



BEDFORD BOROUGH COUNCIL

## Appendix 3 - Procedure for removal of providers from Bedford Borough Council's Directory of Providers

### Introduction

It is a requirement of the Department for Education (DfE) that the Local Authority (LA) keeps a Directory of all settings that are registered to receive Nursery Education funding (NEF). It is the responsibility of the LA to remove a provider from the Directory if:

1. The provider does not meet the terms set out in the provider agreement in order to receive NEF
2. The setting has received a second inadequate inspection grade for their early education provision.

### The Process

#### 1. The provider does not meet the terms of the provider agreement to receive NEF

- **Stage 1**

Informal communication will take place with the setting from a member of the Bedford Borough team who will inform the setting that they are not meeting the conditions of funding and that they are at stage 1 of the removal process. If there is no change in practice the setting will be moved to stage 2.

- **Stage 2**

A formal letter will be sent by the Head of Early Help and Intervention stating that the concern has been raised and asking how the setting will address this. The setting will be expected to respond within 14 working days. The letter will state that if there is no change in practice during the following term the setting will be moved to stage 3.

- **Stage 3**

The Head of Early Help and Intervention will ask representatives from the setting to meet and discuss the actions to date. Following this meeting a decision will be made regarding whether the provider meets the terms of the agreement by Children's and Adults' Services Senior Leadership Team.

#### 2. The setting has received an Inadequate Inspection Grade from Ofsted for their nursery education provision.

In a majority of cases, an inadequate judgement will mean the setting can remain on the Directory of Providers and another inspection would take place within 6 months. This is where the overall quality is of cause for concern and poor outcomes are secured for children. These settings will work with the Local Authority in the intervening period to improve the quality of their provision. However, if the subsequent inspection is also inadequate this will mean an automatic removal from the Directory of Providers.

There maybe circumstances where the inspection identifies a highly ineffective setting where early education is of an unacceptable standard for two, three and four year olds or where the setting has not achieved the enforcement actions set by OFSTED. In these circumstances the Head of Early Help and Intervention will formally notify the setting that it will automatically be removed from the Directory of Providers, the term following inspection. They will be informed that support is available from the Local Authority. If it is likely that they will re-apply for early education in the future, evidence of working with Local Authority will be required. The setting will also be informed of the appeals process.

With evidence of a change in practice and through working with the Local Authority the setting can reapply for inclusion on the Directory of Providers three terms after removal. Settings may appeal against their removal from the directory; however, it is unlikely that this will influence the decision to withdraw funding.