Claiming Early Education Funding 
Guidance Notes

Independent, Private and Voluntary Providers (including Academies and Childminders) claiming Early Education Funding for 2, 3 and 4-year olds from Oxfordshire County Council

September 2019 - March 2020

IMPORTANT - Please read these guidance notes carefully. If you have any queries regarding the guidance please do not hesitate to contact us.

Early Education Funding Team
Access to Learning
County Hall – Fourth Floor
New Road
Oxford
OX1 1ND
Email: earlyeducation@oxfordshire.gov.uk
Tel: 01865 894811
Contents

A. GENERAL ......................................................................................................................... 3
B. 2019/20 ACADAMIC YEAR ...................................................................................... 5
C. 2-YEAR-OLD FUNDING ELIGIBILITY ........................................................................... 5
D. 3 & 4-YEAR-OLD FUNDING ...................................................................................... 8
E. EARLY YEARS PUPIL PREMIUM (EYPP) AND DEPRIVATION SUPPLEMENT .......... 9
F. DISABILITY ACCESS FUNDING (DAF) ........................................................................ 10
G. SPECIAL EDUCATIONAL NEEDS (SEN) ..................................................................... 11
H. PAYMENT PROCESS .................................................................................................... 11
I. STRETCHED FUNDING ................................................................................................ 13
J. LOCAL AUTHORITY AUDIT PROCESS ........................................................................ 14
K. FREQUENTLY ASKED QUESTIONS ........................................................................... 14
L. USEFUL CONTACT INFORMATION .......................................................................... 16
A. General

These notes outline the claims and payments process for Private, Voluntary and Independent providers (including academies) who have access to the Early Years Provider Portal. It is best read on a computer as it contains hyperlinks to other important documents.

Where the word ‘parent’ is used in this document it refers to parents and caregivers who have a legal responsibility for a child accessing Early Education Funding.

The website http://www.oxfordshire.gov.uk/formsandguidance has the following documents (there is a link to this webpage within the Provider Portal).

**Termly Documents:**

- **Funding Timeline** – key dates for the term. **Please print a copy**
- **Parent Declaration** * - must be completed and signed for 2, 3 and 4-year olds eligible children, **before** you claim funding. The form is the basis for the contract between the yourselves and the parent for claiming Early Education Funding
- **Privacy Notice**
- **When is my Child Eligible** – indicates the date of birth range for the different funding ages
- **Guide on valid 30-hour code dates** – what the different dates mean for a 30-hour code

**Guidance notes for using the Provider Portal**

The first place to look for help when completing claims via the Provider Portal:

- Head Count Portal Guidance Notes
- 2-Year-Old Funding Provider Portal Guidance Notes
- Thirty Hour Checks Portal Guidance Notes
- Disability Access Funding Portal Guidance Notes
- SEN Inclusion Funding Portal Guidance Notes
- Early Years Pupil Premium Portal Guidance Notes
- Self Update Portal Guidance Notes

* You must ask to see the child’s ID (e.g. the child’s birth certificate, “red book” or passport) to verify the child’s birth date and address before offering a place. We will request to see any Parent Declaration forms for audit purposes and claim queries. They **must** be retained for **6 Years** plus the current financial year.

You must comply with the Early Education Funding Terms and Conditions and will be asked to reaffirm this agreement every time you make a funding claim through the provider declaration.
You must inform us immediately whenever there is a change in your circumstances and these include but are not limited to:

- A change of ownership, governance or premises.
- A change of name or address of the contact responsible for the free early education funding administration.
- A change of bank details.
- A change of the Ofsted inspection grade or Ofsted number
- If you are closing https://www.oxfordshire.gov.uk/business/information-providers/childrens-services-providers/business-and-funding-childcare-providers/early-education-fund/joining-and-leaving-scheme

Where such a change results in a new provision, you will need to re-register with Ofsted and complete a new application form with the Council for the purposes of Early Education Funding. You must give us reasonable notice of these changes, especially if a payment is due to be made.

You can choose whether to deliver the 30-hour extended funding which will be bound by the same terms and conditions as the universal 15-hour funding.

A child meets the required age for 2-year-old or 3-year-old funding the term after they turn that age.

<table>
<thead>
<tr>
<th>Turn 2 or 3 years old between</th>
<th>Can start to access the 2 or 3-year-old funding at</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Jan to 31 Mar (inclusive)</td>
<td>The start of the school summer term funding period (April)</td>
</tr>
<tr>
<td>1 April to 31 Aug (inclusive)</td>
<td>The start of the school autumn term funding period (Sept)</td>
</tr>
<tr>
<td>1 Sept to 31 Dec (inclusive)</td>
<td>The start of the school spring term funding period (Jan)</td>
</tr>
</tbody>
</table>

Payment is based on the set pattern of 38 weeks per financial year.

- **Summer Term** 12 Weeks
- **Autumn Term** 14 Weeks
- **Spring Term** 12 Weeks
### B. 2019/20 Academic Year

The school term dates for the coming academic year are shown below.

If you offer 38 weeks funding (i.e. not stretching the funded hours), you must follow the school term time calendar as a minimum.

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End date</th>
<th>Number of days</th>
<th>Weeks</th>
<th>Paid as</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>03/09/2019</td>
<td>25/10/2019</td>
<td>39</td>
<td>14 weeks 3 days</td>
<td>14 weeks</td>
</tr>
<tr>
<td>Autumn</td>
<td>04/11/2019</td>
<td>19/12/2019</td>
<td>34</td>
<td>14 weeks 3 days</td>
<td>14 weeks</td>
</tr>
<tr>
<td>Spring</td>
<td>06/01/2020</td>
<td>14/02/2020</td>
<td>30</td>
<td>12 weeks</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Spring</td>
<td>24/02/2020</td>
<td>03/04/2020</td>
<td>30</td>
<td>12 weeks</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Summer</td>
<td>20/04/2020</td>
<td>22/05/2020</td>
<td>24</td>
<td>12 weeks 1 day</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Summer</td>
<td>01/06/2020</td>
<td>21/07/2020</td>
<td>37</td>
<td>12 weeks 1 day</td>
<td>12 weeks</td>
</tr>
</tbody>
</table>

The 8th May 2019 bank holiday is not included in the count of days.

The 4 inset days reduce the weeks funded to 38 weeks. It might be better for parents if you follow your local school in planning when you are going to take these inset days. Let parents know in advance which will be inset days and that you are open for the remaining times. Otherwise we will deduct any missing weeks from your payment.

You must show that you offered the funding over the full 38 weeks (190 days) if you have deviated from the Oxfordshire school calendar.

As an exception, if you are offering wraparound care (e.g. School Holiday Play Schemes), you can claim for fewer than 38 weeks per year. In this case you need to work in partnership with other providers to deliver the full offer.

Children starting school are legally entitled to a full-time reception place from the first day of the new school year. Schools receive place funding to cover this. **Make sure parents know that we do not fund children at your setting if they start reception later in the term.**

### C. 2-Year-Old Funding Eligibility

The Government’s intention is that 2-year-old funding is delivered by providers with a rating of ‘outstanding’ or ‘good’ in their most recent Ofsted report.

We will not automatically agree to fund 2-year-olds in a provision with ‘requires improvement’ rating at their last inspection.
If you have re-registered with Ofsted and your previous judgement was less than good, you will not automatically be approved to take funded 2-year-olds.

Newly registered providers can take funded 2-year-olds.

- The funding rate is £5.52 per hour

Criteria:
- The child turned two at least the term before (refer to chart in section A).
- And a parent(s) meets one of these:

  Economic
  1. Income Support
  2. Income-based Job Seekers' Allowance
  3. Income-related Employment and Support Allowance
  4. Universal Credit - if you and your partner have a combined income from work of less than £15,400 a year after tax
  5. the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
  6. Support under Part 6 of the Immigration and Asylum Act
  7. The Guaranteed element of State Pension Credit
  8. Tax credits and they have an annual income of under £16,190 before tax

  Non-Economic
  1. They have a current statement of special educational needs or an education, health and care plan
  2. They attract Disability Living Allowance (DLA)
  3. They are looked after by their local authority or they have left care through special guardianship or an adoption or residence order

Other Criteria
The children of the groups below will also be eligible for a free place if their parents or carers meet similar low-level income requirements

  1. Children of Zambrano Carers
  2. Children of families with no recourse to public funds with a right to remain in the UK on grounds of private and family life under Article 8 of the European Convention on Human Rights
  3. Children of a subset of failed asylum seekers (supported under section 4 of the Immigration and Asylum Act 1999 – ‘the 1999 Act’)

Eligible Codes:
To be eligible for the 2-year-old funding, parents must have a valid 15-digit code in the format of TYF-0719-71L8VZF7 (referred to as a TYF code)
The **TYF code** can be obtained in one of three ways**

- Parents can go online to check their eligibility, using the Citizen Portal ([www.oxfordshire.gov.uk/twoyearoldfunding](http://www.oxfordshire.gov.uk/twoyearoldfunding))
- Parents can call the Family Information Service 01865 323332, who can complete an assisted application over the phone
- You can complete an assisted application for the parent, via the Provider Portal (see 2-Year-Old Funding Provider Portal Guidance Notes page 5)

A child with an **eligible** TYF code
- **will not** lose eligibility
- Can use it with any approved provider in Oxfordshire

**Postcard Eligibility:**
Parents could receive a post card stating they may be eligible for 2-year-old funding. This data comes via the Department of Education.
The post card has a unique number 7-digit reference and an expiry date.
Before the expiry date the parent must register by one of the three methods above ** to gain a TYF code.

If you are doing an assisted application and the eligibility check comes back as **not found/not eligible:**
- click the **Help Request button**,  
- in the box - state the postcard number and the date it was received

This will come through to the Funding team to approve. Please allow 2 working days for a reply.

For more information, refer to **2-Year-Old Funding Provider Portal Guidance Notes.** (Page 12)

Be aware that TYF numbers are generated for every application, including those that return an ineligible result.

**Placement Request:**
A placement request is done via the Provider Portal and allocates a child to your provision:
- All new starters **must** have a Placement Request done via the Provider Portal to claim funding.
- You will need the TYF code to do a Placement Request.
- If the Placement Request is done before a Headcount Task, the child will appear on it. If it is done after the Headcount Task has been issued, you must also add the child to the headcount. The system should then find the child and ask you to confirm the match.

**If a child leaves your provision early:**
You **must** complete a **Child Left Setting** form (as per clause 9.3 in the Terms & Conditions), as well as add an end date to your headcount.
We use this information to assist families as part of our safeguarding duties.
A Child Left Setting form can be found on:
• Our website
• Provider Portal 2-year-old home page
• Or by clicking https://service.oxfordshire.gov.uk/childleftsetting

D. 3 & 4-Year-Old Funding

Universal entitlement:
• The funding rate is £4.04 per hour
• All 3 and 4-year-olds in Oxfordshire are eligible for the universal 570 hours free early education the term after they turn three (see chart in section A).
• There are no eligibility criteria or codes required

Extended entitlement (30 hours):
• The funding rate is £4.04 per hour
• Some 3 and 4-year-old children of working parents may be eligible for the extended 570 hours (in addition to the universal hours).
• Parents can find information, eligibility criteria and application process on Childcare Choices website https://www.childcarechoices.gov.uk/
• Or they can call the Childcare Services Interaction Centre on 0300 123 4097. If they choose this option, they will then also have to reconfirm each time via phone.
• Parents are advised to apply for the 30 hours in plenty of time e.g. by July, November and February) in the term before they wish to take up their funding.

A parent with a valid code, can only claim for the 30 hours in a term if:
• their child has turned three at least the term before (refer to chart in section 1)
• and they received and/or reconfirmed their eligibility code with Childcare Choices the term before they wish to use it.

Eligible families will receive an 11-digit code, beginning with a 5 (most families), 4 (foster families) or 1 (temporary code). The parent needs to give you this code.

You must validate the code on the Provider Portal before offering the extended 15 hours. Please see the Provider Portal Guidance - Extended Hours Checking System notes for more information on how to validate codes in the Provider Portal.
There is also a video guide:
https://www.youtube.com/watch?v=_4YGaxAy0p&feature=youtu.be

Dates relating to a 30-hour code:
There are three dates that apply to a 30-hour code:
• ‘Eligible From’ date - when the code is valid from, BUT this isn’t the date that the child can start their 30 hours funding (see table below).
• ‘Eligible To’ date - the date the parent needs to reconfirm by.
• ‘Grace Period End’ date - potential date that the child could be funded up to if they fall out of eligibility.
<table>
<thead>
<tr>
<th>Eligible From Date – any date up to and including</th>
<th>Eligible To Date – any date on or after</th>
<th>Actual point allowed to start taking 30 hours funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>31st Aug 19</td>
<td>1st Sep 19</td>
<td>Autumn Term 2019</td>
</tr>
<tr>
<td>31st Dec 19</td>
<td>1st Jan 20</td>
<td>Spring Term 2020</td>
</tr>
<tr>
<td>31st Mar 20</td>
<td>1st Apr 20</td>
<td>Summer Term 2020 (after 20th April 2020)</td>
</tr>
</tbody>
</table>

For more detail refer to the termly documents *Thirty-hour codes*.

**Audit Dates and Grace Periods**

Parents are required to reconfirm their code every three months with HMRC through childcare choice website [https://www.childcarechoices.gov.uk/](https://www.childcarechoices.gov.uk/)

If they are no longer eligible, the extended hours will cease at the end of their grace period. We will inform you which families are in their grace period at the beginning of the term and at half-term points.

The grace period enables parents to retain their childcare if they become ineligible for 30 hours and will take them up to the end of term.

The grace period will not apply if the child didn’t claim 30 hours the previous term or if the child is trying to move providers in the grace period.

A grace period will not continue beyond the age that a child has achieved compulsory school age (the term following their fifth birthday).

You are advised to monitor parents’ codes to see that they are reconfirming by using the Expiration Dashboard on the Provider Portal.

**E. Early Years Pupil Premium (EYPP) and Deprivation Supplement**

The Early Years Pupil Premium (EYPP) gives providers extra funding to support eligible children to develop, learn and ensure they are ‘school ready’.

- An extra £1 per hour for universal hours. It is made up of 53p EYPP and 47p deprivation supplement.
- The deprivation supplement is also applied to the extended 15 hours (if eligible) at the rate of 47p per hour.

3 and 4-year-olds in funded early education will be eligible for EYPP funding if they meet at least one of the following criteria:

Their family gets one of the following:
- 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’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, which is paid for four weeks after they stop qualifying for Working Tax Credit
• Universal Credit (provided they 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 have been in local authority care for one day or more in England or Wales
• They’ve left care under a Special Guardianship Order, Child Arrangements Order or Adoption Order.

Four year olds in primary school reception classes who already receive the school-age Pupil Premium are not eligible for Early Years Pupil Premium funding.

Children will be eligible from the term after their third birthday, in line with the universal entitlement to free early education for 3 and 4-year olds.

You can claim EYPP via any Headcount Task by adding parent details to the child’s record. All the necessary information, including the parent’s National Insurance number and the parent’s date of birth, should be on the Parent Declaration Form.

The Early Education Funding team will run a check and inform the provider whether the child is eligible or not during the headcount task.

You will receive EYPP payments in your main and/or amendment payments.

F. Disability Access Funding (DAF)

Designed to help children access learning activities and promote inclusion.

• The DAF funding is a non-transferable lump sum of £615 per year and the parent must nominate which provider will receive the funding.

If the child moves to another funded provider during the year, the DAF funding is not transferable to the new provider.

Criteria:
• the child is in receipt of child Disability Living Allowance
• and the child receives early education funding.

Apply for DAF via the Provider Portal and attach the child’s DLA letter.
Parents will need to complete the appropriate section in the Parent Declaration form.

You will receive DAF funding with your main or amendment payments.
G. Special Educational Needs (SEN)

Eligibility for SEN Inclusion Funding is as follows:

- Meet the criteria as described in the “Special Educational Needs Support in Oxfordshire’s schools and settings.”
  https://www2.oxfordshire.gov.uk/cms/content/guidance-and-procedures-support-providers
- Are evidenced by clear tracking of their developmental levels which show a need to provide some additional provision/planning for the child.
- Have required external agencies, such as speech and language therapists to be involved to offer advice and support which can be implemented with some small adaptations and interventions.
- Are considered by setting staff/class teacher, SENCo and parents to require this level of intervention and specific planning.
- Claiming early education funding.

The amount paid is £38.50 per week

To claim you need to select a ‘K’ in the ‘SEND Status’ box, within the child’s record on either Headcount Task.

We have a duty to ensure that all funding is allocated in an effective and equitable manner. SEN data will be regularly reviewed, trends analysed and you may be contacted for a discussion to understand if data falls outside of expected trends.

Children in receipt of this funding will be supported through SEN outcomes planning and reviewing. You must be able to show how you have used this funding to offer the child an enhanced provision to support their access to appropriate developmental and learning opportunities and aid their progress.

If any child in receipt of SEN Inclusion Funding goes on to have higher needs and is awarded Additional SEN funding (RAF) then the SEN funding would cease.

For information about Additional SEN Funding see:
https://www2.oxfordshire.gov.uk/cms/content/guidance-and-procedures-support-providers

H. Payment Process

Payments are made separately for 2-year olds and 3 and 4-year olds

At the beginning of the financial year:
We will send an indicative budget to all providers, except childminders. It shows your termly funding based on what you received in the previous financial year. It will also indicate the amount we will pay you for your estimated payment for 3 and 4-year olds (see below).
Each term you will receive:

An Estimated Payment - This is paid at the beginning of each term.

- 3 and 4-year olds (Excluding Childminders) - An estimated payment will be made for 60% of the total hours from the equivalent term from the previous financial year. This value is shown on your ‘Indicative Budget’, issued at the beginning of the financial year.

- If you feel this figure is not a true reflection on your current records, you can send us your revised hours, via the Self-Service area of the Provider Portal (see Provider Portal guidance - self update). Look for the additional Information’ tab. You will only see this tab if we have requested you to submit your estimated hours. It will not be available after the estimated hours submission deadline.

- 3 and 4-year olds for Childminders - you will be notified to say that the Portal Self Service Update Additional Information tab is available to start sending your estimated hours for the following term. We need to know the total number of hours for the term that you are expecting.

- 2-Year-Old Entitlement – you will be notified to say that the Portal Self Service Update Additional Information tab is available to start sending your estimated hours for the following term. We need to know the total number of hours for the term that you are expecting.

A Main Payment – the main payment is based on your Headcount Task submission via the Provider Portal for the term, less your estimated payment.

Your claim includes the total hours and weeks children attend in the current term and any start and/or end dates.

- 3 and 4-year olds - you can indicate a K for SEN Inclusion Funding and add parents details so that an EYPP check can be performed
- 2-year olds - Only enter those 2-year olds who have a valid TYF code

All data, including children and parents’ details must be entered accurately from information completed on the child’s Parent Declaration form (including the child’s full legal name according to the ID supplied by the parent). You can amend and submit the Headcount Task again up to the deadline. Tasks cannot be re-opened after the deadline date has passed. No payment will be made if the Task has not been submitted.

If you miss the deadline a £50 administrative charge which will be deducted from your re-issued Headcount Task.
Please see the document *Headcount Portal Guidance Notes* for a full walk through of how to submit your headcount claims.

**An Amendment Payment** - use the Headcount Amendment task to make any changes that have occurred since the main headcount claim and payment, e.g. new starters; changes in hours; or early leavers during the term. You can also rectify any mistakes or omissions that were made when submitting your Headcount Task. Lastly, you can apply for EYPP or SEN Inclusion funding which was not included in the first submission/payment.

The Amendment Task will show the hours and weeks that you have claimed through your main claim. Use the ‘Edit Headcount’ button to make the necessary changes and submit the information.

You can amend and submit the Headcount Task again up to the deadline. Tasks cannot be re-opened after the deadline date has passed. No payment will be made if the Task has not been submitted.

If you miss the deadline a £50 administrative charge which will be deducted from your re-issued Headcount Task.

**If you do not have any amendments, you can ignore the Amendment Task.**

**Provider statements** - Issued via the Provider Portal for both the Main and Amendment Payment. Statements can be found in ‘Payment History’ under the Headcount Menu.

Your provider statement will indicate:

- The payments you have received during the term
- A child level breakdown that will include splits for Early Years Pupil Premium, Deprivation Supplement, SEN Inclusion Funding and Disability Access Funding payments. These funds must be used for those specific children

Should your setting have an overpayment, where the estimated payment was greater than the main claim, or due to an Amendment claim, the monies owed to us will be deducted from your next payment. Should we require you to make a repayment before the following term, we will contact you detailing how.

**I. Stretched Funding**

Some providers make funding available over more than 38 weeks, i.e. a ‘stretched offer’. Providers choosing the ‘stretched offer’ continue to claim the funding on the basis that the terms are split over 38 weeks (i.e. to a maximum of 12 weeks in the summer, 14 weeks in the autumn and 12 weeks in the spring). You must keep records to show how they have delivered the funding under the ‘stretched offer’.

A stretched funding calculator (Excel) is available.

570 hours can be divided neatly into 15 hours delivered over 38 weeks.
This is not the case for other delivery models. Parents can be asked to pay for the additional time or be given the option for their children to attend for fewer hours. The table below illustrates the variation in hours for different delivery models.

<table>
<thead>
<tr>
<th>15 hours of free entitlement</th>
<th>Number of weeks</th>
<th>Total annual hours</th>
<th>Variation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours per five-day week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>38</td>
<td>570</td>
<td>0</td>
</tr>
<tr>
<td>14</td>
<td>41</td>
<td>574</td>
<td>4</td>
</tr>
<tr>
<td>13</td>
<td>44</td>
<td>572</td>
<td>2</td>
</tr>
<tr>
<td>12</td>
<td>48</td>
<td>576</td>
<td>6</td>
</tr>
<tr>
<td>11.5</td>
<td>50</td>
<td>575</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>30 hours of free entitlement</th>
<th>Number of weeks</th>
<th>Total annual hours</th>
<th>Variation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours per five day week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>38</td>
<td>1140</td>
<td>0</td>
</tr>
<tr>
<td>28</td>
<td>40</td>
<td>1120</td>
<td>-20</td>
</tr>
<tr>
<td>25.5</td>
<td>44</td>
<td>1122</td>
<td>-18</td>
</tr>
<tr>
<td>23.5</td>
<td>48</td>
<td>1128</td>
<td>-12</td>
</tr>
<tr>
<td>22.5</td>
<td>50</td>
<td>1125</td>
<td>-15</td>
</tr>
</tbody>
</table>

J. Local Authority Audit Process

We will audit a sample of providers each term in accordance with the Terms and Conditions. This is to ensure that funding is being claimed and paid correctly and that parents receive their child’s entitlement free at the point of delivery.

You will be contacted by the Early Education Funding Team to arrange a convenient time.

You should expect a typical audit visit to last around an hour and it is the current term’s funding claim that will be checked.

An audit report will be sent approximately 10 working days after the audit visit and details any actions required by you. If the audit identifies any incorrectly or falsely claimed funding, it will be recouped from you.

K. Frequently Asked Questions

1 Where can I find help to use the Provider Portal?

We have created on-line tutorials for you to watch.

How to check a 30-hour code:
https://www.youtube.com/watch?v=__4YGaxAyp0&feature=youtu.be

How to create a Headcount task:
https://vimeo.com/269156981/df15893bd4
How to use your Dashboard:
https://www.youtube.com/watch?v=wuNvTY1By54&feature=youtu.be

An Overview of the Claims Process for Childminders:
https://player.vimeo.com/video/301818307

1 Do providers have to offer 15 hours or 30 hours and nothing in between?

You can offer up to 30 hours to eligible parents. If you are offering fewer than the 30 hours, you should ensure that the parent is aware of their full entitlement.

2 Is the 2-year-old code just an Oxfordshire code.

Yes, the 2-year-old code starting TYF is an Oxfordshire code only. If you have a child moving from outside Oxfordshire, they will need to do another eligibility check to obtain a TYF number. The code is transferable between any Oxfordshire setting.

3 Can childminders claim funding for their own relatives or relatives of their childminding assistants?

A childminder cannot claim early education funding for providing childcare for their own children or those of any assistants employed by them or children related to the childminder or assistant. This is because the legal definition of child care specifically excludes care provided for a child by a parent or step-parent or other relative (section 20 of the Childcare Act 2006). The provision by a childminder (for his/her own child) does not count as childcare in legal terms and therefore early education funding cannot be claimed, even if they are claiming for other children.

4 A parent wants their child to access early education funding after the Headcount deadline. Can I claim for funding for that child?

Yes, you can. You should claim for these children on your Amendment Task.

5 How many hours per day can be offered to parents?

The Terms and Conditions allow for maximum flexibility so providers can claim up to 10 hours per day for eligible children. You are strongly encouraged to continue to offer a maximum of 6 hours especially for vulnerable funded 2-year olds.

6 Can a child whose parent(s) is visiting be entitled to funding?

All 3 and 4-year olds living in England are entitled to the universal entitlement irrespective of the immigration status of the child or their parent(s). However, if a family is only visiting, they are not entitled to funding.
## L. Useful Contact Information

<table>
<thead>
<tr>
<th>Service</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Education Funding Team (funding and portal queries)</td>
<td><a href="mailto:earlyeducation@oxfordshire.gov.uk">earlyeducation@oxfordshire.gov.uk</a></td>
<td>01865 894811</td>
</tr>
<tr>
<td>Family Information Service (parent queries)</td>
<td><a href="mailto:fis.enquiries@oxfordshire.gov.uk">fis.enquiries@oxfordshire.gov.uk</a></td>
<td>01865 323332</td>
</tr>
<tr>
<td>Early Years Team (safeguarding forms)</td>
<td><a href="mailto:Early.years@oxfordshire.gov.uk">Early.years@oxfordshire.gov.uk</a></td>
<td>0845 6042346</td>
</tr>
<tr>
<td>Early Years SEN Team</td>
<td><a href="mailto:Early.years@oxfordshire.gov.uk">Early.years@oxfordshire.gov.uk</a></td>
<td></td>
</tr>
<tr>
<td>Childcare Service 30 Hour funding Helpline (Gov) for parents</td>
<td><a href="https://www.childcarechoices.gov.uk/">https://www.childcarechoices.gov.uk/</a></td>
<td>0300 123 4097</td>
</tr>
</tbody>
</table>