

**Frequently Asked Questions – for ALL EYs settings**

 **2, 3 & 4-Year-Old Funding**

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1. **Eligibility and Length**

|  |  |  |
| --- | --- | --- |
|  | **2-Year-Old Funding** | **3 & 4-Year-Old Funding** |
| **15 hours ONLY** | **30 hours FULL** |
| **Length** | Places start the term after the child’s 2nd birthday and will last a maximum of 3 terms, until child can access the 3 & 4-year-old funding or a maintained nursery place, the term after the child’s 3rd birthday. | Places start the term after the child’s 3rd birthday and can last a maximum of 6 terms until the child starts reception (maintained school) or statutory school age (term after they turn 5).  | Places start the term after the child’s 3rd birthday and can last a maximum of 6 terms until the child starts reception (maintained school) or statutory school age (term after they turn 5). |
| **Eligibility check?** | Yes | No | Yes |
| **Criteria** | **Families receiving some sort of government support:*** Income support
* Universal Credit with a net annual income no more than £15,400
* Working Tax Credit/ Child Tax Credit with an annual income of no more than £16,190 per year before tax
* Child receiving Disability Living Allowance
* Child Looked After by the Local Authority

For full eligibility criteria visit: [www.lbhf.gov.uk/2yo](http://www.lbhf.gov.uk/2yo) | **All children in the age range are eligible for the basic 15 hours, regardless of family circumstances.** | **For the new extended funded offer for 2-Year-olds of 15 hrs****For working Families:*** You must be working (employed, self-employed, or a director).
* You and your partner (if applicable) must each expect to earn at least 16 hours at the National Minimum or Living Wage.
* Your combined income should be less than £200,000 per year. But if you are a lone parent you cannot earn more than £100,000.

**You may still be eligible if you or your partner are on:** * Maternity, paternity, or adoption leave.
* Universal Credit (if your family take-home pay is £15,400 or less, you may be better off applying for the other 2-year funding).
* Tax Credits.
* Childcare Vouchers.
* Tax-Free Childcare.

For full eligibility criteria visit: [30 hours free childcare - GOV.UK (www.gov.uk)](https://www.gov.uk/30-hours-free-childcare) |
| **Apply** | via Local AuthorityOnline via: [www.lbhf.gov.uk/2yo](http://www.lbhf.gov.uk/2yo)Applications can be made once child reaches 21 months old. | Families apply directly to their chosen childcare provider in advance of the term starting to secure a place. | More info:[www.ChildcareChoices.gov.uk](http://www.ChildcareChoices.gov.uk)Applications can be made up to 12 weeks before 3rd birthday. |

**You can also get free/funded childcare if you have claimed Asylum, and you receive Asylum support. This means:**

* you are waiting for a decision for your asylum claim
* you have ‘leave to remain’ (temporary immigration status) with the NRPF condition on grounds of family or private life
* you have the right to live in the UK because you are the main carer of a British citizen known as a “Zambrano carer”

**Foster Carers and 30 hours:**

Foster Carer’s can apply for 30 hours, if they are in paid employment, and if it is in the best interest of the child. This needs to be agreed by the child’s social worker who will complete the application form with foster carer.

1. **Funding Rates and Termly Amounts**

|  |  |  |
| --- | --- | --- |
|  | **2-Year-Old Funding** | **3 & 4-Year-Old Funding** |
| **15 hours ONLY** | **30 hours FULL** |
| **Hourly Rate** | £9.36 | £6.68 | £6.68 |
| **For providers open 38 weeks/ year (term time only)****The calculation and maximum entitlement for this is…** |
| **Entitlement** | 15 hours/week38 weeks/ year ÷ 3 terms = 12.6666 weeks/ term | 15 hours/week38 weeks/ year ÷ 3 terms = 12.6666 weeks/ term | 30 hours/week38 weeks/ year ÷ 3 terms = 12.6666 weeks/ term |
| **Full term attendance payment** | £9.36 x 190 hours= £1,778 per term | £6.68 x 190 hours= £1,269 per term | £6.68 x 380 hours= £2,538 per term |
| **For providers open less than 38 weeks per year** **An example of the calculation would be…** |
| **Entitlement** | 15 hours/weekNumber weeks open/ year ÷ 3 termsNumber of hours/term= 15hrs x number weeks/term**Provider open 33 weeks/ year****= 11 weeks in the term****= 165 hours/ term** **(15 hrs x 11 weeks)****= £9.36 x 165 hours****= £1,544 per term** | 15 hours/weekNumber weeks open/ year ÷ 3 termsNumber of hours/term= 15hrs x number weeks/term**Provider open 33 weeks/ year****= 11 weeks in the term****= 165 hours/ term** **(15 hrs x 11 weeks)****= £6.68 x 165 hours** **= £1,102 per term** | 30 hours/weekNumber weeks open/ year ÷ 3 termsNumber of hours/term= 30 hrs x number weeks/term**Provider open 33 weeks/ year****= 11 weeks in the term****= 330 hours/ term** **(30 hrs x 11 weeks)****= £6.68 x 330 hours****= £2,204 per term** |
| **Apportioned payments** | A child can start their funded place anytime during the term, up until 3 weeks before the end of term.Where a child starts after headcount date, an apportioned payment will be made. Hence, the child should not be added to portal when an apportioned payment is made during the term. | Not availableChild must be present on headcount day to receive the full terms funding. | Not availableChild must be present on headcount day to receive the full terms funding. |

1. **How many hours of funding can be claimed for under the Early Years 2 and 3 & 4-year-old funding?**

The maximum amount of funding that can be claimed is 190 hours per term. This is generally delivered as 15 hours a week, term time only, distributed over 12.6666 weeks.

30 hours is for eligible 3 & 4-year-olds only. If they are eligible, the maximum amount of funding that can be claimed is 380 hours per term. This is generally delivered as 30 hours a week, term time only, distributed over 12.6666.

30-hour funding can be split between 2 providers; where one provider claims the universal 15 hours, and the other provider uses the 30-hour code and claims the extended hours.

1. **Term Dates**

|  |  |
| --- | --- |
| Term | Term Dates |
| Spring  | 1 January – 31 March |
| Summer | 1 April – 31 August |
| Autumn | 1 September – 31 December |

1. **More about the 2-Year-Old Funding:**

Providers will need to have an Ofsted rating of ‘Good’ or above to offer the 2-year-old funding. Newly registered providers may also offer the 2-year-old funding up until their first inspection, where they will need to attain a ‘Good’ or above.

If provider does not attain at least a ‘Good’ grading, the Early Years Team may withdraw their funding and seek alternative childcare for the 2-year-olds in their care, once the report has been published. This will also need to be explained to parent before placement is offered.

1. **More about the 3 & 4-year-old Funding:**

Providers will need to have an Ofsted rating of ‘Requires Improvement’ or above to offer the 3 & 4-year-old funding. Newly registered providers may also offer the 3 & 4-year-old funding up until their first inspection, where they will need to attain a ‘Requires Improvement’ or above.

If provider does not attain at least a ‘Requires Improvement’ grading, the Early Years Team may withdraw their funding and seek alternative childcare for the 3 & 4-year-olds in their care, once the report has been published. This will also need to be explained to parent before placement is offered.

1. **More about 30 hours**
2. **Codes**

Providers are responsible for:

* Verifying 30-hour codes before the children start their funded place.
* Reminding existing parents to reconfirm their eligibility every 3 months and ensuring this has been done before the start of a new term.

|  |
| --- |
| For parents applying for 30 hours: |
| Term | Ensure application is made by |
| Spring  | 31 December |
| Summer | 31 March |
| Autumn | 31 August |
| NB: Valid codes will have a start date of at least one day before the start of term. Codes can take several days to come through, hence it is advised for parents to apply in advance of the term starting to ensure a valid code can be obtained for the new term. The provider will check the validity of the code on the synergy.LA’s have a grace period of 14 days for parents who have applied for the funding slightly late. The Early Years Funding Officer will be able to manually add this code for you however any codes showing start dates of more than 14 days after the beginning of term, will not be valid for that current term.NB: Parents can apply for a code up to 12 weeks before the child turns 3 years old. However, they must reconfirm the code if it expires prior to starting a funded place or it will not be valid. |

**b. Grace Period**

**Deadline for re-confirming codes**

Parents are required to reconfirm their eligibility for the funding every 3 months. This is done through their childcare account on [30 hours free childcare - GOV.UK (www.gov.uk)](https://www.gov.uk/30-hours-free-childcare). HMRC will prompt parents when they need to reconfirm their eligibility however this is also their responsibility.

If a parent misses the reconfirmation deadline, they will receive an email telling them that their eligibility has lapsed. Although they are no longer eligible, if their child is already in a 30-hour place, they will be able to retain their childcare place for a short period; this is known as the grace period.

**Parents change of circumstances**

If a parent has a change in circumstances and is no longer eligible for a 30-hour place, they will enter a grace period, where they can retain their place at that provider for a short period.

Please see table below -



For example, if parent reconfirmed their eligibility on 23 February which confirmed a change of circumstances which meant that parent was no longer eligible, the child could continue to access that placement until 31 August.

***Please note, a child may not start a new setting whilst in the grace period.***

**Not Eligible status at Application**

If a parent is informed, they are not entitled to 30-hour funding, but feel they should be, they will need to discuss this with HMRC directly and can contact them by telephone on 0300 123 4097.

1. **Synergy Portal questions:**
2. **How do I claim for funded children?**

To claim for a funded child, the provider will need to add child to the portal.

The ‘submit claim’ button must be clicked for the claim to go through.

1. **The link for the portal will not work**

The link for the provider portal will not work if you have either ‘favourited’ the link or Google searched it. Please ensure you use the following link to access the portal - <https://tri-borough.cloud.servelec-synergy.com/LBHF/FIS/Synergy/Login.aspx>

1. **I have forgotten my log in details**

If you have forgotten your log in details, you will need to contact the Early Years Funding Officer who will be able to reset this for you.

1. **Unable to change information on portal?**

The portal is only open at set periods during the term to add/ delete/ amend funded records. This is usually a 2-week period around headcount day. Exact dates the portal will be open each term is sent out to providers nearer the time; however, you may always check the eligibility of 30-hour codes throughout the term.

1. **Start and End Dates on the portal.**

Funded children are added to the portal when they are present on the ‘headcount date’. When adding children, ‘start’ and ‘end’ dates for the term are automatically populated. For Autumn 2024 funded place a child needs to be born between 1 April – 31 August 2024.

1. **Made an error with data submitted.**

The portal is open for at least 2 weeks around the headcount date to give providers enough time to ensure that the data is correct. You may continue to update the funded children as many times as necessary on the portal during these dates however please ensure the most recent changes are submitted before the portals closing date.

If an error has been made, which is spotted after the portal is closed, please email the details securely to the Early Years Funding Officer. The Early Years Funding Officer will action the amendment on the portal on your behalf. Please be mindful that rectifying issues after the portal closes causes delays and a solution may not always be possible.

1. **Backdating claims**

Once the terms funding window has closed and payments have been made, we are not able to backdate claims.

Plenty of time is given to providers to add/ amend/ check data during headcount period. Hence, headcount data should not be left last minute or rushed as this can increase errors which is detrimental not just to providers but to parents and funded children.

1. **Child moving providers' midterm.**

Children claiming the 3- & 4-year-old offer must have started at the setting on or before headcount day to be funded. If a child leaves after headcount day, the setting will still receive the full terms funding and the new provider will not be able to claim until the following term.

Children claiming the 2-year-old offer may start at a setting after headcount day, providing it is 3 weeks before the end of term. If a child leaves your setting after headcount day, please inform the Early Years Funding Officer as soon as possible so an apportioned payment can be made.

1. **Child moving from 2-year-old funding to 3 & 4-year-old funding**

When a child moves from 2-year-old funding to 3 & 4-year-old funding, the move on the portal will not happen automatically. You will need to do this manually. You must take them off the 2-year-old funding claim and add them to the 3 & 4-year-old funding claim.

1. **Data Quality**

With approx. 1700 funded children being claimed for every term, it is important that funding claims are made accurately.

This includes fields such as ethnicity, and address. If the data is not completed accurately, and in full, the Early Years Funding Officer will need to spend a significant amount of time correcting these errors before the claim can be verified which may cause delays in payments.

1. **Log-in / IT or issues**

If you experience any technical issues, please contact the Early Years Funding Officer in the first instance.

1. **Early Years Pupil Premium (EYPP)**

**What is EYPP and who is eligible?**

EYPP is additional funding paid out to providers with disadvantaged 3 & 4-year old’s attending their setting. It is for each disadvantaged child who meets the eligibility criteria.

The funding adds an extra £0.62/ hour to the 3 & 4-year-old funding, which equates up to an extra £353 per year.

The criteria is similar to that of the 2-year-old funding and Free School Meals, for example, children from economically disadvantaged households and those who are in care or have been in care.

**Is it compulsory for parents to apply?**

It is not compulsory for parents to apply but you should encourage all parents to, as it will go towards improving the quality of education at the setting if they are eligible. Please see Appendix. 1 on page 15 for an example letter you can give to parents

**How to apply?**

The parent will need to complete the relevant section on the Parental Declaration form. This includes providing their National Insurance number and Date of Birth.

You will then add this information onto the portal during headcount. The information will then be submitted for the eligibility check. If eligible, this funding will be paid along with your balancing payment.

Please note: During any Ofsted visits, Ofsted may check that providers who claim EYPP are using this for the intended purpose of benefiting the child’s progress.

1. **Deprivation Funding**

**What is Deprivation Funding**

A funding supplement paid out to providers, to recognise when they are providing funded care to children from deprived areas in LBHF.

**What is the rate?**

Rates depend on the postal area of the in-borough LBHF child. It is an hourly rate added to the base rate of the 3 & 4-year-old funding. There are 10 band rates, with the highest band at £1.33 per hour.

1. **DAF (Disability Access Fund) Funding**

**What is DAF Funding?**

DAF funding is available to 3 & 4-year-old funded children who claim Disability Living Allowance (DLA). It is given to the provider to support the child’s placement and needs.

**What is the rate?**

It is a one-off payment of £828 per child per year, and currently cannot be transferred to another provider if the child moves.

**How can the provider claim the DAF funding?**

Providers can claim DAF funding within the child’s record on the synergy portal under the ‘Funding’ tab. There is a question ‘nominated for DAF’, which requires the provider to select ‘yes’ or ‘no’.

In addition to this, you will also need to email proof of child’s eligibility to Disability Living Allowance to the Early Years Funding Officer which can be obtained from the parent/ carer.

1. **SEN Inclusion Funding (SENIF)**

**What is SEN inclusion funding?**

SENIF is funding for providers, to support the individual needs of children with moderate to severe level SEN (Special Educational Needs) or a disability, where they have not yet had a statement of SEN or an EHCP plan. This funding is available for children aged 2, 3 and 4 years old.

**What is the rate?**

The rate is up £2,500 per term.

**How can the provider claim Inclusion Funding?**

The provider will need to contact the Early Years Advisors to make an application for this funding.

**Can you claim DAF funding and SEN inclusion funding together?**

1. **Headcount dates**

**Upcoming headcount dates are:**

Thursday 5th October 2023

Thursday 18th January 2024

Thursday 16th May 2024

If a child is accessing a funded place but is absent on headcount day, the child should still be put down. Similarly, if the funded child does not access the funded place on that specific day but another day in that week, they should also be recorded.

1. **Child absence**

The provider must inform the Early Years Funding Officer if a child is leaving the setting after headcount day where a full claim for that child was made that term. Also, where a child has had a re-occurring absence over 6 weeks with no good reason.

1. **Deposits**

Generally, providers should not charge funded families deposits, particularly 2-year-old funded children who are predominantly from low-income families.

However, if this is necessary to secure the place, it must be refunded soon after the child has started at the setting.

1. **Sessions**

Sessions must not start before 6am and finish no later than 8pm. Days should be no longer than 10 hours long.

1. **Top-ups & Invoicing**

A top-up is the difference between the funded hourly rate and the provider rate. In accordance with guidance from DfE, the difference cannot be charged back to the parent to make up the difference. The 15 hours/ week should be given free at the point of delivery. Hence, the invoice should show the 15 hours completely free and any additional hours/ activities/ trips/ consumables (such as nappies, lunch, food) as separate charges.

The funded hours should not have a monetary amount attached to them. Your invoice should look something like this:

|  |
| --- |
| **Provider name and address** |
| Month/Term/Year Invoice | ü |
| Child nameParent(s) names |
| Universal funded hours  |  | £0.00 |  |
| Extended funded hours *(if applicable)* |  | £0.00 |
| Additional services package  |  | £285.00 |
| Additional hours @ £\* (*if applicable)* |  | £300.00 |
| Total to pay |  | £585.00 |

You may want to add more detail and more options, such as:

* Brief explanation of what makes up the additional services packages that provides over and above the Early Years Foundation Stage requirements (e.g. Montessori teaching, additional activities such as music, dancing etc),
* Hourly/daily rate for additional hours purchased outside of the funded hours,
* Any other charges such as meals, other consumables, late payment fees, etc.

Parents should be given alternative options to bring in their own consumables; particularly if there is a dietary requirement or the parent needs a lower cost option. Providers should be mindful of the impact of additional charges on the most disadvantaged parents.

**Lunch**

If a child attends a full day, it is generally the provider’s decision as to how lunch is arranged. This must be communicated to the parent, so they are aware and agree to the terms and any additional costs. Parents should be given the option to bring lunch in for their child particularly if there is a need.

1. **Your payments and remittances**

**Estimate Figures needed for advanced payment**

Towards the end of a term, we ask providers for their estimate figures (number of funded hours per week, per funding stream / number of children). These figures are submitted on to the provider portal on a termly basis and providers are then paid 100% of their funding, based on these figures.

**Your payment**

At the end of each term, the payment you will receive will consist of -

**B**

Estimate payment for

upcoming term

**A**

Adjusted/balancing payment from

last term

**PLUS**

*Balancing payments are applied to the 3 & 4-year-old funding for example Deprivation funding, EYPP, DAF. Any 2-year-old apportioned payments and SEN Inclusion Funding is also added to the provider balancing payment.*

This cycle continues each term.

**Remittances**

You should have an online account with Hampshire. Within the account you can amend your details and view remittances.

If you do not have an account, or you have any log-in issues or cannot view remittances, please contact Hampshire directly on **0300 555 0223.**

**Appendix 1**

**Letter for parents in relation to, Early Years Pupil Premium**

Dear Parent,

**The Early Years Pupil Premium (EYPP)**

Childcare providers can claim funding through Early Years Pupil Premium to support children’s development, learning and care. EYPP provides an extra 62 pence per hour for three and four-year-old children whose parents meet the eligibility criteria. This equates to additional £353 a year paid to the childcare provider for each 3 & 4-year-old child taking up their full entitlement of early education.

Theextra funding is used to improve the quality of the early years education that we provide for your child. This could include additional training for staff, investing in partnership working to further our expertise in working on specialised areas such as speech and language.

We ask that if you meet the eligibility criteria for this funding, you complete the EYPP section in the parental declaration form which allows us to claim this funding.

**Eligibility criteria**

|  |  |
| --- | --- |
| **Criteria A** | **Criteria B** |
| * Income Support
* income-based Jobseeker’s Allowance
* income-related Employment and Support Allowance
* support under part six of the Immigration and Asylum Act 1999
* the guaranteed element of State Pension Credit
* Child Tax Credit (provided you 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 you stop qualifying for Working Tax Credit
* Universal Credit - your household income must be less than £7,400 a year after tax not including any benefits you receive.
 | * Adoption
* special guardianship order
* a child arrangements order
 |

If you have any questions, please let me know.

Yours faithfully,

***Felista Aloo***