### School's Early Years Funding Guidance

(with ref to Looked after Children and post LAC)

Preparing for termly school census (Oct, Jan and May)





#### Procedures which are essential to maximize your school's Early Years Funding, includes:

- Communicating with parents the importance to ensure collection of data is in line with census dates
- Ensure the Early Years Parent Funding Agreements are fully completed and signed prior to census day
- Ensure parents are completing the section to claim for Early Years Pupil Premium, Disability Access Fund (if applicable) along with their consent.
- Ensure you submit the School Census file with the correct early years data
- If you are experiencing any Portal issues, support can be accessed via the Early Years Team and you can also access useful resources, such as <u>"how to"</u> YouTube clips



### 2 year old funding

- 2 Year Old Funding eligibility needs to be confirmed on the Coventry school's and Early Years Portal
- Parents can claim for a 2 year old funding code or schools can complete an assisted check
- For 2 year old funding criteria, and accessibility routes, please access the following link:

https://www.coventry.gov.uk/early-years-childcare/free-early-educationchildcare-2-3-4-year-olds/2

### 3 & 4 year old universal funding

- All 3 and 4 year old children in England are entitled to access up to 15 hours per week of funded early education, up to a maximum of 570 hours per year
- The early education entitlement place must be taken over no fewer than 38 weeks in any one year (1 September to 31 August)
- Children may take up a funded early education place from the start of the school term after their third birthday



### 30 hours Extended Entitlement

- Ensure that the 30 Hours funding codes have been applied for before:
  - >31<sup>st</sup> March
     >31<sup>st</sup> August
  - ≻31<sup>st</sup> December
- 30 hour funded codes need to be reconfirmed every 3 months, the parents will be notified by HMRC to reconfirm the codes.
- A child cannot start a new 30 hour funded place in the Grace Period.

apply online to HMRC https://www.gov.uk/30-hours-free-childcare

 For Looked after Children / Foster Carers a 30 hour code can be applied for via Early Years team, if they meet criteria

# Making a Post Census/Headcount claim for an eligible 3 or 4 year old (PCH34)

- Schools must seek approval from the Local Authority, prior to adding a child onto the Coventry Schools and Early Years Provider Portal Amendment Task.
- Please note; payment will not be made where approval has not been granted through this process.
- To request approval, Schools will need to complete the online <u>PCH34 Online Application</u> <u>Form</u>, which can be found on the Early Years & Childcare website pages, under the 'School led early years provision' section. Once we have received your PCH34 application you will be contacted by a member of the Early Years Business, Sufficiency and Funding team. Where approval is granted, the School will need to add the child's details to the **Coventry Schools and Early Years Provider Portal**, via the Amendment task, when it opens.



### Disability Access Funding (DAF)

- Disability Access Funding (DAF) is additional funding that is paid directly to Early Year's Childcare Providers (including school Nursery Classes).
- It aims to support children with Special Educational Needs and Disabilities (SEND), who are aged 3 or 4 and in receipt of universal hours funding.
- The funding aims to facilitate childcare providers to
  make reasonable adjustments to support children with SEND
  access specialist training
  purchasing specific resources to support your child
  fund additional sessions etc.
- In order to be eligible, the child must be in receipt of <u>Disability Living</u> <u>Allowance</u> (DLA).

# When you log into the portal, you will be able to access various funding support guidance's and processes

Welcome to the Coventry Schools and Early Years Portal For specific portal guidance please click on the links below General guidance for Headcount tasks and messages Guidance regarding the 30 Hours Extended Entitlement portal Guidance regarding the Two Year Old Funding Portal Guidance regarding the Disability Access Funding (DAF) How to video guides on the portal Funded weeks and payment schedule Information for Parents and Carers Process for offering 2 year old funded places Process for offering Extended Entitlement (30 Hours) Claiming Early Years Funding in Schools Parent and Carer Agreement Form Sample – How to complete a Parent & Carer Agreement Form Getting it right on SIMS for DfE School Census Early Education Funding Entitlement Handbook for parents and carers Late Starter Process **EYPP** Poster



## What to enter onto SIMS and how to access funding codes

Age Group	<b>Parents</b> What	Role ? How often	In EY Portal ?	ls a code req'd in SIMS	In SIMS	Where in SIMS <school Census&gt; ?</school 
2 year olds Route 1 (Deprivation)	Apply themselves or assisted application on EY Portal	Once	Check they have a valid code TYF331- ???????	No	Enter "Yes" in column Econ. Criteria	<u>Section 4</u> 2 year old Basis for funding
2 year olds Route 2 (SEN or LAC)	As Above	Once	Upload documents	No	Enter "Yes" in relevant column	Section 4 2 year old Basis for funding
3 & 4 years olds – EYPP (ECO or LAC or both)	Complete EYPP parent /carer form for the school	Once	Validate parent information inc. NI no	No	Select from drop down list	Section 4 EYPP Receipt
3 & 4 years olds – 30 hours	Apply via HMRC site to get code	Termly in advance	Validate 11 digit code	Yes	11 digit code	<u>Section 4</u> Early Years – 30 hr code col
Disability Access Fund	Show DLA award letter to school	Once or twice	Submit DLA award letter	No	Enter "Yes"	<u>Section 4</u> Early Years – DAF col



#### Looked After Children and Post Looked After Children Process for entering onto SIMS

Age Group	Parents Role	In EY Portal ?	Code req in SIMS	In SIMS	Where in SIMS ?
Looked After	Not applicable	no	no	Enter "care Local Authority" plus Start date / End date	<u>Main Pupil</u> <u>Details Section</u> <u>10 – Welfare (nb</u> <u>current Looked After</u> <u>is also identified in</u> <u>relevant EY age</u> <u>group parts of</u> <u>School Census</u> <u>Section 4 seen in last</u> <u>slide</u> )
Post Looked After Arrangements	Not applicable	No	no	Drop down list	School Census Section 7

### Funding Rates 2023 - 2024

Age Group	Rate
2 year old	£5.55 per hour
3 & 4 year old	£4.43 per hour
EYPP	62p per hour
Depravation Rate	£1.33 per hour
Disability Access Fund	£828 per year

#### The next 7 slides are screenshots from the Coventry Schools and Early Years Portal including SIMS, for your ease of reference.



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#### **EY Portal** - Expiration Dashboard re: Extended Entitlement (30 hours)

<ul><li>Child</li><li>Child</li></ul>	Eligibility Code	Eligible From \$	Eligible To \$	Grace Period End \$	Code was last verified on \$	Notes \$	/ Further	Action Needeo
	50028670	23/08/2019	21/11/2019	31/03/2020	09/01/2020 Eligible Recheck now	D	*	Update
	11430735	11/09/2019	21/12/2019	31/03/2020	09/01/2020 Eligible Recheck now	۵	~	Update
		01/11/2019	15/01/2020	31/03/2020	09/01/2020 Eligible Recheck now	3	~	Update
	-	19/07/2019	16/01/2020	31/03/2020	09/01/2020 Eligible Recheck now	٦	*	Update
5		20/11/2018	10/02/2020	31/03/2020	06/01/2020 Eligible Recheck now	٦	*	Update
		14/05/2019	11/02/2020	31/08/2020	06/11/2019 Eligible Recheck now		*	Update
		15/05/2019	13/02/2020	31/08/2020	03/11/2019 Eligible Recheck now	C	*	Update
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SIMS .net: WATERS EDGE PRIMARY SCHOOL <u>Reports Routines T</u>ools

Census Return Spring 2023 Term

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#### **<u>SIMS</u>** Section 4 – 2 year old (Route 1) Basis for Funding: Economic Criteria = "Yes"

Census Return Details - Spring 2023 Term: School Census Spring 2023 V1

Window

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#### 4 Early Years

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Name	Date of Birth	AdNo.	ΥТΙ	Reg	Age at 31/08/2022	Age at 31/12/2022	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours	^
Jones,Emmeline	01/03/2020	001705	N1		2	2					
Joram,Sara	12/01/2019	001706			3	3					
Parker,Gregory	30/06/2019	001707			3	3					
Sawyer,George	18/09/2018	001708			3	4					
Woodman,Eira	25/07/2019	001709			3	3					
Zenon,Jeremi	05/08/2019	001710			3	3					
		-		-	-		-				~

#### Early Years Pupil Premium Receipt

Date of Birth	AdNo.	тт	Reg	Age at 31/08/2022	Age at 31/12/2022			^
01/11/2018	001704			3	4	No	Receipt - economic	[
12/01/2019	001706			3	3	No	Receipt - other	
30/06/2019	001707			3	3	No	Receipt - economic an	
18/09/2018	001708			3	4	No	Not Eligible	
25/07/2019	001709			3	3	No	Not Eligible	
05/08/2019	001710			3	3	No	Not Eligible	
	01/11/2018 12/01/2019 30/06/2019 18/09/2018 25/07/2019	12/01/2019         001706           30/06/2019         001707           18/09/2018         001708           25/07/2019         001709	01/11/2018         001704           12/01/2019         001706           30/06/2019         001707           18/09/2018         001708           25/07/2019         001709	01/11/2018         001704         001704           12/01/2019         001706         001707           30/06/2019         001707         001708           18/09/2018         001708         001709	Date of Birth         AdNo.         YTI         Reg         31/08/2022           01/11/2018         001704         3         3           12/01/2019         001706         3         3           30/06/2019         001707         3         3           18/09/2018         001709         3         3           25/07/2019         001709         3         3	Date of Birth         AdNo.         YTI         Reg         31/08/2022         31/12/2022           01/11/2018         001704         3         4           12/01/2019         001706         3         3           30/06/2019         001707         3         3           18/09/2018         001708         3         4           25/07/2019         001709         3         3	Date of Birth         AdNo.         YTI         Reg         31/08/2022         31/12/2022         Care           01/11/2018         001704         3         3         4         No           12/01/2019         001706         3         3         No           30/06/2019         001707         3         3         No           18/09/2018         001709         3         3         No           25/07/2019         001709         3         3         No	Date of Birth         AdNo.         YTI         Reg         31/08/2022         31/12/2022         Care         Eligibility           01/11/2018         001704          3         4         No         Receipt - economic           12/01/2019         001706          3         3         No         Receipt - other           30/06/2019         001707          3         3         No         Receipt - economic an           18/09/2018         001709          3         3         No         Not Eligible           25/07/2019         001709          3         3         No         Not Eligible

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#### 2 Year Old Basis for Funding

	Date of Birth		тт	Reg	Economic Criteria	ľ	igh level SEN r Disability	Looked After or Adopted From Care
Jones, Emmeline	17/03/2019	001705	N1		<u> </u>	-		
					Yes No	ſ		

N.B. This is data is only collected in January Census



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Jones,Emmeline	01/03/2020	001705	N1		2	2										
loram,Sara	12/01/2019	001706			3	3										
Parker,Gregory	30/06/2019	001707			3	3										
Sawyer,George	18/09/2018	001708			3	4						_				
Woodman,Eira	25/07/2019	001709			3	3										
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Elverdon,Astrid Joram,Sara Parker,Gregory	01/11/2018 12/01/2019 30/06/2019	001704 001706 001707	YTI	Reg	31/08/2022 3 3 3 3	Age at 31/12/2022 4 3 3 4 3 3	Care E No R No R No R	ligibility eceipt-econon eceipt-other eceipt-econon			is	data only	is			
Elverdon,Astrid Joram,Sara Parker,Gregory Sawyer,George	01/11/2018 12/01/2019 30/06/2019 18/09/2018	001704 001706 001707 001708 001709		Reg	31/08/2022 3 3 3 3	Age at 31/12/2022 4 3 3 4 3 3 3 3	CareENoRNoRNoNNoNNoN	ligibility eceipt-econom eceipt-other eceipt-econom ot Eligible			is	data	is			
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Name	Date of Birth		YTI	Reg	Age at 31/08/2022	Age at 31/12/2022	Hours Settin		Disability Access Fund	30 Hour Code	Extended Funded Hours	^		
Archer,Liam	17/07/2019	001703			3	3			Yes	11111111111	Tiouis	•		
Elverdon,Astrid	10/11/2018	001704			3	4								
Jones,Emmeline	01/03/2020	001705	N1		2	2								
Joram,Sara	12/01/2019	001706			3	3						-		
Parker,Gregory	30/06/2019	001707			3	3								
Sawyer,George	18/09/2018	001708			3	4								
Woodman,Eira	25/07/2019	001709			3	3						~		
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Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2022	Age at 31/12/2022		Basis for EYPP Eligibility	^			. Thi		
Elverdon,Astrid	10/11/2018	001704			3	4	No	Receipt - econom	ic			a is c lecteo		
Joram,Sara	12/01/2019	001706			3	3	No	Not Eligible Receipt - economi	ic.			anuai		
Parker,Gregory	30/06/2019	001707			3	3	No	Receipt - other Receipt - economi				ensu	-	
Sawyer,George	18/09/2018	001708			3	4	No	Receipt - unknow				chau		
	25/07/2019	001709			3	3	No	Not Eligible						



#### SIMS Section 4 30 hours for 3 & 4 year olds <Edit> then - Enter 30 Hour Code - or for DAF Select "Yes" 4 Early Years 🥒 Edit Disability 30 Hour Hours at Funded Age at Age at Date of Birth AdNo. YTI Access Name Reg 31/08/2022 31/12/2022 Setting Hours Code Fund 17/07/2019 001703 Archer,Liam 3 3 Yes 10/11/2018 Elverdon Astrid 001704 3 Λ

Census	<b>Pupils View</b>										
Term Spring 2023 Update Hours	Age at 31/08/2022	All	~ YI	I AI	~	Reg	All S	Sta	tatus	All	$\sim$

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#### Pupils

Jones,Emmeline

01/03/2020

001705

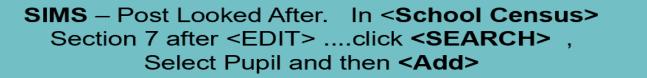
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Disability Access Fund, 30 Hour Code and Extended Funded Hours are NOT collected in the census for pupils aged 2 at 31/12/2019

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Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2022	Age at 31/12/2022	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	xtended unded ours
Archer,Liam	17/07/2019	001703			3	3			Yes		
Elverdon,Astrid	10/11/2018	001704			3	4	30	3		50012345678	15
Jones,Emmeline	01/03/2020	001705	N1		2	2					
Joram,Sara	12/01/2019	001706			3	3					
Parker,Gregory	30/06/2019	001707			3	3					
Sawyer,George	18/09/2018	001708			3	4					
Woodman,Eira	25/07/2019	001709			3	3					
Zenon,Jeremi	05/08/2019	001710			3	3					

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Update Students Post Looked A

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Aardvaark	Aardvaark		Arya	4		Yes	
Abbott	Abbott		Jessica			Yes	
Abdullah	Abdullah		Tamwar	6		Yes	
Abhra	Abhra		Abjit			No	
Abhra	Abhra		Alisha			No	
Abhra	Abhra		Shaquib			No	
Abrams	Abrams		Paul			No	
Ackton	Ackton		Charlotte			No	Return to key table
Ackton	Ackton		Stan			No	<u>Return to</u> key table
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### Coventry City Council Teams Supporting you

- Early Years Business, Sufficiency, Funding and Safeguarding Team (EYA officers) for parent queries and business support
- <u>EYCentral@Coventry.gov.uk</u>
- Data Team for EY portal Help and School Census completion
- DataTeam.PD@Coventry.gov.uk
- ICT Services for SIMS Support
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