

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 ["how to"](#) 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-education-childcare-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:
 - 31st March
 - 31st August
 - 31st 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](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 [PCH34 Online Application Form](#), 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 **Disability Living Allowance** (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	Parents Role ?		In EY Portal ?	Is a code req'd in SIMS	In SIMS...	Where in SIMS <School Census> ?
	What	How often				
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	Section 4 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 <u>inc.</u> 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	Section 4 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"	Section 4 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 Details Section 10 – Welfare</u> (<i><u>nb current Looked After is also identified in relevant EY age group parts of School Census Section 4 seen in last slide</u></i>)
Post Looked After Arrangements	Not applicable	No	no	Drop down list	<u>School Census Section 7</u>



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
Deprivation 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.



Further Action Needed

Any

Days

360

Eligibility Filter

Grace P

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

Child	Eligibility Code	Eligible From	Eligible To	Grace Period End	Code was last verified on	Notes / Further Action Needed
[REDACTED]	50028670 [REDACTED]	23/08/2019	21/11/2019	31/03/2020	09/01/2020 Eligible Recheck now	Update
[REDACTED]	11430735 [REDACTED]	11/09/2019	21/12/2019	31/03/2020	09/01/2020 Eligible Recheck now	Update
[REDACTED]	[REDACTED]	01/11/2019	15/01/2020	31/03/2020	09/01/2020 Eligible Recheck now	Update
[REDACTED]	[REDACTED]	19/07/2019	16/01/2020	31/03/2020	09/01/2020 Eligible Recheck now	Update
[REDACTED]	[REDACTED]	20/11/2018	10/02/2020	31/03/2020	06/01/2020 Eligible Recheck now	Update
[REDACTED]	[REDACTED]	14/05/2019	11/02/2020	31/08/2020	06/11/2019 Eligible Recheck now	Update
[REDACTED]	[REDACTED]	15/05/2019	13/02/2020	31/08/2020	03/11/2019 Eligible Recheck now	Update
[REDACTED]	[REDACTED]	02/03/2019	15/02/2020	31/08/2020	05/11/2019 Eligible Recheck now	Update
[REDACTED]	[REDACTED]	14/05/2019	19/02/2020	31/08/2020	14/11/2019 Eligible Recheck now	Update



SIMS Section 4 – 2 year old (Route 1)
Basis for Funding: Economic Criteria = “Yes”

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

4 Early Years

Edit

Recalculate

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	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

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2022	Age at 31/12/2022	In Care	Basis for EYPP Eligibility
Elverdon, Astrid	01/11/2018	001704			3	4	No	Receipt - economic
Joram, Sara	12/01/2019	001706			3	3	No	Receipt - other
Parker, Gregory	30/06/2019	001707			3	3	No	Receipt - economic an...
Sawyer, George	18/09/2018	001708			3	4	No	Not Eligible
Woodman, Eira	25/07/2019	001709			3	3	No	Not Eligible
Zenon, Jeremi	05/08/2019	001710			3	3	No	Not Eligible

2 Year Old Basis for Funding

Name	Date of Birth	AdNo.	YTI	Reg	Economic Criteria	High level SEN or Disability	Looked After or Adopted From Care
Jones, Emmeline	17/03/2019	001705	N1		Yes No		

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



SIMS Section 4 – 2 year old (Route 2)
Basis for Funding: High Level SEN or Disability = “Yes”

4 Early Years

Edit

Recalculate

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	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

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2022	Age at 31/12/2022	In Care	Basis for EYPP Eligibility
Elverdon, Astrid	01/11/2018	001704			3	4	No	Receipt - economic
Joram, Sara	12/01/2019	001706			3	3	No	Receipt - other
Parker, Gregory	30/06/2019	001707			3	3	No	Receipt - economic an...
Sawyer, George	18/09/2018	001708			3	4	No	Not Eligible
Woodman, Eira	25/07/2019	001709			3	3	No	Not Eligible
Zenon, Jeremi	05/08/2019	001710			3	3	No	Not Eligible

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

2 Year Old Basis for Funding

Name	Date of Birth	AdNo.	YTI	Reg	Economic Criteria	High level SEN or Disability	Looked After or Adopted From Care
Jones, Emmeline	17/03/2019	001705	N1			Yes	





SIMS Section 4 – 3 & 4 year old (EYPP) Basis for EYPP - select from drop-down

Census Return Spring 2023 Term

0 (SIMS.net)

New Search Open Delete Browse Next Previous Copy

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

Save Undo Create & Validate Summary Authorise DetailReport

1 Census Details 2 School Information 3 Childcare 4 Early Years 5 Class Type 6 Top-up Funding 7 Post Looked After Arrangements 8 Classes 9 Pupil Reconciliation 10 Attendance 11 General 12

4 Early Years

Edit

Recalculate

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	Extended Funded Hours
Archer,Liam	17/07/2019	001703			3	3			Yes	1111111111	
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					

Early Years Pupil Premium Receipt

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2022	Age at 31/12/2022	In Care	Basis for EYPP Eligibility
Elverdon,Astrid	10/11/2018	001704			3	4	No	Receipt - economic
Joram,Sara	12/01/2019	001706			3	3	No	Not Eligible
Parker,Gregory	30/06/2019	001707			3	3	No	Receipt - economic
Sawyer,George	18/09/2018	001708			3	4	No	Receipt - other
Woodman,Eira	25/07/2019	001709			3	3	No	Receipt - economic and other
								Receipt - unknown
								Not Eligible

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



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

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
Archer,Liam	17/07/2019	001703			3	3			Yes	
Elverdon,Astrid	10/11/2018	001704			3	4				
Jones,Emmeline	01/03/2020	001705	N1		2	2				

Census

Term

Pupils View

Age at 31/08/2022

YTI

Reg

Status

Pupils

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

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	Extended Funded Hours
Archer,Liam	17/07/2019	001703			3	3			Yes		
Elverdon,Astrid	10/11/2018	001704			3	4	30	30		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					



**SIMS – Looked After & Post Looked After. In main “Pupil Details”
Section 10, Enter “care Local Authority” plus Start date & end date if relevant**

Find Student
New Search Open Print Browse Next Previous View

Pupil Details: Arya Aardvaark
Save Undo Print

1 Basic Details 2 Registration 3 Addresses 4 Telephones and Email Addresses 5 Family/Home 6 Dietary 7 Medical 8 Ethnic/Cultural 9 Additional Information 10 Welfare 11

10 Welfare

In Care Not currently in Care

In Care Details	Start Date	End Date	Care Authority	PEP
	01/10/2022	05/10/2022	Coventry	0

New Open Delete

**SIMS – Post Looked After. In <School Census>
Section 7 “Post Looked After Arrangements” – Select EDIT ..see next slide**

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

Save Undo Create & Validate Summary Authorise DetailReport

Census Details 2 School Information 3 Childcare 4 Early Years 5 Class Type 6 Top-up Funding 7 Post Looked After Arrangements

7 Post Looked After Arrangements

Edit



SIMS – Post Looked After. In <School Census> Section 7 after <EDIT>click <SEARCH> , Select Pupil and then <Add>

Update Students Post Looked A

Update

Term **Spring 2023** Students On-Roll on Census Day

Surname Forename YTI

Preferred Surname Reg Ever in Care at this school

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care
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
Ackton	Ackton	Stan			No
Adams	Adams	Nancy			No

Post Looked After Arrangements

Return to key table

Post Looked After Arrangements

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Post Looked After Arrangements	Evidence Obtained
Aardvaark	Aardvaark	Arya	4		Yes	<ul style="list-style-type: none"> Ceased to be looked after through Adoption Ceased to be looked after through a Special Guardianship Order (SGO) Ceased to be looked after through a Residence Order (RO) Ceased to be looked after through a Child Arrangement Order (CAO) 	<input type="checkbox"/>

After <Add> Select from Drop Down



Coventry City Council Teams Supporting you

- **Early Years Business, Sufficiency, Funding and Safeguarding Team** (EYA officers) for parent queries and business support
- EYCentral@Coventry.gov.uk
- **Data Team** for EY portal Help and School Census completion
- DataTeam.PD@Coventry.gov.uk
- **ICT Services** for SIMS Support
- SchoolsICT@Coventry.gov.uk
- **EY Portal Access** Issues
- CAPITAONEHelp@Coventry.gov.uk
- **Virtual School Team** (LAC & Post LAC)
VirtualSchool@Coventry.gov.uk



Early Years Advisers

- Sandra Craddock – Sandra.Craddock@coventry.gov.uk
- Hollie Barnacle – Hollie.Barnacle@coventry.gov.uk
- Sharon Chamberlain-Bates – Sharon.Chamberlain-bates@coventry.gov.uk

