



BEDFORD BOROUGH COUNCIL

## Appendix 1

### Guidelines for Claiming Nursery Education Funding (NEF)

- The provider should accurately complete and submit headcount and other necessary data returns by the agreed date to support the local authority to make payments; if deadlines are missed this will result in a payment delay
- Any funding that the setting receives for children must follow the child, if the child moves to a different setting during the year; settings must notify the LA of any changes to their headcount within 5 working days. It is recommended that the headcount process is completed at the setting where the child is attending in order to ensure it is correct according to the child's attendance and it is completed in a timely fashion, in accordance with GDPR

#### Eligibility:

##### Twos, Three and Four year old Funding:

- If a child attends more than one provider, the funding will be split according to how the parent/carer specifies up to the maximum number of hours for the given term.
- An eligible child should claim funding from the Local Authority (LA) where the provider operates.
- If a child claiming the free entitlement leaves or does not attend for more than 2 weeks, the provider must inform Bedford Borough Council at the earliest possible opportunity
- If a child claiming the free entitlement leaves / joins after the headcount day, the provider must inform Bedford Borough Council as soon as possible.

#### Process for Claiming the Funding:

##### Two, Three and Four year old Funding:

The initial allocations in each term will be based on your estimated pupil hours that have been submitted on Synergy at the end of the previous term. These initial allocations will be evenly split into monthly payments depending on the months in the term (summer term = 5 months, autumn term = 4 months, spring term = 3 months). These allocations will then be adjusted when the actual termly allocations are known.

Please see the table below showing months when the estimated and when the actual payments will be made:

<b>Term</b>	<b>Month</b>	<b>Adjustment</b>
Summer Term	April	Initial Summer Term Estimate
	May	Initial Summer Term Estimate
	June	Initial Summer Term Estimate
	July	Initial Summer Term Estimate
	August	Actual pupil uptake for Summer Term
Autumn Term	September	Initial Autumn Term Estimate
	October	Initial Autumn Term Estimate
	November	Initial Autumn Term Estimate
	December	Actual pupil uptake for Autumn Term
Spring Term	January	Initial Spring Term Estimate
	February	Initial Spring Term Estimate
	March	Actual pupil uptake for Spring Term

The dates of the monthly payments can be found in the table below:

<b>Month</b>	<b>Apr-19</b>	<b>May-19</b>	<b>Jun-19</b>	<b>Jul-19</b>	<b>Aug-19</b>	<b>Sep-19</b>	<b>Oct-19</b>	<b>Nov-19</b>	<b>Dec-19</b>	<b>Jan-20</b>	<b>Feb-20</b>	<b>Mar-20</b>
<b>Funds due to clear bank account</b>	22nd	20th	20th	22nd	19th	23rd	21st	21st	16th	20th	20th	23rd

### **Actual Headcount Procedure**

Providers must check eligibility of all children through a valid form of identification, for example a birth certificate or passport. Funded two year olds and children who are eligible for 30 hours should have a valid reference number.

Providers must ensure that all Parent Declaration forms are completed and signed by the parent every term. Failure to submit parent declarations will mean payment will not be made.

Headcount takes place. Providers complete the online Headcount pages using information on the Parent Declaration forms. Providers must monitor attendance of all eligible children during the Headcount week and make any necessary amendments to claims.

Completed online Headcount is submitted. All original Parent Declaration Forms are returned to Bedford Borough Council by the given deadline. Failure to meet the given deadline will result in a delayed payment.

Any provider that is able to provide a stretched offer for parents, should do so by using the facility provided by the Local Authority.

### **Providers awaiting their first inspection:**

Children eligible for all early education funding will be able to take up a place at a provider of childcare prior to their first Ofsted judgement. However, this will only take place where the provider has passed their initial Ofsted registration under the inspection framework.

## **Auditing Providers**

The Local Authority requires a robust audit process.

- Providers are required to agree to the audit process outlined in Appendix 2
- Providers need to maintain all attendance and finance records along with records about children receiving free entitlement for a period of 3 years. These should be made available to the Local Authority on request in line with GDPR.
- It is important that providers demonstrate that they are using nursery education funding for the purpose that it is intended, namely that the funding supports the education of 2, 3 and 4 year olds.
- Providers must contact Bedford Borough Council upon receipt of any payment for the free entitlement, for children who are not eligible in order that a repayment can be made.
- Any changes of circumstance or organisation, including name, must be reported to Bedford Borough Council, as this may result in a change of funding.

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