

Early Education Funding Scheme

Application form and guidance notes

for voluntary, private and independent sector providers including childminders and academies

(Revised December 2017)

**Guidance Notes for Non-Maintained Providers Wishing to Join the Oxfordshire County Council Early Education Funding Scheme**

**Introduction**

1. The information set out in these notes relate to the following sectors:

* voluntary sector providers (pre-schools and playgroups)
* private sector providers (private day nurseries)
* independent schools
* childminders
* daycare settings in Local Authority schools
* academies and free schools

1. Information on the free entitlement can be accessed on Oxfordshire County Council’s website <https://www.oxfordshire.gov.uk/cms/public-site/help-paying-childcare>. This is primarily aimed at parents but will also be helpful in outlining the main aspects of the funding entitlement to providers who are new to this area.

**Quality and sufficiency**

1. The County Council wishes to encourage the creation of more high quality early years provision, particularly in those areas where there is a recognised shortage of places. It also wishes to encourage a range of different types of early years provision in order to offer the maximum choice to parents and their children.
2. The County Council recognises the need to ensure that all new provision approved under the scheme is of high quality. It is important that new providers joining the scheme are committed to the development of high quality services for children and families. If your setting receives an ‘inadequate’ Ofsted rating you may be asked to leave the scheme. If you receive a ‘requires improvement’ you may have membership restricted to just funded 3s and 4s.
3. It is strongly recommended that if setting up a new provision or intending to offer grant funding for the first time, you first undertake market research in the local area. This would be with parents of children under five and with other providers of early years education, including schools. This may help you to determine what other local provision exists and whether there will be sufficient demand for the provision you are proposing, or highlight an unmet need in the area. A list of funded providers in the area is available on the Oxfordshire Family Information Service (OFIS) website [www.oxfordshire.gov.uk/familyinformationon](http://www.oxfordshire.gov.uk/familyinformationon), alternatively providers can email [fisenquiries@oxfordshire.gov.uk](mailto:fisenquiries@oxfordshire.gov.uk)
4. From September 2017, the government is extending the 3 and 4 year old childcare entitlement to 30 hours per week. All 3 and 4 year olds will be entitled to the universal entitlement of up to 15 hours per week but eligibility for the extended hours (up to 30 hours per week) will be based upon specific criteria. By becoming an approved provider, you will be registered to deliver the universal entitlement (15 hours) and can choose to offer up to 30 hours to eligible parents.

Funding for two year olds is not a universal offer and is based upon different specific criteria. The Government’s intention is that, as far as possible, early education for two year olds is delivered by providers who have achieved an overall rating of ‘outstanding’ or ‘good’ in their most recent Ofsted inspection report. Therefore in Oxfordshire we would not automatically agree to fund two year olds in a provision that had an Ofsted ‘requires improvement’ at their last inspection or, if registered with a childminder agency, the agency has indicated the provision is not of the appropriate quality. Please specify on your form which age range you seek funding for and we will let you know when confirming your membership if two year olds can be funded. If you are newly registered with Ofsted you will be eligible to accept funded 2s.

1. Providers wishing to offer publicly funded early years education must agree to the [Early Education Funding terms and conditions](https://www.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/childreneducationandfamilies/workingwithchildren/publicationssettings/NurseyEducationFundingTerms.pdf). They must also ensure that their provision complies with this agreement in any term during which they have a funded child (or children) attending. By applying to join the scheme you are accepting this contract and confirming that you comply with its terms. At each grant claim you will also sign a similar declaration.
2. The funding is provided under the framework of the [Early Education and Childcare Statutory Guidance](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596460/early_education_and_childcare_statutory_guidance_2017.pdf) for local authorities and any further guidance issued from time to time.
3. These procedures only apply to eligible providers wishing to receive public funds for the early years education entitlement of two, three and four-year olds. If they are registered with Ofsted, either independently or as part of a Local Authority school (or, in the case of Independent Schools, with the DfE) or a childminder agency, providers may set up in business at any time to provide education and childcare for 0-5 year olds on a fee-paying basis. If no public funds are being sought and the parents of these age groups are meeting the fees in full, then the provision falls outside the scope of these procedures and of this scheme.
4. Providers that have been granted an exemption to any elements of the Early Years Foundation Stage may be considered for funding under the scheme if the provider can show that the quality of care and education is in the best interests of the child.

**The Procedure**

The procedure for approval of new providers is as follows:

**Step 1** Providers must be registered with Ofsted or, as appropriate, with the Dfe (e.g. Independent Schools, Free Schools) or a childminder agency. For further information please visit [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

Independent schools, free schools and academies must be approved by the DFE.

**Step 2** Providers submit the attached application form together with a copy of their Ofsted certification (if newly registered) or their childminder agency certificate to: Early Education Funding Team, Education Sufficiency and Access, County Hall, New Road, OX1 1ND or e mail [earlyeducation@oxfordshire.gov.uk](mailto:earlyeducation@oxfordshire.gov.uk)

Independent schools must attach a copy of the letter from the DFE confirming their final registration.

**Step 3** The EEF team will check your application and get back to you with any queries, and then confirm your registration. You will be allocated a provider number and be sent forms to complete to finalise your registration (e.g. confirming your bank details)

**Step 4** The EEF team will create an account on the provider portal before the start of the term. A claim pack will be sent to you through the provider portal which will explain how to claim the funding.

**Please note the following regarding legal requirements on charging, and Oxfordshire’s scheme:**

1. All providers must ensure that parents have completed the parent declaration (provided in the claim pack) for the term before claiming funding. In cases where parents wish to split their child’s entitlement between two or more providers, parents must indicate how they wish to split funding on the declaration form. Where a parent wishes to split funding between a Local Authority maintained school and a PVI setting, the parent must first ensure the school is able to accommodate this request as, in general, most maintained nursery schools and classes will require the full entitlement to be taken with them and do not permit partial attendance.

2. Settings must work collaboratively with other early years providers locally and support local partnership activities.

3. The core entitlement of 570 hours a year (or 1140 hours if eligible for the extended entitlement) must be provided free of charge. It is not acceptable to use the monetary value of the grant as a subsidy and charge parents top up and this would be a breach of the contract with OCC.

4. Settings may set charges for any additional services and this is not a matter for OCC to determine. However, no charges or requirement to purchase additional services can be set as a condition of parents accessing a free entitlement place. Please ensure that any fees for additional services and invoices are clearly set out so that parents can see that they have received their free entitlement.

Provided there are no problems with the application you should expect to receive notification of approval within four weeks of submitting your application.

**You will become eligible to receive Early Education Funding (EEF) in the term after your application is approved.**

**Application for registration within the Oxfordshire County Council’s Early Education Funding Scheme**

*(For private, voluntary or independent early years providers, including childminders)*

|  |  |
| --- | --- |
| **PART A: PROVIDER DETAILS** | |
| Establishment Name: | |
| Trading Name (if different from above): | |
| Establishment address:  Telephone No:  Mobile No:  E-mail: | |
| Type of provider:  Voluntary / private / independent school / LA daycare / childminder / academy / other  *(Delete as appropriate)*  If ‘other’, please specify: | |
| Have you applied (or do you intend to apply) for exemption from any part of the Early Years Foundation Stage? Delete as applicable: YES (Granted) / Intend to / NO | |
| **EARLY YEARS PROVIDER PORTAL** | |
| Early Education Funding is claimed by approved providers through the Early Years Provider Portal. In order for an account to be set up, please can you provide details for the main contact for the early education funding and details of anyone else that you would like to have access to the claim forms. Accounts must not be shared and each user should have their own user account with an email address unique to the individual user (i.e. the same email address cannot be used for more than one user). Please inform us immediately if any of your email addresses has changed or whether access to the portal should be revoked (i.e. an employee leaves the organisation). You may have up to 5 registered users but we suggest that you limit access to employees who are responsible for dealing with the funding forms. | |
| Main Contact  Name and address:  Telephone No:  E-mail:  Position: | Additional user 1  Name:  Position  Email address (must be unique): |
| Additional user 2  Name:  Position:  Email Address (must be unique): |
| **PART B: REGISTRATION** | |
| **If your setting is not yet open, or you are applying to start funding at a later date please indicate opening/expected term for funding start date below:**  **If you are a voluntary or private sector provider, free school, academy or childminder**, please answer the following questions:  (a) Is your provision currently registered with Ofsted/ a Childminder Agency under the relevant section of the Children Act?  **Yes / No** *(delete as appropriate)*  If no, please wait until you are registered by Ofsted/ a Childminder Agency before sending in this application.  If yes, please complete the following:   1. Date of **first** registration\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if newly registered please attach a copy of your registration certificate) 2. Ofsted/ Childminder Agency number \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **If you are a daycare provider located in a Local Authority school**, please answer the following questions:  (a) Does the daycare setting share an Ofsted registration with the school?  **Yes / No** *(delete as appropriate)*  Ofsted number: | |
| **If you are an independent school**, please answer the following questions:  (a) Is the school finally registered with the Department for Education (DfE)?  **Yes / No** *(delete as appropriate)*  If no, please wait until you are finally registered with the DfE before sending in this application.  If yes, please attach copy of the letter from the DfE confirming final registration as an independent school.  (b) Additional information or comment: | |

|  |
| --- |
| **PART C: PLANNED PLACES** |
| **How many 15 hour places are you expecting to be able to offer? i.e. maximum you could have on roll/registered with you if full (including fee paying and funded)?**  (this is used to help us with sufficiency planning and does not have to be exact) \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **How many places do you intend to offer by age** (fee paying and funded)  **2 year olds**  Estimated 15 hr places ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_  **3 & 4 Year olds**  Estimated **funded** 15 hour places \_\_\_\_\_\_\_\_\_\_  If offering 30 hour places, please count each 30 hour place as two 15 hour places  **Which of these early education funding entitlements do you intend to offer (please cross all that apply)**  **Funded 2- year- old places\***  **Universal 3 and 4 year - old places (up to 15 hours per week)**  **Extended entitlement 3 and 4- year old places (up to 30 hours per week from September 2017) \*** |
| **Will you offer a stretched entitlement?** YES / NO (delete as appropriate)  (i.e. less than 15 funded hours per week but spread over more than 38 weeks  of the year)  **Please detail planned opening hours/days and session times**  **When do you intend to start taking funded children?**  **Autumn term Spring term Summer term** |
| **Are you open for 38 weeks or more per year?** YES / NO (delete as appropriate)  To deliver the universal entitlement for 3 and 4 year olds and the entitlement to eligible two year olds, providers are expected to be open for no fewer than 38 weeks. There may be agreed exceptions such as independent schools, or if the setting occupies rented premises that are not always available. Providers delivering the extended entitlement for eligible 3 and 4 year olds may be working in partnership with other providers (for example delivering school holiday care) and therefore will be open for less than the 38 weeks. Please give details of these arrangements below  If you have answered **NO** (i.e. I do not open for 38 weeks or more per year) please give reasons below including details of partnership arrangements between providers (such as out of school club and primary school): |

|  |
| --- |
| **DECLARATION :**  On behalf of the Early Years provider named in Part A of this application, I apply for inclusion within the Early Education Funding scheme.  I, (**insert your name**)……………………………………………. as [*Director / Company Secretary / Owner / Child-minder / Governor / Headteacher / Committee Chair / other][[1]](#footnote-1)* for and on behalf of the Nursery Setting (**insert name of nursery setting[[2]](#footnote-2)) …..………………………………**  confirm as follows:   1. I have authority to sign this declaration on behalf of the above nursery setting. 2. I have read the Nursery Education Funding Terms and Conditions published on OCC’s website at <https://www.oxfordshire.gov.uk/cms/public-site/early-education-fund> and confirm that the Nursery Setting meets all the requirements to continue to be an Oxfordshire County Council “Approved Provider”; 3. Acceptance of the Nursery Education Funding Terms and Conditions; and 4. The Early Years Education Funding will be utilised strictly in accordance with the Nursery Education Funding Terms and Conditions. 5. For childminders, agree not claim for my own children or those of any assistants employed by me or children related to me or any assistants employed by me.   Signed: ………………………………….  Name :………………………………………  Date :…………………………………  **Data Protection Statement:**  The information provided on this form will be used by Oxfordshire County Council for the purpose of registration to the Early Education Funding Scheme and for administration and place planning purposes. This information may be shared with other departments within Oxfordshire County Council and the establishment address and telephone number may be published on Oxfordshire County Council provider lists and website (except for childminders operating on domestic premises). |

# Please return this form to the address below:

# Thank you

**Early Education Funding Team**

**4th Floor**

**County Hall**

**New Road**

**Oxford**

**OX1 1ND**

**01865 894811**

**Or e mail: earlyeducation@oxfordshire.gov.uk**

1. **Delete which does not apply- if “other” please state on what basis authority is held and provide appropriate evidence annexed to this declaration** [↑](#footnote-ref-1)
2. **The legal name of the Nursery Setting must be given and not the trading name**. [↑](#footnote-ref-2)