues or conditions
- Short term\* funding for additional capacity to support the inclusion for a specific child or groups of children which will enable the setting to be fully inclusive - where all other options have been tried/explored
- Support for transition arrangements, the grant is not intended to be used for children who require long term one to one adult support

Note: All grants are for funding revenue only and therefore cannot be spent on capital projects. If you are not eligible for this grant, there are a range of national and local organisations who provide grants which may be appropriate. Grants streams are updated regularly and can be identified through internet searches.

### **What can't we apply for?**

- Funding for children from the Reception Year of School (Year R) upwards to access provision during the normal school working day

\*The applicant should determine the length required according to individual needs

- Funding to support a child where your setting is already in receipt of SEN funding<sup>1</sup>, unless there are exceptional circumstances. This is because this provision is already funded by Slough Borough Council from other sources
- Funding for a child accessing a setting outside of Slough local authority area

### **What are the principles underpinning this process?**

- The setting will explore the best ways to meet the child's needs prior to making an application and will discuss this with the child's parents/carers and the Senior Area SENCo or school SENCo.
- Alternatively the setting will have discussed with the Senior Area SENCo the overall inclusivity of the setting and explored all options prior to making an application
- The setting will engage with outside support agencies to meet the needs of the child/ren
- The setting will try to provide their own staffing solutions before making an application.
- The grant is intended to be used as a contribution towards staffing costs where a provider is unable to meet the costs from their own funds, and is not necessarily expected to cover full costs
- Where applicable robust risk assessments will be carried out and provided along with the application
- The grant is intended to be used as a contribution towards providing additional resources and support where a provider is unable to meet the costs from their own funds, and is not necessarily expected to cover full costs
- The settings Local Offer must be complete and updated within the last 2 years.

### **Criteria for grant applications:**

All applications must:

- Provide evidence of the need for funding including an explanation of why this intervention is in addition to the overall provision
- Provide information on costs and how funding will be spent by completing the application process
- Applications may include supporting evidence. Please ensure that any supporting evidence for your proposal is concise and clearly related to the proposed benefits for the child/children. However all applications and the supporting evidence should be anonymised and should not include children's details.
- Agree to the conditions of the grant listed below and stated in the 'standard terms and conditions'.
- Agree to the additional specific conditions of grant if identified in the grant award letter
- Be discussed and endorsed by the Early Years Senior Area SENCo, Early Years Advisory Teacher, SEN Advisory Teacher or Early Years Development Worker.

### **Conditions of grant**

The items listed below are only intended to be an overview of the grant agreement you will sign with us. We will expect you to:

- Use the grant only for the purposes as detailed in your application
- If appropriate be registered by Ofsted under the Children Act 1989
- Have sound financial management systems to monitor expenditure of the grant, ensuring that receipts for all equipment or other items purchased with the grant are retained for at least five years

---

1. Early Years 1:1 inclusion funding / Education Health and Care Plan funding

- Provide financial accounts covering the grant period upon request
- The Early Years Service reserves the right to request the return of all equipment or other items purchased with the grant if the grant agreement is breached or the setting closes within five years
- List any single item where expenditure on that single item is over £100 on an assets register and note it in the monitoring reports when they are requested
- Maintain a specific bank account for the organisation. The account must be dual-signatory, unless you are a sole trader and you must use your best endeavours to safeguard your bank arrangements against fraud on the part of directors, governors, staff or parents
- Have adequate and suitable insurance to cover all claims made by or on behalf of children, staff and visitors to the premises
- Provide monitoring information to us as requested detailing expenditure during the grant period
- Show the grant separately in your annual accounts as grant aid from Slough Borough Council
- Complete and keep up to date (every term) the records held by the Family Information Service on the Slough Services Guide including the Local Offer information

## How to apply

**You must discuss your application with your Early Years Senior Area SENCo, Early Years Advisory Teacher, SEN Advisory Teacher, Early Years Development Worker or other professional working with the child/ren prior to submission.**

They will:

- 1 Provide initial advice and guidance about including children / a specific child
- 2 Support you in completing the application process for your setting, all supporting evidence must be anonymised.
- 3 Advise you about any training courses
- 4 Where there is disparity between the professional judgements of the setting and the Early Years Senior Area SENCo, Early Years Advisory Teacher, SEN Advisory Teacher, Early Years Development Worker or other professional regarding the level of support required, the setting may complete the application process without endorsement

*Please see below for the application process flowchart*

## Funding process

Proposals must show clearly where spending will occur. There is only limited funding and grants will only be given to providers who show a clear need for financial support with identifiable benefits for individual or groups of children.

The application form and supporting documents must be sent to the Early Years Senior Area SENCo, following a discussion that identifies the needs of the child in order to facilitate consideration at the next panel meeting (capacity dependant).

All grant applications received will be reviewed by the panel and applicants will be notified of the outcome within 30 working days. Where applicants request a quick turn around and there is capacity within the panel a 7 working day process will be applied.

Some applications may be unsuccessful and in this situation the applicant will be given some feedback and guidance on what amendments to make should they wish to resubmit at a later stage.

## **Payment of grant**

The grant will be paid within thirty working days of the receipt of an invoice and the signed grant agreement, split payments may be considered where it is deemed applicable by the panel. All settings are required to create an invoice that will be a request for the grant payment and upon receipt of the grant payment the setting will be able to make their purchases.

The setting will be required to demonstrate how the grant was used and how this impacted on the outcomes for the child/ren. This may require completion of a short impact report and receipts of the grant spend will be required.

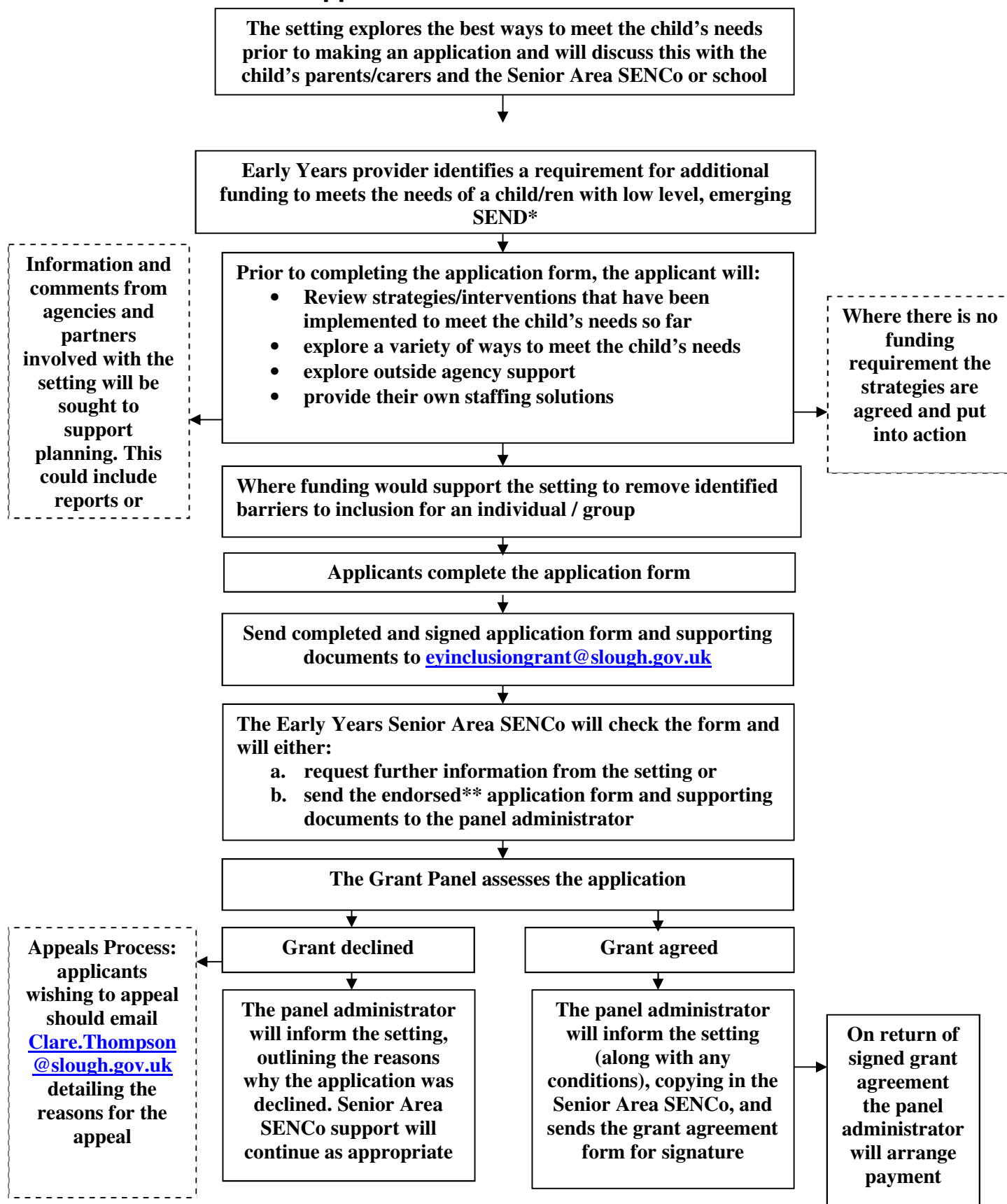
## **Who to contact for advice / guidance**

For further information or to discuss an application please speak to your Senior Area SENCo or your Early Years Advisory Teacher and/or your Development Worker. If you are unsure who this is please contact the Slough Early Years Service who will be able to assist you.

**Please ensure that you have read and fully understood the above guidelines before starting the application process**

Slough Early Years Service  
Early Years Inclusion Grant  
Email: [eyinclusiongrant@slough.gov.uk](mailto:eyinclusiongrant@slough.gov.uk)  
Tel: 01753 476554

## Slough Early Years Service Inclusion Grant Application Process Flow Chart



\*Special Educational Needs and Disabilities

\*\*Senior Area SENCo will only endorse an application for staffing, where all other non staffing strategies/interventions have had little or no success in meeting the child's needs and additional staffing is the only way a child's needs can be met

Office Use only	Outcome	Awarded amount	Panel date
Amount requested:			
Grant Ref:	Approval signature:		Resubmission date:
	Provider notified of the outcome:		

### Application Form

#### Contact details

Setting name:	
Contact name:	
Position:	
Address:	
Telephone:	Post Code:
Email:	

**Date submitted:**

**Signed:**

**Print name:**



## Slough Early Years Service Special Educational Needs Inclusion Grant

Office Use Only

Reference

### Application Form

#### Setting type

Day nursery ☐

Children's Centre ☐

Pre-School ☐

Childminder ☐

Nursery School ☐

Nursery Class in a Primary School ☐

#### Numbers of children attending the setting who:

	Number of children
Are 2 years old (current numbers on roll)	
Are 3 & 4 years old (current numbers on roll)	
Have an Education, Health and Care plan	
Are working towards an Education, Health and Care plan	
Are in receipt of 1:1 inclusion funding	
May have SEND but have not yet started the process for an Education, Health and Care plan	
Are in receipt of the Disability Access Fund	

#### Application Information

Type of application	Please tick
Resources or equipment	
Training	
Additional capacity for an individual child	
Additional capacity for a group of children	
Other	

In total how much grant money is the setting applying for?

£

Please provide evidence of the need for this grant including an explanation of why this intervention is in addition to the overall provision.

**All children's details must be anonymised in order for us to share with the panel.**

Ensure that within this section you are clearly linking the need for the intervention with the development needs of the child/ren, evidence in accordance with the EYFS. State how the request for funding meets the needs of the child/ren and explains why this is the best option available.

Where applicable please provide a breakdown of what the grant will be used for:

Description	Amount
<b>Total:</b>	

How many children will benefit from this grant?

If you are applying for this inclusion grant for a child/ren in receipt of EYPP, DAF or any other SEN funding, please outline how these funds will complement each other?

If one specific child will benefit from this grant please provide the following information:

Number of days/hours attending:	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THUR</b>	<b>FRI</b>
<i>Please show weekly attendance pattern</i>					
Does this child attend term time only or all year round:					

Child's start date at the setting

Local Offer was last updated

Date:

Do you require a priority process and need a 7 working day panel turn around? *You will need to add a statement to your application explaining why this is needed.*

Please Tick if required

☐

### Endorsement

*To be completed by the Early Years Senior Area SENCo, Early Years Advisory Teacher, SEN Advisory Teacher, Early Years Development Worker or other professional*

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Position: \_\_\_\_\_

Comments:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### **Supporting evidence**

In order to support your application you may choose to provide relevant supporting evidence, such as:

- An Inclusion Policy
- Risk Assessment
- Summary of the co-production planning meeting
- IEP information
- Proof of application to other funding streams that have been unsuccessful
- Evidence of external support
- Images of resources or equipment
- An outline of the training packages required
- Support for the request and evidence of it's benefit from other professionals engaged with the setting

***In order to share children's personal data with a third party you are required to comply with the Data Protection Act 2018. Please ensure you have written permission from all parents before you share any personal information with the local authority, this permission must be restated for each different type of contact.***

Office Use only	
Amount of Funding provided:	Grant Ref:

### Impact Report Form

#### Contact details

Setting name:	
Contact name:	Position:
Address:	
Telephone:	Post Code:

#### Type of setting

Day nursery	<input type="checkbox"/>	Children's Centre	<input type="checkbox"/>
Pre-School	<input type="checkbox"/>	Childminder	<input type="checkbox"/>
Nursery School	<input type="checkbox"/>	Nursery Class in a Primary School	<input type="checkbox"/>

#### The Inclusion funding was used to:

*Please indicate whether you adhered completely to your original proposal. If the money was used for different and / or additional purposes please state clearly the difference and the reasons for the change.*

#### How the child / ren have benefitted from the funding:

*Please describe the impact that the funding had on the child or children at your setting. You can refer to anecdotal and / or statistical information to illustrate these statements.*

Date: \_\_\_\_\_

## **Appendix C**

### **Disability Access Fund (DAF)**

#### **Provision for disabled children and children with special educational needs (SEN)**

Providers must have arrangements in place to support children with SEN or disabilities. Maintained schools, maintained nursery schools and all providers who are funded by the local authority to deliver early education places must have regard to the Special Educational Needs Code of Practice

In April 2017 the government introduced a new targeted early years Disability Access Fund. This fund provides an annual lump sum payment of £615, per eligible child, to be paid to early years settings that are providing a free entitlement place for three and four year olds in receipt of Disability Living Allowance (DLA). The purpose of the Disability Access Fund is to support early years providers to make initial reasonable adjustments, build on the capacity of their setting to support disabled children and aid access to places.

#### **Eligibility**

Three and four year olds will be eligible for the DAF if they meet the following criteria:

- the child is in receipt of child disability living allowance and;
- the child receives free early education.

Please note that four year olds in primary school reception classes are not eligible for DAF funding. Children become eligible for free early education at different points in the year depending on when they turn 3.

#### **Entitlement**

The settings of three and four year olds eligible for the DAF will be entitled to receive a one-off payment of £615 per year. If the child changes provider within the financial year, the new setting will not receive another payment of the DAF. The new provider will need to wait until the following financial year.

#### **Identifying eligible children**

Early years providers are ultimately responsible for identifying eligible children and providers are encouraged to speak to parents in order to find out who is eligible for the DAF. Providers will ask parents to complete a DAF application form and provide a copy of the child's DLA award letter.

#### **Distributing DAF funding to early years providers**

If a child eligible for the DAF is splitting their free entitlement across two or more providers the parent is only able to complete one application form which asks parents to nominate the main setting (usually setting where child accesses the majority of hours). This setting will be where Slough Borough Council will pay the DAF for the child.

In cases where a child who lives in one authority area attends a provider in a different local authority, the provider's local authority is responsible for funding the DAF for the child and eligibility checking.

All early years providers who are eligible to receive funding for the 3 and 4 year- old early entitlement education are also eligible to receive the DAF.

A DAF payment will be made to a provider following an actual headcount submission in line with the final funding payment for each term.

## Slough Early Years Disability Access Fund

### Parent Application Form

Providers who offer 3 & 4 year old children free early years education can apply to claim Disability Access Funding (DAF) to support disabled children to access the free entitlement. A lump sum payment of £615 per year is available to providers who have eligible children in receipt of child Disability Living Allowance who are claiming free early years education.

By completing this form you agree to DAF funding being paid to one Early Years provider as an one- off payment. If you move your child to another provider during the year then the DAF funding is not transferable.

Please return this completed form to your early years provider along with a copy of your child's Disability Living Allowance letter confirmation. The early years provider will then send the form and proof of eligibility to Slough Borough Council.

#### ABOUT YOUR CHILD

Child's legal first Name:

Child's legal Surname:

Child's Date of Birth:

Home address and postcode

Name of early years provider you wish to receive DAF funding:

Child's start date:

#### PARENTAL CONSENT AND DECLARATION (please read above before signing)

##### I declare that:

- I am the parent/legal guardian of the child named on this form
- The above detailed information relating to my child is complete and accurate and I will notify the provider of any changes.
- I have provided evidence that my child is in receipt of child disability living allowance
- I confirm that my child is in attendance and claiming their free early education at the early years provider named above.
- I understand that if I move my child to another provider that the DAF funding is not transferable
- *Under the Data Protection Act 2018, we are required to gain your permission to keep personal details for you and your children on our database. Slough Borough Council and its agents may share this information with government and local authority departments and other authorised organisations for administrative, statistical and research purposes. For further information please visit: <http://www.slough.gov.uk/council/data-protection-and-foi/privacy-notices.aspx>*
- *Completing this form and signing it gives us your informed consent. If you are unable to access the provided links or wish to submit a query in relation to fair processing, please contact the data protection officer at [DataProtectionOfficer@slough.gov.uk](mailto:DataProtectionOfficer@slough.gov.uk)*

Signature of parent/guardian: .....

Date:.....

#### PROVIDERS CHECK

I confirm that the child named above is in attendance and claiming their free early education and I have attached official documentation validating the child's details.

Signature of Provider: .....

Date:.....

## Appendix D

### Early Years Inclusion Fund Application for a child in an Early Years Provision

Early Years Inclusion Funding is available to providers to support the effective inclusion of children in mainstream provision. The funding is not designed for long term/ongoing support.

#### Section A – Child's Details

<b>Child's name</b>		<b>Date of Birth</b>	
<b>Home Address</b>			
<b>Postcode</b>		<b>Admission date</b>	

	<b>YES</b> <i>Please tick</i>	<b>NO</b> <i>Please tick</i>
Is the child Looked After (in Public Care)?		
Is the child in receipt of Funded Early Learning for 2, 3 or 4 Year Olds?		
Does the child currently access Early Years Inclusion Funding?		

#### Section B – Details of Early Years Setting

<b>Name of School/Early Years Setting</b>		
<b>Address</b>		
	<b>Postcode</b>	
<b>Telephone number</b>		
<b>Headteacher / Manager</b>		
<b>SENCO</b>		

#### Child's attendance at Early Years Provision (*please provide details of times attended*)

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>For children in receipt of Funded Early Learning</b>			<b>YES</b> <i>Please tick</i>	<b>NO</b> <i>Please tick</i>
Does the child receive their funded early learning via a stretched offer (i.e. more than 38 weeks per year)?				
If yes, please give details:				
<b>For children in receipt of Funded Early Learning</b>			<b>YES</b>	<b>NO</b>



	<i>Please tick</i>	<i>Please tick</i>
Does the child attend any other early years setting?		
If yes, please give details:		

### Section C – Description of child’s special educational needs

Please provide details of any areas of concern, including any medical diagnosis, if applicable

<b>Communication and Interaction</b>	
<b>Cognition and Learning</b>	
<b>Social, Emotional and Mental Health Difficulties</b>	
<b>Sensory and/or physical needs</b>	

### Section D – Early Years Foundation Stage attainment and assessment

*For each aspect of learning, please indicate the child’s chronological age in months at the time of assessment, together with their attainment in line with the relevant age and stage developmental band*

<b>Area of Learning</b>	<b>Aspect</b>	<b>Age in months</b>	<b>Age &amp; Stage Band</b>
Communication and Language	Listening and attention		
	Understanding		
	Speaking		
Physical Development	Moving and handling		
	Health & self-care		
Personal, Social and Emotional	Self-confidence and self-awareness		

Development	Managing feelings and behaviour		
	Making relationships		
Literacy	Reading		
	Writing		
Mathematics	Numbers		
	Space, shape and measures		
Understanding the World	People and Communities		
	The World		
	Technology		
Expressive Arts and Design	Exploring and using media and materials		
	Being Imaginative		

### Section E – Support Services

Please indicate if any of the following are currently involved with the child

Service/Professional	Name	Service/Professional	Name
Community Paediatrician		Physiotherapist	
Speech and Language Therapist		Occupational Therapist	
Sensory Consortium		Early Years Service	
Health Visitor		Other – please specify	
Educational Psychologist		Other – please specify	
Other			

### Section F – Additional provision to meet the needs of the child

Please give details of the additional provision that has been put into place to promote the inclusion of the child in the early years setting. This could involve differentiated learning materials and/or activities and resources, specialist equipment, staff development and/or training, specialist CPD.

--

## Section G – Learning Environment

Please indicate:

Age	0-2 years	2-3 years	3-4 years
Number of children in the child's room			
Number of children in the setting			
Number of children who are the subject of an Education, Health and Care Plan			
Number of children currently undergoing statutory assessment			
Number of staff routinely in this room			
Number of staff funded by the LA (1:1, Early Years Inclusion Funding)			

**Please describe the additional provision that you consider to be required to enable the child to have full access to the Early Years Foundation Stage. If staffing ratios are enhanced, how will the setting use additional support?**

## Section H – Declaration

- I confirm that I have shared this application with the child's parents/carers
- I confirm that the information contained in this application is accurate
- I confirm that any funding granted will be used solely for the purposes indicated and may be subject to audit

### Owner/Manager/SENCO

Name.....

Signature.....

Position.....

Date.....

***\*\*Please send the completed application along with any attached evidence to:***

*Catherine Woodbridge,  
Area Senco/SEN Advisor Early Years, Slough Borough Council  
Observatory House  
25 Windsor Road  
Slough  
SL1 2EL*

**Early Years Inclusion Funding**

**I agree for my child’s details to be shared with the Local Authority for the purpose of an application for Early Years Inclusion Funding.**

**Child’s name.....**

**Date of Birth .....**

**Signature of Parent/Carer .....**

**Date .....**

## **Appendix F**

### **Free School Meal Criteria**

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if a parent is entitled to Universal Credit they must have an annual net earned income equivalent to and not exceeding £15,400, assessed on up to three of the parent's most recent Universal Credit assessment periods.



# MULTI-AGENCY REFERRAL FORM

FOR ALL CHILDREN, YOUNG PEOPLE AND FAMILY SERVICES

New Referral Tel: 01753 875362

New Email: Send securely to:

[sloughchildren.referrals@scstrust.co.uk](mailto:sloughchildren.referrals@scstrust.co.uk)



## Please send electronically in a Word Document

### Making a Referral:

Any additional evidence can be attached to the form.

If the reasons for referral include Child Exploitation please ensure the CE risk assessment tool has been completed and is attached. Also please complete and attach the Young Carers screening tool if the referral relates to Young Carers.

### Referrer Details:

Completed by:

Designation:

Organisation:

Address:

Telephone No:

Date:

Email:

### Consent and Permission: **Seeking consent is the responsibility of the referrer.**

Do you have consent to make this referral? Yes ☐ No ☐

If NO, please provide details here:

Do you have permission to share information with agencies? Yes ☐ No ☐

If NO, please provide details here:

### 1. Child / young person details:

**Full name of child:**

**Any alternative name:**

**DOB:**

**Age:**

Tick if

estimated:

**If unborn, estimated date of delivery?**

N/A until full implementation

**Gender:**

*Click here to select from list*

**Ethnicity:**

**Religion:**

**First language:**

**Will an interpreter be required?**

*Click here to select from list*

**Current Home address:**

**Post code:**

**Previous home address: (if known)**

**Home telephone and Mobile no. of parent / legal guardian:**

**Email of parent / legal guardian:**

**School / Pre-school:**

**Address:**

**Does the child have a disability?**

*Click here to select from list*

<b>If yes give details of the disability:</b>			
<b>Unique 13 digit Pupil Number (UPN):</b>			
<b>S.E.N or E.H.C.P in place:</b>	<a href="#">Click here to select from list</a>	<b>Date commenced:</b>	
<b>NHS Number:</b>			

<b>2. a) Additional information about the child or young person (including other siblings)</b>								
<b>Parent / legal guardian, children and others living in the household (THIS MUST BE COMPLETED)</b>								
Last name	First name	Relationship to child(ren)	DOB / EDD	Gender (M / F)	Ethnicity	Focus of referral Yes/No	School / preschool	Does this person hold Parental responsibility?
<b>b) Other significant adults</b>								
Last name	First name	Relationship to child(ren)	DOB	Ethnicity	Address	Does this person hold PR		

<b>3. In order to consider what additional help is needed please answer the following:</b> <b>(THIS MUST BE COMPLETED)</b>	
a) Has the Thresholds Criteria been used to inform your decision?	<a href="#">Click here to select from list</a>
b) Select the primary reason for the request for support	<a href="#">Click here to select from list</a>
c) Select the secondary reason for the request for support	<a href="#">Click here to select from list</a>

<b>Professionals involved with the child and family:</b>			
Agency	Name	Address / email (full email address)	Telephone Number
GP			
School			
Health visitor			
CAMHS/MH			
Other			







**Chronology of Significant Events:****Current Agency Involvement / Support Plan:****Views of Child / Young Person:**

I confirm this is, to the best of my knowledge, a true reflection of the views of the child / young person ☐

**Views of Parent / Carer:**

I confirm this is, to the best of my knowledge, a true reflection of the views of the parent / carer ☐

**What is your summary? What needs to change and what are your recommendations?**

**What is going well?**

**What are you worried about?**

**How have you helped the child/young person/family?**

**What needs to happen/what are the anticipated outcomes?**

Signed (typed name accepted):

Designation:

Date:

## Appendix H

### *Consent statement*

*Under the Data Protection Act 2018, we are required to gain your permission to keep personal details for you and your children on our database. Slough Borough Council and its agents may share this information with government and local authority departments and other authorised organisations for administrative, statistical and research purposes. For further information please visit: <http://www.slough.gov.uk/council/data-protection-and-foi/privacy-notice.aspx>*

*Completing this form and signing it gives us your informed consent. If you are unable to access the provided links or wish to submit a query in relation to fair processing, please contact the data protection officer at [DataProtectionOfficer@slough.gov.uk](mailto:DataProtectionOfficer@slough.gov.uk)*

### **Freedom of information**

The provider acknowledges that the local authority is subject to the requirements of the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 and shall assist and co-operate with the local authority to enable the local authority to comply with these information disclosure requirements.

The provider shall:

Transfer the request for information to the local authority as soon as practicable after receipt and in any event within two working days of receiving a request for information;

Provide the local authority with a copy of all information in its possession or power in the form that the local authority requires within five working days (or such other period as the local authority may specify) of the local authority requesting that information; and

Provide all necessary assistance as reasonably requested by the local authority to enable the local authority to respond to a request for information within the time for compliance set out in section 10 of the FOIA or regulation 5 of the Environmental Information Regulations 2004.

The local authority shall be responsible for determining at its absolute discretion whether the information: is exempt from disclosure in accordance with the provisions of the FOIA or the Environmental Information Regulations 2004;

is to be disclosed in response to a request for information, and in no event shall the provider respond directly to a request for information unless expressly authorised to do so by the local authority.

The provider acknowledges that the local authority may, acting in accordance with the Secretary of State for Constitutional Affairs' Code of Practice on the discharge of public authorities' functions under Part 1 of FOIA (issued under section 45 of the

FOIA, November 2004), be obliged under the FOIA or the Environmental Information Regulations 2004 to disclose information:

without consulting with the provider ; or  
following consultation with the provider and having taken the provider's views into account,

provided always that, where this applies, the local authority shall, in accordance with any recommendations of the Code, take reasonable steps, where appropriate, to give the provider advance notice, or failing that, to draw the disclosure to his attention after any such disclosure.

The provider shall ensure that all information produced in the course of the Agreement or relating to the Agreement is retained for disclosure and shall permit the local authority to inspect such records as requested from time to time.

### **Anti-discrimination**

The provider shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise).

The provider shall take all reasonable steps to secure the observance of this clause by all members of the provider's staff.

## Appendix I

### Short Consent Form

**Free Early Education for 3 & 4 year olds**  
**30 hours Extended Entitlement**

Child's first name	
Child's last name	
Child's DOB	
Parents National Insurance number	
11 digit unique code	

I confirm that I am the legal parent/carer for the child named overleaf and that the information on this form is correct. I agree that you may use the information I have provided to process my claim for a free early education place and to contact other sources, as allowed by law, to verify my initial and ongoing entitlement. I agree that the information may be used to assess further benefits for my child and my child's school (or other setting), ensure accuracy of records across the local authority and the check against fraud. I agree that my chosen early years provider may share information about my child's progress as part of ongoing research to support the development of services for young children in Slough.

*Under the Data Protection Act 2018, we are required to gain your permission to keep personal details for you and your children on our database. Slough Borough Council and its agents may share this information with government and local authority departments and other authorised organisations for administrative, statistical and research purposes. For further information please visit:*

*<http://www.slough.gov.uk/council/data-protection-and-foi/privacy-notices.aspx>*

*Completing this form and signing it gives us your informed consent. If you are unable to access the provided links or wish to submit a query in relation to fair processing, please contact the data protection officer at [DataProtectionOfficer@slough.gov.uk](mailto:DataProtectionOfficer@slough.gov.uk)*

I have read and understood the statements above and would like to apply for a free early education place for my child.

Parent's signature	
Print name	
Date	

## Appendix J

### Funding offer

Starting a new funded child

Consider how many weeks you will be operational during the child's funded year

- When does the funded year start and how many weeks holiday will you have?
- For term time only provision consider how does the above compare to the academic year?
- Divide the total yearly funding entitlement (either 570 or 1140) by the number of weeks open to give the number of funded hours offered per week.

### Financial Year 2019 / 2020

Funded period	Term time only	Hours	Stretched	Hours
<b>Summer 2019/20</b> 1 <sup>st</sup> April – 31 <sup>st</sup> August	13 weeks	195	22 weeks	241
<b>Autumn 2019/20</b> 1 <sup>st</sup> September – 31 <sup>st</sup> December	14 weeks	210	17 weeks	186
<b>Spring 2019/20</b> 1 <sup>st</sup> January – 31 <sup>st</sup> March	11 weeks	165	13 weeks	142
	<b>38 weeks</b>	<b>570</b>	<b>52 weeks</b>	<b>569</b>

**Academic year:** Most schools will operate according to their academic year which usually runs from September – July /August.

**Term dates:** Term dates are set by the local authority as a guide but schools are not required to adopt them. Some schools will choose their own term dates that will fall within the funding periods but not total more than 38 weeks per year (39 weeks including inset dates).

**Financial year:** The local authority's financial year begins on 1<sup>st</sup> April and ends on the 31<sup>st</sup> March. The local authority is allocated funds from central government to pay for funded early education places across the borough and the total budget is for the financial year.

**Funded year:** Each child has a funded year that begins the term after the child's 3<sup>rd</sup> birthday and ends on the last day of the term in which the child turns 4 years old.

**Funded period:** Funded periods are the three periods that run throughout the financial year, beginning on the 1<sup>st</sup> April and ending on 31<sup>st</sup> March.  
 Summer term: 1<sup>st</sup> April – 31<sup>st</sup> August  
 Autumn: 1<sup>st</sup> September – 31<sup>st</sup> December  
 Spring: 1<sup>st</sup> January – 31<sup>st</sup> March

**Term time only funding:** Claims for funded early education can be made as 38 weeks over the child's funded year for a total of 570 hours of funding per year (universal offer) and no more than 1140 hours per year (extended entitlement).



**Stretched offer:** Providers can choose to offer funded early education over more than 38 weeks a year and up to 52 weeks per year. Providers must consider the child's funded year and then decide how many weeks during that funded year they will be open. Providers must then divide the total number of funded hours by the total number of operational weeks.

Example funding offer:

1. Child A DOB is 08/10/2016  
Their funded year is 1<sup>st</sup> January – 31<sup>st</sup> December  
The child is only eligible for universal funding (570 hours)  
The provider is open for 38 weeks over the child's funded year so the provider can offer 15 hours per week (570 hours per year).
2. Child A DOB is 08/10/2016  
Their funded year is 1<sup>st</sup> January – 31<sup>st</sup> December  
The child is only eligible for universal funding (570 hours)  
The provider is open 51 week during the child's funded year so the provider can offer 11.17 hours per week or 11 hours per week total (561 hours per year)
3. Child B DOB is 23/04/2017  
Their funded year is 1<sup>st</sup> September – 31<sup>st</sup> August  
The child is eligible for the extended entitlement funding (1140 hours)  
The provider is open 47 weeks during the child's funded year so the provider can offer 24.25 hours per week or 24 hours per week total (1,128 hours per year)

## Appendix K

### Slough Early Years Service Inclusion Grant and the Disability Access Fund Examples

#### Slough Early Years Service Inclusion Grant

The Inclusion grant is a support fund which is designed to cater for the support needs of children aged 2, 3 & 4 years old (**the child receives free early learning**) where additional care or resources are required at additional cost. The grant is intended to be used as a contribution towards providing additional resources and support for children with low level / emerging SEND where a provider is unable to meet the costs from their own funds, and is not necessarily expected to cover full costs or long term staffing costs.

#### Disability Access Fund

This fund provides an annual lump sum payment of £615, per eligible child, to be paid to early years settings that are providing a free entitlement place for three and four year olds in receipt of Disability Living Allowance (DLA). The purpose of the Disability Access Fund is to support early year's providers to make initial reasonable adjustments, build on the capacity of their setting to support disabled children and aid access to places.

Example description	Area	Funds
Settings can apply for funding to access training offered by SEBDOS to support practitioner managing social, emotional and behaviour difficulties in the form of individual or group support.	Training	Inclusion grant
Funding for a staff member for a number of sessions to support the settling in process of a specific child	Staffing	DAF / inclusion grant
Funding to support PECs training for a whole staff team	Training	Inclusion grant
Funding for Attention autism training for a cluster of settings	Training	Inclusion grant
Funds to purchase a specific piece of equipment for a single child, e.g. a tablet with specific programmes to support a child with autism	Equipment	DAF / Inclusion grant
Funds to contribute to the purchase of a large outdoor apparatus for a small group of children, e.g. a climbing frame	Equipment	Inclusion grant
Funding to pay for a small group of children to take part in a sporting activity that would benefit a specific child but they would otherwise be unable to take part	Activity	DAF
Funding to purchase sensory equipment	Equipment	DAF/ Inclusion grant
Funding to pay for a group of children to visit Thames Valley Adventure Playground	Activity	DAF / Inclusion grant
Hiring of a mini bus to enable all children to access an off site trip.	Activity	DAF / Inclusion grant
Funding to support a visiting educational activity. e.g. mobile farm, drama group, music group	Activity	DAF/Inclusion grant

## Early Years Provider Agreement 2020

### Provider Declaration Form

How many weeks is your setting open each funding period

Funding period	Number of weeks
Summer 2020	
Autumn 2020	
Spring 2021	

	I currently offer <i>Please tick all that apply</i>	The date we plan to start offering FEL <i>Please insert a date</i>
2 year old funding		
Universal 3 & 4 year old funding		
Extended entitlement for 3 & 4 years olds		

**The person legally responsible for your establishment must sign the following declaration:**

- I certify that this provision conforms to all the conditions of eligibility for registration 2020 and that this provider will ensure all elements are met.
- I have read carefully the various documents referred to in this agreement.
- I agree to all the terms and conditions in the Provider Agreement 2020.
- I understand that, as a provider if we fail to meet the conditions set, the council acting reasonably, may withdraw funding and require repayment of the whole or part of any funding we have been paid in respect of the provision of free places.
- I understand that the information supplied on this declaration will be used by the local authority to communicate with the provider regarding funded early education
- Under the Data Protection Act 2018, we are required to gain your permission to keep personal details for you on our database. Slough Borough Council and its agents may share this information with government and local authority departments and other authorised organisations for administrative, statistical and research purposes. For further information please visit: <http://www.slough.gov.uk/council/data-protection-and-foi/privacy-notices.aspx>
- Completing this form and signing it gives us your informed consent. If you are unable to access the provided links or wish to submit a query in relation to fair processing, please contact the data protection officer at [DataProtectionOfficer@slough.gov.uk](mailto:DataProtectionOfficer@slough.gov.uk)

Setting Name:	
Contact Name:	
Position:	
Signature:	
Date:	

**Please sign and return to:**

Slough Early Years Service,  
 Observatory House, 25 Windsor Road  
 Slough, SL1 2EL

Or scan and email to: [eyfunding@slough.gov.uk](mailto:eyfunding@slough.gov.uk)