

BRIGHTON & HOVE CITY COUNCIL EARLY YEARS PUPIL PREMIUM

INFORMATION FOR EARLY YEARS PROVIDERS IN THE PRIVATE, VOLUNTARY AND INDEPENDENT SECTORS

September 2015

1. Introduction

The Early Years Pupil Premium (EYPP) is additional funding for early years settings to support the development, learning and care for three and four year old children from families in receipt of out of work benefits.

Further information on EYPP including electronic copies of documents, can be found at

www.brighton-hove.gov.uk/childcare-providers

EYPP started in April 2015 and amounts to £300 per child per year where a child attends for their full 570 hours early years free entitlement (EYFE).

Children must receive EYFE in order to attract EYPP funding. A child does not have to take the full 570 hours of early education in order to get EYPP as it will be paid pro-rata for those taking fewer hours.

Children are eligible for EYPP from the start of the term after their third birthday.

Please note that the way EYPP is managed and administered is subject to adjustment and will change in the future as Brighton & Hove city council is moving to a web-based system for EYFE payments.

2. Provider Eligibility

All early years providers who offer EYFE in Brighton & Hove can submit a claim for EYPP for eligible children. This includes maintained school nursery classes, pre-schools, playgroups, nurseries, nursery schools and childminders.

If an early years provider receives an “inadequate” Ofsted judgement we are not permitted to fund EYFE, and consequently will not pay EYPP.

3. Information for Parents

BHCC has produced a sample letter for you to give to parents informing them about EYPP. It is hoped that this will encourage parents to give you the information needed so that EYPP eligibility can be checked.

It is important that you let parents know when EYPP is payable for their child and how the money is spent. Doing so may encourage other parents to provide information so that their child’s eligibility can be checked also.

4. Child Eligibility – Income-Based

Children are eligible if their parent/guardian receives one of the following benefits:

- Income Support
- Income-based Jobseekers Allowance

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- Income-related Employment and Support Allowance
- Universal Credit
- Support from the National Asylum Support Service under part 6 of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on

Some children who received EYFE in your setting from the age of two will become eligible for EYPP from the term after their third birthday. The two year olds who received EYFE who **will not** be eligible are those who received EYFE because either their family was in receipt of Working Tax Credit, or because their child was disabled.

5. Child Eligibility – Other

Children are also eligible if:

- they have been in local authority care for one day or more in England or Wales
- they have been adopted from care in England or Wales
- they have left care under a special guardianship/residence order in England or Wales

Unlike EYFE for two year olds, disabled children are not eligible for EYPP.

6. Checking Children's Eligibility – Provider Role

Children's eligibility for EYPP will be checked by BHCC

- on the first headcount day following a child starting at your setting, and
- on the autumn headcount day of the year in which the child becomes four.
THIS MEANS THAT THIS TERM DATA WILL NEED TO BE COLLECTED FROM ALL PARENTS WHOSE CHILD TURNS FOUR THIS ACADEMIC YEAR

To check eligibility for EYPP BHCC needs the parent/guardian's

- Surname
- National Insurance number, or National Asylum Support Service number, and
- Date of birth

Because families' circumstances change this information needs to be collected from parents of all children. A section has therefore been **added to the headcount form** (parent/carer certificate) for the parent/carer to provide this information, as well as a sentence regarding consent for us to use this data to check for EYPP eligibility.

You may wish to allow extra time for parents/carers to complete and sign headcount forms (parent/carer certificates) this term. Please note that parents can chose not to complete this section of the form.

Please check that the information the parent/guardian provides is correct. The National Insurance number should be two letters followed by six numbers and a final

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letter. A National Asylum Support Service number should be a nine digit number where the first four should be in the format YYYYMM

Eligibility can only be checked by BHCC if all the information from the parent/guardian is provided on the headcount form.

Parents of children who are eligible on grounds other than income i.e. because they have been adopted from care in England or Wales, or they have left care under a special guardianship/residence order in England or Wales, will need to provide evidence of their child's status. This will be

- a copy of the adoption certificate or
- a copy of the special guardianship/residence order if they have left care under these circumstances

Please collect this evidence from parents and inform BHCC if any children at your setting fall into these categories so that we can make sure that you receive EYPP for them.

Children who are local authority care are also eligible for the EYPP. You do not need to identify these children as the virtual school head from Brighton & Hove city council is aware of them and the setting they attend. You will automatically receive EYPP for these children with the payment for other children.

7. Checking Children's Eligibility – Brighton & Hove City Council Role

Once the headcount form has been received by the early years finance team, the data will be entered into the government's eligibility checking system (the ECS) which will confirm which children are eligible. The confirmed list of eligible children will be provided with your EYPP payment.

8. Payment of EYPP

EYPP will be paid to you in the form of a grant once a term. Where a child attends more than one setting, or attends for fewer than 570 hours a year, EYPP will be paid on a pro-rata basis.

The government is clear that EYPP should follow the child. Therefore if an EYPP eligible child moves from your setting mid-term the EYPP for the remainder of the term may be recovered from you and reallocated to the new setting.

9. Backdated Payments

If you can demonstrate that a child was eligible for EYPP in the summer term but no payment was made we can look at making a backdated payment this term. It will be up to you to provide evidence to support a case for a backdated payment.

10. Additional Census Autumn 2015

The government requires that an additional census is completed in November 2015. Therefore we will be in contact with you to ask you if there have been any changes in children's attendance between the autumn headcount day and the additional headcount day in November, so that we can report accurate information to the DfE.

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11. Family Change of Circumstances

If a family's circumstances change, for example the parent(s) find work and are no longer in receipt of benefits, the child will retain eligibility for EYPP until the autumn headcount day of the year in which the child becomes four when all children are re-checked.

12. Your EYPP Accountability

Ofsted will look at how you are using your EYPP and how effective this is as part of its inspection of your setting.

13. Keeping Parents Informed

You should let parents know if their child has been confirmed as eligible for EYPP and how you spend the EYPP.

14. Storing Data Securely

All data provided to you by parents to must be secured securely and in accordance with the Data Protection Act 1998

15. Timetable for Autumn Term 2015

By Date	Action
From September 2015	Providers give parents the EYPP letter
From September 2015	Providers issue new headcount forms (parent/carer certificates) to parents and ask them to complete, including the additional information now required for EYPP
October 2015 headcount day	Providers send in headcount forms to the early years finance team, along with evidence for any adopted children or those with special guardianship/residence order
October 2015	Early years finance team checks eligibility of children for EYPP using the government's ECS
November 2015	Brighton & Hove city council makes the EYPP payment for the autumn term and sends you a list of eligible children
November 2015	Early years finance will ask you to inform us of any changes between the autumn census and 5 th November 2015 so that accurate figures can be reported to the DfE

16. Contact details

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