

Manor Farm Nursery Fee Information for parents in line with our Wiltshire Council Provider Agreement

Two-year-olds In Wiltshire, Early Years Entitlement for two-year-olds is known as the Better 2gether scheme. Not all two-year-olds are eligible to access Early Years Entitlement funding. It is Manor Farm Nursery's (MFN) responsibility to check that a two-year-old child has been approved to receive funding. MFN must check that the parent is in receipt of a Wiltshire Council approval letter notification indicating the child's application number before offering an Early Years Entitlement place. MFN is able to check the eligibility of a child's two-year-old application reference number eligibility code via a validity checking service button at the bottom of the dashboard in their Wiltshire Council Early Years Establishment Portal account. Where the parent meets the eligibility criteria for the Early Years Entitlement, the funding will start from the beginning of the term following the child's second birthday. A child born in the period Eligibility starts 1 January to 31 March (inclusive) Funding from 1 April 1 April to 31 August (inclusive) Funding from 1 September 1 September to 31 December (inclusive) Funding from 1 January. MFN should offer places to eligible two-year-olds on the understanding that the child remains eligible until they become eligible for the universal entitlement for three and four-year-olds, regardless of whether their circumstances change. If a child has had their eligibility confirmed by another local authority, MFN will need to submit a copy of their award notification (via the Wiltshire Council Early Years Establishment Portal), or in the absence of such a letter, they will need to provide details so Wiltshire Council can contact the other local authority to confirm the child's eligibility. If the other local authority confirms eligibility, Wiltshire Council will honour their entitlement at a Wiltshire provider.

Three- and four-year-olds (15 hours universal entitlement) The universal entitlement for three and four olds is for 570 Early Years Entitlement hours a year over no fewer than 38 weeks and up to 52 weeks per year. Children will be eligible at the start of the funding period following their third birthday and continue to be eligible until they reach compulsory school age (the beginning of the term following their fifth birthday). A child born in the period Eligibility starts 1 January to 31 March (inclusive) Funding from 1 April 1 April to 31 August (inclusive) Funding from 1 September 1 September to 31 December (inclusive) Funding from 1 January

Three- and four-year-olds of working parents (additional 15 hours extended entitlement- giving a total of 30 hours per week)

Please note: Parents in receipt of 30 hours funded place must re-confirm their eligibility every 3 months, as prompted by the HMRC for the funding to continue. The extended entitlement for children of working parents is an additional 15 Early Years Entitlement hours a week (an annual total of 1140 hours) over no fewer than 38 weeks and up to 52 weeks per year. Parents must apply for the additional Early Years Entitlement hours through the Government's online Childcare Service. Eligibility for the additional Early Years Entitlement hours is determined by HMRC through this online service, and an 11-digit eligibility code will be issued to the parent. MFN must validate this code along with the parent's National Insurance number and the child's date of birth via a validity checking service button at the bottom of the dashboard in their Wiltshire Council Early Years Establishment Portal account. MFN must acquire written consent from, or on behalf of, the parent to be able to receive confirmation and future notifications from Wiltshire Council of the validity of the parent's 30 hours eligibility code. Once the MFN has validated the code, an extended entitlement place can then be offered. Wiltshire Council must ensure that a child has a place no later than the beginning of the funding period following the child and parent meeting the

eligibility criteria for their place. If a parent becomes eligible for the extended entitlement after the start of a funding period, the parent can claim the additional hours from the start of the following funding period. A child ceases to be eligible to access any Early Years Entitlement hours once they have reached compulsory school age (the funding period following their fifth birthday). Where a child is eligible for the extended entitlement and they are accessing their hours at more than one provider, it is up to the parent to determine the split of entitlement (universal and extended) between those providers. Providers must use the Parent Declaration form (available on the Wiltshire Council website) to record the parent's eligibility code and National Insurance number. Wiltshire Council and providers will ensure that parents are aware that there is a review and appeals process available to them if they disagree with the eligibility outcome as determined by HMRC. The review and appeals process is managed by HMRC. Wiltshire Council will complete audit checks of all eligibility codes. Providers will be informed via the Wiltshire Council Early Years Establishment Portal where a parent has fallen out of eligibility and notified of the grace period end date. A provider can check if a child's 11-digit eligibility code is valid via a validity checking service button at the bottom of the dashboard in their Wiltshire Council Early Years Establishment Portal account. Date parent receives ineligible decision on reconfirmation Grace period end date 1 Jan – 10 Feb 31 March 11 Feb – 31 March 31 August 1 April – 26 May 31 August 27 May – 31 August 31 December 1 September – 21 October 31 December 22 October – 31 December 31 March 7. The Grace Period (for the Extended Entitlement only) The Grace Period enables parents to retain their child's place for a short period if they become ineligible, for example, if a parent loses their job. A child will enter the Grace Period when the child's parent(s) 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. Wiltshire Council will be able to access information about whether a child has ceased to meet the eligibility criteria and entered the Grace Period via the national Eligibility Checking Service (ECS). The Grace Period end date will automatically be applied to eligibility codes. Wiltshire Council will continue to fund a place for a child who enters the grace period as set out in the Early Education and Childcare Statutory guidance for Local Authorities 2018. Providers should make parents aware that if they cease to meet the eligibility criteria and the Grace Period has expired, they can continue to take up their child's universal entitlement up to 15 hours (or its equivalent if the entitlement is being stretched) provided they have not exceeded 570 hours. Parents may appeal the decision that has determined their ineligibility directly to HMRC via their appeals process. The Local Authority has no influence or discretion regarding this. A child is unable to access extended entitlement hours for the first time with an eligibility code in its Grace Period.

Early Years Entitlement at MFN is offered over 38 weeks (term-time offer). MFN should ensure that they make their patterns of delivery for both 15 and 30 hours clear and transparent enabling parents to decide where to access their entitlement. Where a child attends more than one setting to access the extended entitlement, parents will need to make it clear on the Parent Declaration form which setting will receive the universal entitlement and extended entitlement. Wiltshire Council will ensure parents are made aware that the entitlement to an Early Years Entitlement place does not offer any guarantee of a place at any one provider or a particular pattern of provision

Partnership working Wiltshire Council will support partnership working between: a. Wiltshire Council and providers; b. Providers working with other providers, including childminders, schools and organisations; c. Providers and parents; d. Wiltshire Council and parents. Wiltshire Council actively encourages partnership working between different types of providers, including childminders, across all sectors, and will encourage more providers to offer flexible provision alongside other providers. Providers should work in partnership with parents and other providers to improve provision and outcomes for children in their setting. A toolkit has been developed by the Family and Childcare

Trust to help providers set up or join a partnership, maximise the benefits of working together and tackle the challenges joint working can bring. More details can be found at: <https://www.familyandchildcaretrust.org/dfes-30-hour-mixed-model-partnership-toolkit> . Providers should discuss and work closely with parents to agree how a child's overall care will work in practice when their Early Years Entitlement is split across different providers, such as at a maintained setting and childminder, to ensure a smooth transition for the child.

Special Educational Needs and Disabilities Wiltshire Council promotes an inclusive approach to its work and strategically plans to support children with special educational needs and/or disabilities (SEND) so that the needs of all children in their local area are met in accordance with the Special Educational Needs and Disability Code of Practice: 0-25 years (January 2015). MFN 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. Wiltshire Council's Local Offer is very clear and transparent about the support on offer within the county for parents and providers, and how that support can be accessed. More details can be found at <https://www.wiltshire.gov.uk/local-offer>. MFN must publish clear and transparent information about the SEND support on offer at their setting and make information available about their offer to support parents to choose the right setting for their child with SEND. Providers should promote the Disability Access Fund (DAF) to parents and collect information from parents about their Disability Living Allowance on the Parent Declaration form. Further information about DAF and how it can be claimed can be found at <http://www.wiltshire.gov.uk/child-care-free-early-education-for-3-and-4-year-olds>

Social mobility and disadvantage Wiltshire Council promotes equality and inclusion, particularly for disadvantaged families, looked after children and children in need by removing barriers of access to Early Years Entitlement places and working with parents to give each child support to fulfil their potential. Providers should ensure they have identified the disadvantaged children in their setting as part of their process for checking **Early Years Pupil Premium (EYPP) eligibility**. They must also use EYPP and any locally available funding streams or support to improve outcomes for this group. Further information about EYPP can be found at <http://www.wiltshire.gov.uk/child-care-early-years-pupil-premium>

Charging: The government funding is intended to cover the full cost to deliver 15 or 30 hours a week of high quality, flexible childcare. It is not intended to cover the cost of meals, consumables, additional hours, or additional services. MFN can charge for meals and snacks as part of an Early Years Entitlement place and can also charge for consumables such as nappies or sun cream, and for additional services such as trips and activities. Parents can therefore be expected to pay for these, although these charges must be voluntary for the parent and not be a condition of accessing their Early Years Entitlement place. Where parents are unable or unwilling to pay for meals and consumables, providers who choose to offer the Early Years Entitlement 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 families. Providers should deliver the Early Years Entitlement consistently so that all children accessing any of the entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals, or consumables. Providers should make all their charges clear in a Fee Structure and ensure that parents are aware of any charges for additional services before they take up their Early Years Entitlement place. Wiltshire Council will not intervene where parents choose to purchase additional hours or additional services, providing this does not affect the parents' ability to take up their child's Early Years Entitlement place. Providers should be completely transparent about any

additional charges. Children with special educational needs and disabilities (SEND) must be treated fairly and equally with reasonable adjustments made as set out in Sections 20 and 21 of the Equalities Act 2010'. Providers must not charge parents additional fees to support a child with SEND. Providers should publish their admissions criteria ensuring it is clear and available to all parents, so they can understand which hours can be taken as Early Years Entitlement 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 pattern of hours are convenient for parents' working hours. Providers cannot charge parents 'top-up' fees (the difference between a provider's usual fee and the funding they receive from Wiltshire Council to deliver Early Years Entitlement places) or require parents to pay a registration fee as a condition of taking up their child's Early Years Entitlement place. Providers should ensure their invoices and receipts are clear, transparent, and itemised, allowing parents to see that they have received their full Early Years Entitlement and understand fees paid for additional hours or services. The provider will also ensure that invoices and receipts contain their full details so that they can be identified as coming from a specific provider. The early years entitlement is an entitlement in hours, not a monetary value to be deducted from a childcare provider's bill or as a discounted item on an invoice.

Complaints: Parents who are not satisfied their child has received their Early Years Entitlement in the correct way, as set out in this agreement and in the Early Education and Childcare Statutory Guidance for Local Authorities, should first approach MFN to discuss their concerns or complaints. If they are not satisfied or believe that the statutory guidance is not being adhered to, they should make their complaint to the Early Years Entitlement officers at Wiltshire Council via the online **Parent Complaint form on the Wiltshire Council website or earlyyears@wiltshire.gov.uk**.

Data Protection and Freedom of Information Wiltshire Council and providers will acknowledge their respective duties under the Freedom of Information Act 2000 and must give all reasonable assistance to each other where appropriate or necessary to comply with such duties. The new UK General Data Protection Regulation 2018 (EU GDPR) 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. It also obliges organisations to treat people's data correctly, transparently and have systems in place for managing information. This regulation is the legal framework within which Wiltshire Council as a controller of personal data must operate. It covers all data held about an individual (data subject) in both manual and computerized files. GDPR is also augmented by The Data Protection Act 2018. Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available in the Guide to Data Protection which can be found at <https://ico.org.uk/for-organisations/guide-to-dataprotection/>

Appendix A - Change of providers - Once a parent has completed and signed a provider's parent declaration form for a funding period, Wiltshire Council does not expect any movements between providers, unless one of the valid reasons as detailed below has been met. Mid-term claims Providers can claim funding for children who join their provision after the headcount week within a funding period (late starters). Providers are also expected to return funding for children who leave after the headcount week but before the end of the funding period (early leavers). Only full weeks of funding can be claimed. Mid-term claims for both late starters and early leavers can be submitted via the Wiltshire Council Early Years Establishment Portal. Guidance on how to submit a mid-term claim for either a starter or leaver can be found in the Wiltshire Council Early Years Establishment Portal Guide. Submission deadlines for these returns are detailed in the Summary of Important Dates (Appendix B). It is a provider's responsibility to check the reason for their move with the parent, and

to make them aware that their mid-term move might not be approved for funding. There are 6 valid reasons for a mid-term move and subsequent mid-term claim:

- moving house;
- a change in the child's primary carer;
- where a sibling moves school and the child is able to attend a nearby setting;
- where loss/change of employment affects the childcare place e.g. if a child's provision was taken up near a parent's employment rather than their home;
- health and safety issues e.g. child protection/domestic violence;
- when a child requires a place at a District Specialist Centre.

Mid-term claims for a late starter child who has not accessed

Appendix C – Early Years Pupil Premium Early Years Pupil Premium (EYPP) is additional funding available to early years providers to support delivering funded hours to eligible three- and four-year-old children. 2-year-old children are not eligible for EYPP funding. Providers can submit an EYPP claim through the Wiltshire Council Early Years Establishment Portal at the same time as completing the termly headcount submission. Guidance on how to submit an EYPP claim can be found in the Wiltshire Council Early Years Establishment Portal Guide. Eligibility checking Three- and four-year-olds will be eligible for EYPP if they are accessing universal entitlement hours at a provider and meet any 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 the 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 4 weeks after they stop qualifying for Working Tax Credit;
- Universal Credit (household income must be less than £7,400 a year after tax, not including any benefits – this is assessed on up to 3 of the parent's most recent Universal Credit assessment periods);
- 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.

If a child qualifies for EYPP under more than one set of criteria, they will only attract the funding once. An EYPP check should not be made more than a term in advance of a child taking up their Early Years Entitlement place in case the family's circumstances change. Once a provider starts receiving EYPP funding for a child, they will not lose it while the child is accessing Early Years Entitlement at their provision. Eligible children will be clearly identified on your termly Statement of Grant. Once a child enters reception, they will no longer be eligible for EYPP, but may be eligible for pupil premium. Eligibility for EYPP does not lead automatically to eligibility for pupil premium when a child enters school. Payment Funding is paid three times a year in July, December, and March along with your monthly Early Years Entitlement payment. The EYPP funding rate is set at the national rate of 53p per universal entitlement hour.

Appendix D – Disability Access Fund Disability Access Funding (DAF) is available to support disabled children's access to the Early Years Entitlement for three- and four-year-olds. The purpose of this funding is to enable a provider to make reasonable adjustments and/or helping with building the capacity of their provision to support disabled children. Eligibility Three- and four-year-olds will be eligible for the DAF if they meet the following criteria:

- the child is in receipt of Disability Living Allowance (DLA)
- the child receives the universal 15 hours Early Years Entitlement

Children do not have to take up their full entitlement of 570 hours in order to receive the DAF. Children are eligible where they take up any period of Early Years Entitlement and receive DLA. 4-year-olds in primary school reception classes are not eligible for DAF funding. Identifying eligible children Early years providers are responsible for identifying eligible children and are encouraged to speak to parents in order to find out who is eligible for this funding. Parents will need to complete the Disability Access Fund section of the Parent Declaration Form and provide their chosen early years provider with a copy of their DLA award notification letter for audit purposes. Funding and payment Wiltshire

Council will fund all early years providers delivering Early Years Entitlement at the national annual rate of £615 per eligible child. This will be paid as a lump sum payment in either July, December, or March, depending on the date of a child's 3rd birthday and when the DAF claim has been received. Where a child is still eligible for the DAF, providers should receive a second payment one year later: that is, one year after they first received the DAF. Funding will be distributed in its entirety to early years providers and will not be offset against any other funding which Wiltshire Council may ordinarily be providing for children eligible for the DAF. Where a child attends and splits their Early Years Entitlement at more than one early years provider, the parent must nominate only one to receive the full funding. Where a child receiving DAF moves from one provider to another, the new provider is not eligible to receive DAF funding for this child until the anniversary of the first payment has passed. DAF funding received by the original provider will not be recouped by Wiltshire Council. Where a child who lives in one local authority attends a provider in another local authority, eligibility checking and funding the DAF for the child is the responsibility of the local authority in which the provider is based. Providers can submit a DAF claim through the Wiltshire Council Early Years Establishment Portal at the same time as completing the termly headcount submission. Guidance on how to submit a DAF claim can be found in the Wiltshire Council Early Years Establishment Portal Guide. Eligible children will be clearly identified on your termly Statement of Grant