

Delivery Plan FAQs – collated from Childcare Works helpdesk

Questions about how to complete Part 2 – Places

Q: Can I edit the pre-populated data?

A: The Delivery Plan Form guidance has information about the pre-population in Appendix 2. It says that *'Please note, all pre-populated data is editable so that you can amend and update cells which do not show the most accurate or up-to-date information'*.

Q: Why has some of my Supply and Demand data not been pre-populated?

A: The Delivery Plan Form guidance has information about the pre-population in Appendix 2. It says that *'Where schools URNs were not provided, we will not have been able to reliably link Supply and Demand information back to schools so have not been able to pre-populate the Delivery Plan with this data'*.

Q: How to fill out the Delivery Plan when an existing full wraparound place is provided by one provider before school and a second provider after school?

A: The answer to this depends on if these providers fit under the same provider bracket or not. As the Delivery Plan asks for the totals for each provider type that serves the school then if these providers are of the same type, then you would combine this information anyway. For example, if they were both 'PVI – off school site' you can enter the information all on the same line.

However, if listing wraparound provision that is provided by two provider types, i.e. school-run breakfast club and PVI-run after school club, then where possible split the number of places evenly across these providers so that the total places is correct (no duplication). Please add a note in the comments box to highlight this.

Q: How to complete the Delivery Plan when a full wraparound place will be provided by one provider before school and a second provider after school?

A: If making additional places across two provider types, i.e. school-run breakfast club and PVI-run after school club, then where possible split the number of places evenly across these providers so that the total places is correct (no duplication), but we can see that both provider types are planning to expand/create places. Please add a note in the comments box to highlight this.

For further clarity, if the breakfast club is increasing capacity from 10 to 20 and the after school club is increasing capacity from 10 to 20, this is 10 additional full wraparound places so would be listed as 5 for each provider (total 10). Alternatively, if the breakfast club is increasing capacity from 10 to 20 and the after school club already has 20 places and won't be increasing, this is still 10 additional full wraparound places since they were not full places before but will be now, so would be listed as 5 for each provider (total 10).

Q: How to complete the Delivery Plan if a provider serves multiple schools?

A: If a provider serves multiple schools, please split their total places offering between these schools. This could be done by knowledge of how the places are distributed but if unknown please split these places evenly to ensure that the total additional places is correct and there is not double counting. Please add a note in the comments box to highlight this.

Q: If one childminder is planning additional places for Sep 24 and another childminder is planning additional places for Sep 25, what date should be put as when the places are available?

A: Please pick the dropdown option for when most of the places will be made available and add in the comments the breakdown of when the places will be available, if known. The same applies to all provider types.

Q: How to combine childminder plans onto one row?

A: As the Delivery Plan asks for the totals for each provider type that serves the school then the totals for all childminders that serve that school would be collated onto one row.

Example:

School A is served by three childminders. Below are descriptions of their current provision and their planned provision for the future.

Existing provision:

Childminder 1 – 10 places 8am-5pm

Childminder 2 – 5 places 8am-5pm

Childminder 3 – 3 places 8am-6pm

Planned provision after expansion:

Childminder 1 – 10 places 8am-6pm

Childminder 2 – 5 places 8am-6pm

Childminder 3 – 5 places 8am-6pm

Childminders 1 and 2 have expanded their hours to meet the 8am-6pm wraparound definition. Therefore, this is 15 additional places that should be listed under the 'Expanding hours' column of on the childminder row for school A.

Childminder 3 already provides wraparound but is increasing their capacity from 3 to 5, so this would be 2 additional places listed under the 'Expanding places' column of the same row.

Hopefully this example shows how you should be combining the information onto one row for each provider type. Please also make use of the comments box at the end of each row to provide further clarification.

Q: How to answer columns M, N and O if multiple expansions are happening so there are different answers for each expansion?

A: This FAQ response answers the query for column M:

Q: If one childminder is planning additional places for Sep 24 and another childminder is planning additional places for Sep 25, what date should be put as when the places are available?

A: Please pick the dropdown option for when most of the places will be made available and add in the comments the breakdown of when the places will be available, if known. The same applies to all provider types.

For columns N and O, this is your confidence in the expansion/sustainability of places rather than the providers' confidence. So you would need to make a judgement on the expansion planned in that row.

Q: When we are completing Part 2 – Places, are we required to complete columns P, V and W about the non-creation of new full wraparound places against any and all providers who only have a partial offer (or indeed no offer) or just against the relevant school itself?

A: The purpose of column P is that we know where wraparound places are planned to be created and which school they will serve. If schools are not served by existing wraparound provision and column P shows that they will not be served by any planned wraparound provision to be created, then columns V and W are required to give details as to why provision to serve this school isn't being planned.

Ideally every school in the Delivery Plan will be served with wraparound provision. This provision could be delivered by any provider type. Therefore, these columns would need to be filled out at least once for each school so that we know whether the school is served or why it won't be served.

Questions about the categorisation of additional places

Q: Can existing places count as additional once expanded?

A: The definition of an additional place that 'An additional place is a place at childcare provision that meets the 8am-6pm Monday to Friday wraparound definition where it did not previously meet the definition'.

Example – Expanding hours:

A school runs existing provision that covers the hours of 8:30am-5:30pm. Therefore, the current before school start time is 'after 8am' and the current after school finish time is 'earlier than 6pm' so the hours must be expanded to make additional places. Once these hours are expanded to at least cover 8am-6pm, then all the places now offered for these times would count as additional places.

In the example above from the guidance, the existing provision is not wraparound because it does not meet the 8am-6pm definition. Therefore, there are no existing wraparound places. Once the hours have been expanded to 8am-6pm, all the places offered will meet the wraparound definition so all count as additional places. So it is true that all existing places and any new ones made will count as additional places since they meet the wraparound definition now but did not previously.

To be extra clear, this is how the example could play out with numbers:

Existing provision: 20 places offered 8:30am-5:30pm.

After hours expanded: 30 places offered 8am-6pm.

This would be 30 additional places since none of the places were wraparound before, but they are wraparound places once the hours have been expanded.

Q: Can alternative hours count as meeting the wraparound definition, for example 7.30am-5.30pm?

A: In the Delivery Plan guidance that we sent out along with the template we have this FAQ that you may find helpful:

What if we are planning to expand/create additional places that do not meet the wraparound definition? i.e., only add places at our breakfast club or only add places Mon-Thu

In 'Part 2 – Places' of the Delivery Plan, we are asking for details of full wraparound places that you plan to expand or create so that we can use this to calculate value for money. We only want the numbers for these full places to be inputted into the rows.

However, we still want to know about places you plan to create that do not meet the full wraparound definition. These may receive funding if there is a good reason for not needing to meet the full wraparound definition, for example based on robust evidence there is no demand. Therefore, please include the details of these plans (i.e., number of places, hours, evidence demand is for different provision than covered by the definition of wraparound) in the comments box at the end of the appropriate row.

Therefore, as provision 7.30am to 5.30pm doesn't meet the 8am to 6pm wraparound definition we would want to know about these places in the Delivery Plan comments box only. If you have clear evidence to support that these hours of provision serve parents/carers sufficiently to meet demand, then this provision may be able to be counted as equivalent. However, the ambition of the programme is to encourage LAs to oversupply to test demand and encourage take up of places until 6pm. We would strongly encourage LAs to make plans to deliver additional places that run until 6pm and make the most of the funding to trial these new hours. The funding is there to support these activities and hopefully lead to sustainable childcare provision that better meets the needs of parents/carers.

Q: Is my expansion still 'expanding provision' even if the hours are being expanded too?

A: The examples in the guidance help explain this point, in particular this example is helpful:

Example 2 – Expanding provision:

A school runs an after-school club for 40 children which runs from the end of the school day until 5.30pm. The school does not currently have before school childcare provision. Therefore, the school must introduce before school provision which starts at 8am and extend their after-school provision to run until 6pm to meet the wraparound definition. If they do this for all 40 places, having 40 places at before and after school provision, they will then have made 40 additional wraparound places that did not exist before.

Expanding hours will be when there is already both before and after school provision but it does not meet the 8am-6pm definition so must be extended, for example if it is 8am-5.30pm. Expanding provision refers to provision where either before or after school provision must be created as it does not already exist every weekday. Like in the example, there will be circumstances where before or after school provision needs to be made AND the provision that already exists needs to be extended. As expanding provision is the primary activity since it is making additional provision, we have classed this scenario under the 'expanding provision' definition rather than the 'expanding hours' definition.

Q: How do you show new after school provision only?

A: The advice would be to look at the definition of additional places in the guidance. The following table from the guidance is particularly useful to categorise the type of expansion/creation of additional places.

Current BS start time		Current AS end time		Additional future places		
8am or earlier	After 8am	Earlier than 6pm	6pm or later	Type of additional places	Description	Overall category
X			X	<i>Example of provision that meets wraparound definition</i>		
X			X	Expand places	Increasing capacity of wraparound places of existing provision	Expansion
	X	X		Expand hours	Expanding the hours of existing provision to fulfil the wraparound definition (8am-6pm)	
X		X		Expand hours		
	X		X	Expand hours		
X				Expand provision		
	X			Expand provision		
		X		Expand provision	Note, this may also include expanding hours of the BS/AS provision already available.	
			X	Expand provision		
No existing provision				Create places	The creation of new wraparound places as part of the creation of a new wraparound provision	Creation

If the new after school provision is being provided by itself (not in conjunction with before school provision), then this will not meet the definition of wraparound. Therefore, this would not be inputted into the Delivery Plan rows. See this FAQ from the guidance for further clarity:

What if we are planning to expand/create additional places that do not meet the wraparound definition? i.e., only add places at our breakfast club or only add places Mon-Thu

In ‘Part 2 – Places’ of the Delivery Plan, we are asking for details of full wraparound places that you plan to expand or create so that we can use this to calculate value for money. We only want the numbers for these full places to be inputted into the rows.

However, we still want to know about places you plan to create that do not meet the full wraparound definition. These may receive funding if there is a good reason for not needing to meet the full wraparound definition, for example based on robust evidence there is no demand. Therefore, please include the details of these plans (i.e., number of places, hours, evidence demand is for different provision than covered by the definition of wraparound) in the comments box at the end of the appropriate row.

Alternatively, if the new after school provision is being made and will run with existing before school provision then this would fall under the ‘Expand provision’ category, see the 5th/6th orange lines in the table where only before school provision currently exists. As long as the before school provision will meet the 8am start time and after school provision is being brought in to run until 6pm then all places that run through 8am to 6pm will count as the number of additional places.

For example:

Existing provision - 20 places offered before school from 8am and no provision after school.

After ‘expanding provision’ - 20 places offered before school from 8am and 15 places offered after school until 6pm.

This would be 15 additional places since there are 15 wraparound places that did not previously exist.

Questions about the Delivery Plan excel formatting

Q: Why does the word count take a while to update/delete my text?

A: The word count calculation is done using a formula, so it won't update when you are editing the cell. Therefore, if you want to check the word count then please click off the cell and it should update.

There is no easy way to make this update as you type so if you want to avoid going over the word count and having your text deleted then I'd suggest writing your answers elsewhere and then copying them in. If you did this in word, then you could look up the word count there and edit the text down if you go over.

Q: Why is the incorrect number of providers pulling through to tables 3.b) and 3.c)?

A: As we are not asking for detail on which specific providers are making additional places, the spreadsheet will not know the exact number of providers expanding to pull this through. We have still included the 'Number of providers expanding' column as a rough guide as we thought this may be useful to see.

Questions about the Childcare Works Review process

Q: How many of the additional places need to be sustainable?

A: In section 4 of the guidance, Delivery Plan Review by Childcare Works, it states that the following will be reviewed:

- *What proportion of plans to expand/create places will deliver high/medium/low confidence (sustainability)? We expect LAs to take an approach to management of risk as set out on page 23 of the Programme Handbook.*

Childcare Works will be looking at the proportion of additional places that the LA is confident will be sustainable. The aim is that LAs are confident in the majority of additional places being sustainable.

The information below from the LA handbook may also be useful. Page 23 says:

Managing risk

We know that there will be providers in the local authority that have tried to set up provision without success, or their provision has closed due to lack of demand. As set out previously, it is unlikely that 100% of new or expanded provision will prove sustainable. In getting the balance right between investing in sustainable provision and testing flexible ways of providing wraparound childcare, we are asking local authorities to consider the following:

- Once local authorities have mapped supply and demand, and considered delivery models, they should include an assessment about how much of the planned new/expanded provision is low, medium, and high risk, in terms of how likely it is that both the demand generated and type of supply put in place prove sustainable.
- The majority of funding and efforts should be focused on provision where demand and supply suggest likelihood of sustainability is high, and provision that is low risk should be prioritised for support ahead of testing and innovation. This could include testing some 'oversupply' models, whereby significant additional demand needs to be built before it can be sustainable.

- It will be important to keep sight of what proportion of your proposed delivery is relatively higher risk. This may change over time.
- It will be important for local authorities to communicate with DfE and the Delivery Partner if opportunities to test riskier provision that the programme could gain valuable learning from are identified, which might require higher proportions of funding.

Questions about funding allocations

Q: Will the funding from DfE for FY 2024-2025 be rolled over into FY 2025-26?

A: If you state an amount in the plan and there are any monies unspent you will be able to carry this forward to the next financial year. However, any monies not claimed from the DfE for FY 2024-25, the DfE cannot carry this amount forward.

We understand that LAs will include estimated places at cost and understand that this may change.

As this is a non-ringfenced S31 grant, we will not clawback any monies paid to you and LA's can carry forward any of the monies paid to them.

Should you have any questions or require further information, please contact the team at wraparound.finance@education.gov.uk.

If you cannot find an answer to your question, then please consult the Delivery Plan Form Guidance, which contains lots of information as well as a specific FAQ section, before emailing the Childcare Works helpdesk.