

Early Education Entitlement Provision for 2, 3 and 4 year olds in Birmingham January 2017 -August 2017

**Forms relating to
Terms and Conditions for Providers in
Delivering Early Education Entitlement
places and Child Eligibility Criteria**

Only one form to be completed per academic year updated termly.

PARENT/GUARDIAN DECLARATION FORM (PDF)
For 2 YEAR OLDS Early Education Entitlement (EEE) 2016/2017

DETAILS REQUIRED FOR THE EARLY YEARS FREE ENTITLEMENT			
<i>To be completed by parent</i>			
PROVIDER NAME			
Child Surname	Child Forename	Child Middle Name	Date of Birth
Child Full Address and Post Code		Gender M/F	Ethnicity
Post Code			
2 year old ECS Code	Eligibility confirmed by setting Yes/No		Date

TO APPLY FOR A 2 YEAR OLD EEE FUNDED PLACE
DETAILS OF THE PARENT/CARER CLAIMING BENEFITS OR CREDITS
<i>To be completed by parent if applicable</i>

For a child to be eligible for a 2 year old EEE funded place their parents must be in receipt of one or more of the following benefits or credits (or meet the adoption/guardianship criteria):

- Universal credit
- Income support
- Income-based Job Seekers' Allowance
- Income-related Employment and Support Allowance (If you are unable to work due to illness or a disability)
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of the State Pension Credit; or Child Tax Credit, provided they have an annual gross income of no more than £16,190 as assessed by Her Majesty's Revenue and Customs (HMRC).
- Working Tax Credits (including those in receipt during the four-week period immediately after their employment ceases, or after they start to work fewer than 16 hours per week) with a household income of less than £16,190 as assessed by HMRC.
- The child is looked after by their local authority.
- The child who has left care through special guardianship or an adoption or residence order.
- The child has a current statement of special educational needs or an Education, Health and Care plan.
- The child is in receipt of the Disability Living Allowance.

To enable eligibility to be confirmed you are required to complete the information below.

First parent/Carer Surname	Parent/Carer Forename	Parent/Carer Date of Birth	Parent/Carer National Insurance No or NASS Reg No
Second Parent/Carer Surname	Parent/Carer Forename	Parent/Carer Date of Birth	Parent/Carer National Insurance No or NASS Reg No

Parent/Carer to sign as confirmation of their agreement to the terms 2 year old funding

I declare that the above details are true and I understand they will be checked against the Government Eligibility Checking Service and that any false or incorrect information could lead to funding being withdrawn.

Parent/Carer Name :	Signature :	Date:

PROVIDER AND PARENT/GUARDIAN DECLARATION

To be completed by provider and parent

- The Parent/guardian of eligible children must be in receipt of an Eligible Eligibility Checking System (ECS) reference number before offering an EEE funded place.
- Children will be eligible for a EEE funded place from the term after their second birthday.
- BCC will fund children eligible for the free EEE hours at a maximum of 2 settings for 570 hours per year over no fewer than 38 weeks per year. For example: 15 hours per week over a minimum 38 weeks per year. The minimum number of hours which can be claimed per day is 2.5 hours and the maximum is 10 hours.
- The Free EEE hours are to be delivered completely free at the point of delivery and providers must not charge parents for any hours for which the provider receives funding.
- Funding will normally be paid for the term to the provider the child attends on Headcount day. If a child moves after Headcount day, funding will not be transferred unless an exceptional arrangement is made between the Early Years and Childcare team of BCC and the Childcare Provider. If the child leaves before this date the parent/guardian may be liable to pay for any hours used.
- The child's attendance must reflect an agreed pattern of attendance and should remain in force for the whole of the term.
- The parent/guardian must ensure that claimed hours are fully attended. Persistent non-attendance of claimed hours can result in the funding being reclaimed from the provider.
- Providers must give parents full details of the EEE sessions they offer and details of their pricing tariff which applies to Additional Services.
- Providers who charge for Additional Services **must not** do so as a condition of children accessing their free entitlement.
- The parent must pay for Additional Services provided outside of the free entitlement hours directly to the provider in accordance with their advertised charging policy for the agreed hours.
- Providers must provide parent/guardian(s) with clear information to show that they have received their child's free entitlement completely free.

- The parent/guardian can claim a maximum of 570 hours over a minimum of 38 weeks, however if the provider of choice is open for less than 38 weeks, they may not be able to claim the full entitlement.
- If a child attends two settings to access the free entitlement the Local Authority has the right to decide how the funding will be allocated. A maximum of 15 hours can be claimed between both providers.
- The parent/guardian must show evidence to the provider of the child's eligibility for the Free Entitlement in form of a Birth Certificate or Passport.
- The Provider Declaration Form must be updated termly.
- The parent/guardian must notify the provider immediately of any changes to the details provided on this form. Any alterations must be initialled by the parent/guardian.
- The provider must make parents aware of their appeals procedure in relation to EEE funding. Please refer to section 7.6 of the Terms and Conditions of funding.

CHILDMINDERS ONLY:

 Please tick to confirm that you are not a close relative of this child*

*Close relative is defined under the Childcare Act as a parent, grandparent, aunt, uncle, brother or sister. EEE cannot be claimed by Childminders providing childcare for their own or a related child. (see 2.1.15)

Parent/Carer to sign as confirmation of their agreement to the terms of the EEE funding.

I declare that the above details are true and that any false or incorrect information could lead to funding being withdrawn.

QUESTION FOR PARENTS

 How did you find out about Early Education Entitlement funding?

.....

Parent/Carer Name :	Signature :	Date:

Provider to sign as confirmation of their agreement to the EEE terms and conditions of funding and that they confirmed the 2 year old child's eligibility to EEE funding.

Name :	Signature :	Date:

PROVIDER'S OFFER FOR THE FREE ENTITLEMENT AND ADDITIONAL SERVICES
To be completed by provider and parent
AUTUMN TERM – EEE funding is paid for 13 weeks x maximum 15 hours or equivalent of 195 hours
TERM TIME ONLY

<i>Provider to complete</i>	MON	TUE	WED	THUR	FRI	TOTAL
Funded hours per day						
Additional Hours per day						

OR

STRETCH OPTION

<i>Provider to complete</i>	MON	TUE	WED	THUR	FRI	TOTAL A	Weeks per Year B	Hours Claimed per Week = A X B / 38
Funded hours per day								
Additional Hours per day								

SPLIT FUNDING – Maximum equivalent of 15 hours per week to be claimed between two providers

Name of second Provider	Number of funded hours claimed per week

I confirm that my child will access EEE funded hours per week for the Autumn term with this provider.

Parent Signature..... Date.....
SPRING TERM – EEE funding is paid for 12 weeks x maximum 15 hours or equivalent of 195 hours
TERM TIME ONLY

<i>Provider to complete</i>	MON	TUE	WED	THUR	FRI	TOTAL
Funded hours per day						
Additional Hours per day						

OR

STRETCH OPTION

<i>Provider to complete</i>	MON	TUE	WED	THUR	FRI	TOTAL A	Weeks per Year B	Hours Claimed per Week = A X B / 38
Funded hours per day								
Additional Hours per day								

SPLIT FUNDING – Maximum equivalent of 15 hours per week to be claimed between two providers

Name of second Provider	Number of funded hours claimed per week

I confirm that my child will access EEE funded hours per week for the Autumn term with this provider.

Parent Signature..... Date.....

SUMMER TERM – EEE funding is paid for 13 weeks x maximum 15 hours or equivalent of 195 hours
TERM TIME ONLY

<i>Provider to complete</i>	MON	TUE	WED	THUR	FRI	TOTAL
Funded hours per day						
Additional Hours per day						

OR

STRETCH OPTION

<i>Provider to complete</i>	MON	TUE	WED	THUR	FRI	TOTAL	Weeks per Year	Hours Claimed per Week
						A	B	= A X B / 38
Funded hours per day								
Additional Hours per day								

SPLIT FUNDING – Maximum equivalent of 15 hours per week to be claimed between two providers

Name of second Provider	Number of funded hours claimed per week

I confirm that my child will access EEE funded hours per week for the Autumn term with this provider.

Parent Signature..... **Date**.....

PARENT COPY

PROVIDER MUST HAND THIS COPY TO THE PARENT

PARENT/GUARDIAN DECLARATION FORM for 2 YEAR OLDS FREE ENTITLEMENT 2016/2017

The terms in which Birmingham City Council (BCC) provide the Early Education Entitlement funding for eligible 2 year olds.

- The Parent/guardian of eligible children must be in receipt of an Eligible Eligibility Checking System (ECS) reference number before offering an EEE funded place.
- Children will be eligible for a EEE funded place from the term after their second birthday.
- BCC will fund children eligible for the free EEE hours at a maximum of 2 settings for 570 hours per year over no fewer than 38 weeks per year. For example: 15 hours per week over a minimum 38 weeks per year. The minimum number of hours which can be claimed per day is 2.5 hours and the maximum is 10 hours.
- The Free EEE hours are to be delivered completely free at the point of delivery and providers must not charge parents for any hours for which the provider receives funding.
- Funding will normally be paid for the term to the provider the child attends on Headcount day. If a child moves after Headcount day, funding will not be transferred unless an exceptional arrangement is made between the Early Years and Childcare team of BCC and the Childcare Provider. If the child leaves before this date the parent/guardian may be liable to pay for any hours used.
- The child's attendance must reflect an agreed pattern of attendance and should remain in force for the whole of the term.
- The parent/guardian must ensure that claimed hours are fully attended. Persistent non-attendance of claimed hours can result in the funding being reclaimed from the provider.
- Providers must give parents full details of the EEE sessions they offer and details of their pricing tariff which applies to Additional Services.
- Providers who charge for Additional Services **must not** do so as a condition of children accessing their free entitlement.
- The parent must pay for Additional Services provided outside of the free entitlement hours directly to the provider in accordance with their advertised charging policy for the agreed hours.
- Providers must provide parent/guardian(s) with clear information to show that they have received their child's free entitlement completely free.
- The parent/guardian can claim a maximum of 570 hours over a minimum of 38 weeks, however if the provider of choice is open for less than 38 weeks, they may not be able to claim the full entitlement.
- If a child attends two settings to access the free entitlement the Local Authority has the right to decide how the funding will be allocated. A maximum of 15 hours can be claimed between both providers.
- The parent/guardian must show evidence to the provider of the child's eligibility for the Free Entitlement in form of a Birth Certificate or Passport.
- The Provider Declaration Form must be updated termly.
- The parent/guardian must notify the provider immediately of any changes to the details provided on this form. Any alterations must be initialled by the parent/guardian.
- The provider must make parents aware of their appeals procedure in relation to EEE funding. Please refer to section 7.6 of the Terms and Conditions of funding.

PLEASE KEEP THIS COPY IN A SAFE PLACE IN CASE OF FUTURE QUERIES WITH REGARD TO THE EARLY YEARS FREE ENTITLEMENT

Only one form to be completed per academic year updated termly.

PARENT/GUARDIAN DECLARATION FORM (PDF) for 3 & 4 YEAR OLDS EARLY EDUCATION ENTITLEMENT and EYPP (EARLY YEARS PUPIL PREMIUM) 2016/2017

PLEASE COMPLETE ALL PARTS OF THIS FORM AS APPROPRIATE

DETAILS REQUIRED FOR THE FREE EARLY EDUCATION ENTITLEMENT			
<i>To be completed by parent</i>			
PROVIDER NAME			
Child Surname	Child Forename	Child Middle Name	Date of Birth
Child Full Address and Post Code		Gender M/F	Ethnicity
Post Code			
Early Years Pupil Premium ECS Code		Confirmed as eligible yes/no	Date

PROVIDER AND PARENT/GUARDIAN DECLARATION

The terms on which Birmingham City Council (BCC) provide Free Early Education Entitlement for 3 & 4 year olds.

To be completed by provider and parent

- BCC will fund 3 and 4 year old children for the Free Early Education Entitlement hours at a maximum of 2 settings for 570 hours per year over no fewer than 38 weeks per year. For example: 15 hours per week over a minimum 38 weeks per year. The minimum number of hours which can be claimed per day is 2.5 hours and the maximum is 10 hours.
- **The Free Entitlement hours are to be delivered completely free at the point of delivery and providers must not charge parents for any hours for which the provider receives funding.**
- **Funding will normally be paid for the term to the provider the child attends on Headcount day. If a child moves after Headcount day, funding will not be transferred unless an exceptional arrangement is made between the Early Years and Childcare team of BCC and the Childcare Provider. If the child leaves before this date the parent/guardian may be liable to pay for any hours used.**
- **The child's attendance must reflect an agreed pattern of attendance and should remain in force for the whole of the term.**
- **The parent/guardian must ensure that claimed hours are fully attended. Persistent non-attendance of claimed hours can result in the funding being reclaimed from the provider.**
- **Providers must give parents full details of the Free Entitlement sessions they offer and details of their pricing tariff which applies to Additional Services.**
- Providers who charge for Additional Services **must not** do so as a condition of children accessing their Free Entitlement.
- The parent must pay for Additional Services provided outside of the Free Entitlement directly to the provider in accordance with their advertised charging policy for the agreed hours.
- Providers must provide parent/guardian(s) with clear information to show that they have received their child's Free Entitlement completely free.

- The parent/guardian can claim a maximum of 570 hours over a minimum of 38 weeks, however if the provider of choice is open for less than 38 weeks, they may not be able to claim the full entitlement.
- If a child attends two settings to access the Free Entitlement the Local Authority has the right to decide how the funding will be allocated. A maximum of 15 hours per week can be claimed between both providers.
- The parent/guardian must show evidence to the provider of the child's eligibility for the Free Entitlement in form of a Birth Certificate or Passport.
- The Provider Declaration Form must be updated termly.
- The parent/guardian must notify the provider immediately of any changes to the details provided on this form. Any alterations must be initialled by the parent/guardian.
- The provider must make parents aware of their complaints procedure in relation to EEE funding
- **For EYPP, the Parent/guardian of eligible children must be in receipt of an Eligible Eligibility Checking System (ECS) reference number before offering an EEE funded place.**

CHILDMINDERS ONLY:

 Please tick to confirm that you are not a close relative of this child*

*Close relative is defined under the Childcare Act as a parent, grandparent, aunt, uncle, brother or sister. EEE cannot be claimed by childminders providing childcare for their own or a related child. (see 2.1.15)

Parent/Carer to sign as confirmation of their agreement to the terms of the Free Entitlement

I declare that the above details are true and that any false or incorrect information could lead to funding being withdrawn.

QUESTION FOR PARENTS

 How did you find out about Early Education Entitlement funding?

.....

Parent/Carer Name :	Signature :	Date:

Provider to sign as confirmation of their agreement to the terms of the Free Entitlement and having seen appropriate evidence of the child's eligibility

Name :	Signature :	Date:

**TO APPLY FOR EARLY YEARS PUPIL PREMIUM (EYPP)
 DETAILS OF THE PARENT/CARER CLAIMING BENEFITS OR CREDITS
 To be completed by parent if applicable**

 For a child to be eligible for EYPP (Early Years Pupil Premium) their parents must be in receipt of one or more of the following benefits or credits (or meet the adoption/guardianship criteria):

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit

- Child Tax Credit, but not Working Tax Credit, with an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

ADOPTION OR SPECIAL GUARDIANSHIP

To be awarded EYPP, a photocopy of the relevant Court Order or Adoption Birth Certificate must be given to your nursery and sent to the funding office as supporting evidence. The child must have:

- Been Looked After by the local authority for at least one day
- Been Adopted from care
- Left care through Special Guardianship
- Been or is subject to a child arrangement order (formerly known as residence order)

If you are in receipt of one of the benefits or credits listed above please complete the box:

First parent/Carer Surname	Parent/Carer Forename	Parent/Carer Date of Birth	Parent/Carer National Insurance No or NASS Reg No
Second Parent/Carer Surname	Parent/Carer Forename	Parent/Carer Date of Birth	Parent/Carer National Insurance No or NASS Reg No

Parent/Carer to sign as confirmation of their agreement to the terms of EYPP (where applicable)

I declare that the above details are true and I understand they will be checked against the Government Eligibility Checking Service and that any false or incorrect information could lead to funding being withdrawn.

Parent/Carer Name :	Signature :	Date:

PROVIDER'S OFFER FOR THE FREE ENTITLEMENT AND ADDITIONAL SERVICES
To be completed by provider and parent

AUTUMN TERM - Free Entitlement paid for 13 weeks x maximum 15 hours or equivalent of 195 hours

TERM TIME ONLY

<i>Provider to complete</i>	MON	TUE	WED	THUR	FRI	TOTAL
Funded hours per day						
Additional Hours per day						

OR

STRETCH OPTION

<i>Provider to complete</i>	MON	TUE	WED	THUR	FRI	TOTAL	Weeks per Year	Hours Claimed per Week
						A	B	= A X B / 38
Funded hours per day								
Additional Hours per day								

SPLIT FUNDING – Maximum equivalent of 15 hours per week to be claimed between two providers

Name of second Provider		Number of funded hours claimed per week	
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I confirm that my child will access Free Entitlement funded hours per week for the Autumn term with this provider.

Parent Signature..... Date.....

SPRING TERM - Free Entitlement paid for 12 weeks x maximum 15 hours or equivalent of 180 hours

TERM TIME ONLY

<i>Provider to complete</i>	MON	TUE	WED	THUR	FRI	TOTAL
Funded hours per day						
Additional Hours per day						

OR

STRETCH OPTION

<i>Provider to complete</i>	MON	TUE	WED	THUR	FRI	TOTAL	Weeks per Year	Hours Claimed per week
						A	B	= A X B / 38
Funded hours per day								
Additional Hours per day								

SPLIT FUNDING – Maximum equivalent of 15 hours per week to be claimed between two providers

Name of second Provider		Number of funded hours claimed per week	
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I confirm that my child will access Free Entitlement funded hours per week for the Spring term with this provider.

Parent Signature..... Date.....

SUMMER TERM - Free Entitlement paid for 13 weeks x maximum 15 hours or equivalent of 195 hours
TERM TIME ONLY

<i>Provider to complete</i>	MON	TUE	WED	THUR	FRI	TOTAL
Funded hours per day						
Additional Hours per day						

OR

STRETCH OPTION

<i>Provider to complete</i>	MON	TUE	WED	THUR	FRI	TOTAL	Weeks per Year	Hours Claimed per week
						A	B	= A X B / 38
Funded hours per day								
Additional Hours per day								

SPLIT FUNDING – Maximum equivalent of 15 hours per week to be claimed between two providers

Name of second Provider	Number of funded hours claimed per week

I confirm that my child will access Free Entitlement funded hours per week for the Summer term with this provider.

Parent Signature.....

Date.....

PARENT COPY

PROVIDER MUST HAND THIS COPY TO THE PARENT

PARENT/GUARDIAN DECLARATION FORM for 2 YEAR OLDS FREE ENTITLEMENT 2016/2017

The terms in which Birmingham City Council (BCC) provide the Early Education Entitlement funding for eligible 2 year olds.

- The Parent/guardian of eligible children must be in receipt of an Eligible Eligibility Checking System (ECS) reference number before offering an EEE funded place.
- Children will be eligible for a EEE funded place from the term after their second birthday.
- BCC will fund children eligible for the free EEE hours at a maximum of 2 settings for 570 hours per year over no fewer than 38 weeks per year. For example: 15 hours per week over a minimum 38 weeks per year. The minimum number of hours which can be claimed per day is 2.5 hours and the maximum is 10 hours.
- The Free EEE hours are to be delivered completely free at the point of delivery and providers must not charge parents for any hours for which the provider receives funding.
- Funding will normally be paid for the term to the provider the child attends on Headcount day. If a child moves after Headcount day, funding will not be transferred unless an exceptional arrangement is made between the Early Years and Childcare team of BCC and the Childcare Provider. If the child leaves before this date the parent/guardian may be liable to pay for any hours used.
- The child's attendance must reflect an agreed pattern of attendance and should remain in force for the whole of the term.
- The parent/guardian must ensure that claimed hours are fully attended. Persistent non-attendance of claimed hours can result in the funding being reclaimed from the provider.
- Providers must give parents full details of the EEE sessions they offer and details of their pricing tariff which applies to Additional Services.
- Providers who charge for Additional Services **must not** do so as a condition of children accessing their free entitlement.
- The parent must pay for Additional Services provided outside of the free entitlement hours directly to the provider in accordance with their advertised charging policy for the agreed hours.
- Providers must provide parent/guardian(s) with clear information to show that they have received their child's free entitlement completely free.
- The parent/guardian can claim a maximum of 570 hours over a minimum of 38 weeks, however if the provider of choice is open for less than 38 weeks, they may not be able to claim the full entitlement.
- If a child attends two settings to access the free entitlement the Local Authority has the right to decide how the funding will be allocated. A maximum of 15 hours can be claimed between both providers.
- The parent/guardian must show evidence to the provider of the child's eligibility for the Free Entitlement in form of a Birth Certificate or Passport.
- The Provider Declaration Form must be updated termly.
- The parent/guardian must notify the provider immediately of any changes to the details provided on this form. Any alterations must be initialled by the parent/guardian.
- The provider must make parents aware of their appeals procedure in relation to EEE funding. Please refer to section 7.6 of the Terms and Conditions of funding.

PLEASE KEEP THIS COPY IN A SAFE PLACE IN CASE OF FUTURE QUERIES WITH REGARD TO THE EARLY YEARS FREE ENTITLEMENT

PARENT COPY

PROVIDER MUST HAND THIS COPY TO THE PARENT

PARENT/GUARDIAN DECLARATION FORM for 3 & 4 YEAR OLDS FREE ENTITLEMENT 2016/2017

The terms in which Birmingham City Council (BCC) provide the Early Education Entitlement funding for all 3 & 4 year olds.

- Children will be eligible for a EEE funded place from the term after their third birthday.
- BCC will fund children eligible for the free EEE hours at a maximum of 2 settings for 570 hours per year over no fewer than 38 weeks per year. For example: 15 hours per week over a minimum 38 weeks per year. The minimum number of hours which can be claimed per day is 2.5 hours and the maximum is 10 hours.
- The Free EEE hours are to be delivered completely free at the point of delivery and providers must not charge parents for any hours for which the provider receives funding.
- Funding will normally be paid for the term to the provider the child attends on Headcount day. If a child moves after Headcount day, funding will not be transferred unless an exceptional arrangement is made between the Early Years and Childcare team of BCC and the Childcare Provider. If the child leaves before this date the parent/guardian may be liable to pay for any hours used.
- The child's attendance must reflect an agreed pattern of attendance and should remain in force for the whole of the term.
- The parent/guardian must ensure that claimed hours are fully attended. Persistent non-attendance of claimed hours can result in the funding being reclaimed from the provider.
- Providers must give parents full details of the EEE sessions they offer and details of their pricing tariff which applies to Additional Services.
- Providers who charge for Additional Services **must not** do so as a condition of children accessing their free entitlement.
- The parent must pay for Additional Services provided outside of the free entitlement hours directly to the provider in accordance with their advertised charging policy for the agreed hours.
- Providers must provide parent/guardian(s) with clear information to show that they have received their child's free entitlement completely free.
- The parent/guardian can claim a maximum of 570 hours over a minimum of 38 weeks, however if the provider of choice is open for less than 38 weeks, they may not be able to claim the full entitlement.
- If a child attends two settings to access the free entitlement the Local Authority has the right to decide how the funding will be allocated. A maximum of 15 hours can be claimed between both providers.
- The parent/guardian must show evidence to the provider of the child's eligibility for the Free Entitlement in form of a Birth Certificate or Passport.
- The Provider Declaration Form must be updated termly.
- The parent/guardian must notify the provider immediately of any changes to the details provided on this form. Any alterations must be initialled by the parent/guardian.
- The provider must make parents aware of their appeals procedure in relation to EEE funding. Please refer to section 7.6 of the Terms and Conditions of funding.

PLEASE KEEP THIS COPY IN A SAFE PLACE IN CASE OF FUTURE QUERIES WITH REGARD TO THE EARLY YEARS FREE ENTITLEMENT

Early Education Entitlement (EEE) - Leavers Form

This form must be completed if a 2, 3 or 4 year old funded child leaves the setting. Please return the completed form to: **Email:** NEF@birmingham.gov.uk **Fax:** 0121 303 6509

Post: Nursery Education funding Team, Early Years and Childcare, PO Box 16453, Birmingham, B2 2ZJ

This form must be returned to NEF within two weeks of the child leaving see EEE Condition 7.1.20. Failure to do so will result in a clawback of funding. Please be clear on the reason for the child leaving. Always consider any possible safeguarding aspects of a child / family leaving a setting. Please complete all of the questions below to inform an assessment using the Signs of Safety and Wellbeing Framework.

Name of Setting			
Address of Setting			
Ofsted URN		Impulse ID	
Name of Child			
Child's DOB			
Child's Address			
Date child first attended setting			
Date child last attended setting			
Reason for leaving – Please detail;			
Name and role of the setting practitioner who has spoken to the parent/carer regarding the child leaving the setting			
Date and method of contact with parent/carer			
If contact with the parent / carer has not been possible please give reasons and send a letter by registered post to the parent / carer requesting them to make contact with you.			
Signs of safety and Wellbeing Framework			
What is going well for this family and what resources/services are already in place?		When completing this section please consider; <ul style="list-style-type: none"> • What is going well? What is making things go well? • Are there resources(e.g.family/friends/community) being accessed or services that are being provided to address the concern? • What are the views of the child/ren/family? 	
What are your concerns for this child(ren) or family?		When completing this section please consider; <ul style="list-style-type: none"> • Is there actual harm? – What action is causing this harm? • What is the factual information and evidence base specific to your concern? • What are the future dangers for this child(ren)/family should this concern not be addressed? 	

	<ul style="list-style-type: none"> • What are the complicating factors that make the concerns more difficult to deal with?
What needs to happen next?	<p>When completing this section please consider;</p> <ul style="list-style-type: none"> • What changes do the family need to make for your concern to be addressed? • What changes do the family think they need to make? What do they think would help them? • What do you think would help to decrease the concern and risk to this family/child(ren)? • What support would help the family to make the changes you have identified?
Nursery/Setting/Childminder the Child is moving to.	
Please specify the name and address of the nursery / setting the child is moving to. This must be completed even if the child has moved out of Birmingham.	
Name and role of person completing this form	
Signature	
Date	

Early Education Entitlement (EEE) - Long Term Absence Form

This form must be completed if a 2, 3 or 4 year old funded child has been absent from the setting for 4 or more consecutive weeks. See EEE condition 7.1.18 Please return the completed form to:

Email: NEF@birmingham.gov.uk

Fax: 0121 303 6509

Post: Nursery Education funding Team, Early Years and Childcare, PO Box 16453, Birmingham, B2 2ZJ

Please be clear on the reason for the absence and the steps you have taken to address the absence. Always consider any possible safeguarding aspects of a child's absence and follow your safeguarding policy to take the necessary steps to inform relevant agencies if you have any concerns. Failure to do so will result in a clawback of funding.

Name of Setting			
Address of Setting			
Ofsted URN		Impulse ID	
Name of Child			
Child's DOB			
Child's Address			
Date child first attended setting			
Date child last attended setting			
Reason for leaving – Please detail;			
Name and role of the setting practitioner who has spoken to the parent/carer regarding the child leaving the setting			
Date and method of contact with parent/carer			
If contact with the parent / carer has not been possible please give reasons and send a letter by registered post to the parent / carer requesting them to make contact with you.			
Signs of safety and Wellbeing Framework			
What is going well for this family and what resources/services are already in place?	When completing this section please consider; <ul style="list-style-type: none"> • What is going well? What is making things go well? • Are there resources(e.g.family/friends/community) being accessed or services that are being provided to address the concern? • What are the views of the child/ren/family? 		
What are your concerns for this child(ren) or family?	When completing this section please consider; <ul style="list-style-type: none"> • Is there actual harm? – What action is causing this harm? • What is the factual information and evidence base specific to your concern? • What are the future dangers for this child(ren)/family should this concern not be addressed? • What are the complicating factors that make the concerns more difficult to deal with? 		
What needs to happen next?	When completing this section please consider;		

	<ul style="list-style-type: none">• What changes do the family need to make for your concern to be addressed?• What changes do the family think they need to make? What do they think would help them?• What do you think would help to decrease the concern and risk to this family/child(ren)?• What support would help the family to make the changes you have identified?
Details of Returning to the Childcare Service	
Please specify the date the child is expected to return to the setting.	
Name and role of person completing this form	
Signature	
Date	

Early Education Entitlement Appeal Procedures for Parents/Carers

This Appeals Procedure is for parents/carers who are not satisfied that their child has received the free early education to which they are entitled. The purpose of this document is to provide a fair, consistent, reliable and quick mechanism for dealing with individual appeals.

Firstly you should contact your nursery provider to check that they are registered to provide places for the early education entitlement and if so, to clarify the eligibility criteria.

Secondly, contact the Officer responsible for the early education entitlement funding at Birmingham City Council to discuss the eligibility criteria and the reasons why you are not satisfied that your child has received the free provision to which he or she is entitled. The contact number for this person is 0121 303 0267.

Finally, if you are not satisfied with the outcome of the discussion then as a parent/carer you can make an appeal to Birmingham City Council Early Years and Childcare Team.

Appeals Process

- 1 The parent/carer must lodge the notice of appeal in writing by completing the attached form and sending it to the address on the form.
- 2 Wherever possible, appeals will be resolved by the Senior NEF Officer responsible for early education entitlement funding, and will be responded to within 28 days of receiving the notice of appeal.
- 3 If Parents/Carers are dissatisfied with the response from the Senior NEF Officer they may escalate their appeal to The NEF Manager.
- 4 The NEF Manager will investigate and respond to the parent/carer within 28 days

Details of the Appeal

This form should be completed by parent/carer who is not satisfied that their child has received the early education entitlement provision to which they are entitled.

Name of Child:	<input type="text"/>		
Child's date of birth	<input type="text"/>		
Name of childcare provider	<input type="text"/>		
Address of childcare provider:	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Post code:	<input type="text"/>	Telephone no:	<input type="text"/>
Email address:	<input type="text"/>		
Total number of hours attended by your child per week	<input type="text"/>		

Full Time Place Criteria from September 2016

Children in the following circumstances **are likely** to meet the criteria to be offered a full-time place (This list is not exclusive and is an example of situations that may be identified within the thresholds of Additional and Complex/significant needs):-

- Children with a Child Protection Plan; or are subject to a section 47 Child Protection investigation; or a section 17 Children in Need plan.
- Children in Local Authority Care or subject to a Special Guardianship Order.
- Children identified as in need of early help through an fCAF and have in place a family support plan.
- Children with diagnosed disabilities who have an Education, Health and Care plan (or are in the process of) and/or are in receipt of Disability Living Allowance. Or children who have been referred to or by a Child Development Centre/equivalent specialist education agency.
- Children from families where their physical accommodation places the child at risk of harm.
- Children whose parents/carers need support as a result of their physical disability, learning disability, mental health problem or illness.
- Parent/carer in prison.
- Children from families experiencing domestic violence or drug/alcohol abuse.
- Children who are in the first stages of language development.
- Children from families with no recourse to public funds.
- Children in exceptional circumstances around a safeguarding/vulnerable situation need.

It is expected that any child identified as potentially eligible for a full-time place will have a supporting referral from a professional engaged in their support and an fCAF detailing the need for a full-time place to support improving their outcomes. Where this is not already in place, it is expected that an fCAF will be initiated in line with the Early Help strategy and Right Service, Right Time model.

An eligible child should be re-assessed for the ongoing provision of a full-time place for each academic year

Placement Strategy for Schools and Settings to offer Full-time Early Education Places

Type of Setting

Children that are identified as eligible to access a full-time early education place will be able to do so in a local authority nursery school, a nursery class within a primary school or a Private, Voluntary and Independent (PVI) nursery provider, providing the below quality criteria are met..

Quality of School/Setting

In order for schools and PVI providers to be able to offer a full-time early education place to an eligible child, they must meet the criteria agreed by Birmingham City Council. This is to ensure that the most vulnerable children benefit from high quality places, as research has proven it is the quality of the provision that makes the biggest difference to a child's outcomes.

Eligible children will be able to access a full-time early education place within schools/settings:-that have achieved a Good or Outstanding (Grade 1 or 2) Ofsted outcome. For primary schools this will be the rating given for the Early Years Foundation Stage.

- that have one Qualified Teacher or Early Years Teacher (previously Early Years Professional (EYP) or Graduate holding a full and appropriate Early Years Degree e.g. Early Years Childhood Studies BA (Hons), Early Years: Education & Leadership in Practice BA(Hons). (Childminders should be able to demonstrate how this support is accessed where the childminder themselves does not meet this criteria.)
- Where the leadership team of the school/setting demonstrate an ability to plan strategically and review and monitor short and long term targets. The school/setting should have a good

record of staff retention. The Ofsted rating for leadership and management must be Good or Outstanding (Grade 1 or 2).

- that have a robust SEND policy and commitment to implementing this holistically. (This should cover EYFS PSED/personal independence/communication/behaviour or toileting needs.)

Schools and PVI settings that do not meet these quality criteria will not be able to offer a full-time place. If children meeting the criteria for a full-time place are identified during the admissions process, they should be signposted to the Early Years, Childcare and Childrens Centres team so that appropriate arrangements can be made. A part-time place can still be offered