



BEDFORD BOROUGH COUNCIL

Appendix 4 - Appeals procedure for providers removed from Bedford Borough Council's Directory of Providers

1. A provider may be denied approval to offer the free entitlements or have their funding withdrawn as set out in appendix 3. The provider can appeal against this decision
2. Any provider who has received notice that they will be withdrawn from the Nursery Education Funding (NEF) Directory of Providers has the right to appeal against this decision. At the time of being informed of their removal from the Directory, providers will be given details of:
 - how an appeal can be made
 - to whom it should be made
 - how it will be dealt with
 - the time frame.
3. Providers who wish to appeal against such a decision will be allowed to do so before that removal is effected.

The Appeal process

4. A provider wishing to appeal must write formally to the Head of Early Help and Intervention stating their case within 2 weeks of receipt of notification. In response the setting will be informed that a specially convened Early Years Reference Group panel will consider their appeal and a decision will be made 28 working days after receipt of the letter. The setting can if they wish attend the panel meeting to present their case.
5. Please note no member of the Early Years teams previously involved with the case will be present at the appeal but the actions taken to support this setting in meeting the conditions of funding / raise the quality of their practice will be presented to the panel.