

**Warwickshire County Council**  
**Childminder Early Education Funding Process for 2, 3 and 4 Year Olds**  
**Spring Term 2021**

Issue Date – 15<sup>th</sup> January 2021

We thank the sector for their patience while awaiting this document which has allowed us to clarify the detail of the Department for Education's funding offer for Spring 2021, including the further detail that had been required around attendance. The updated information has now been received by the Local Authority and the Spring Term 2021 funding process for claiming is included within this document.

As with the Summer and Autumn Term 2020, Warwickshire will make early education funding payments in line with the requirements stipulated by the Department for Education.

**Child Headcount Claims**

*The normal (Pre-COVID) requirements apply for adding children to your Headcount and should be in line with the Spring Term 2021 Termly Information Letter.*

***In addition, following updated Early Years Census 2021 Guidance (January 2021), funding can be claimed based on the child's usual expected attendance in the below circumstances.***

**You CAN claim funding for children in the following circumstances:**

1. For all children taking up a place and attending as usual
2. For any children required to self-isolate due to exposure to coronavirus (usually a period of 10 days) in census week
3. For any children who are ill in census week
4. Where parents/carers have specifically advised the child will not attend due to parent/carer caution (fear of child catching coronavirus), if the provider remains open to the child and they have not altered their parental declaration relating to expected hours with the provider
5. Where parents/carers have specifically advised that the child will not attend due to parent/carer choosing to care for child at home, only if the provider remains open to the child and the parent/carer has not altered their parental declaration relating to expected hours with the provider
6. For any children clinically extremely vulnerable and therefore shielding
7. Where you have attempted to stay open, but have closed for a period of time for reasons such as staff shortages due to illness or self-isolation requirements
8. Where closure has occurred due to government guidance e.g. temporary inability to access the site premises or where numbers of staff (childminder or assistants) shielding make it impossible to provide the funded entitlements
9. All vulnerable children that would normally take up a place should be claimed for by a childminder in line with agreed funded hours as per the parental declaration form. Where a child does not or cannot attend, the childminder must use the hours to ensure that contact and support continues to be provided for these children. Further details on children of critical workers and vulnerable children can be found here.

**You CANNOT claim funding for children affected by the following circumstances:**

1. Where the business has closed due to limited anticipated attendance, staff caution or business choice
2. Where the child's place is not available due to the member of staff (who would be required to deliver the child's place) being placed on furlough e.g. childminders working with assistants
3. For any children that are unable to access their place where a setting is partially closed e.g. due to business choice, reduced staffing caused by staff caution or places have been restricted e.g. reduced offer only to specified groups
4. Where a completed and consented parental declaration form (PDF) is not in place

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**Adjustment Process for Late Starters after Headcount**

As with the Summer and Autumn Term 2020 the adjustment process will continue to be implemented allowing childminders to submit a claim for any children that start at the setting after the specified termly headcount date (week). This will allow childminders to correct any omissions and claim funding for children (that have not already allocated their termly funding to another setting) that may choose to access provision part way through the term, increased / decreased hours, or have moved into the area. See Termly Funding Letter for the dates and deadlines for the adjustment process.

**Additional considerations**

**Schedule of payments**

The termly funding letter issued by the funding team on **2<sup>nd</sup> December 2020**, includes the relevant payment dates for the Spring 2021 term. *Attached for reference - Spring Term 2021 Early Education Funding Letter.*

**Funding for children needing to attend a different setting / childminder**

These children **should not be added** to your headcount, they will need to be claimed for via the **adjustment process**.

- Settings are to use the funding paid for a child that is not attending to cover the attendance of any additional children that will access the service
- A child will only be funded at two settings simultaneously (double funded) where there are no other children of this type funded at the setting, e.g. a 2 Help funded child that attends a new setting that has not previously claimed for 2 Help children or a child wishes to use 3 & 4 year old extended entitlement hours at a setting that has previously not offered these
- A child will only be funded at two settings simultaneously (double funded) where the number of new children exceeds their headcount claim from the Spring Term 2021
- Warwickshire will manage any child moves after headcount in line with the usual procedure as specified in the Guidance and Requirements of Early Education Funding for 2, 3 and 4 year olds, 2020 and specified in the terms and conditions section of the Parental Declaration Form

**Parental Declaration Forms (PDF's)**

- Only children with a completed and signed PDF will be funded and claimed for by the provider
- Childminders must complete the necessary information, including all funded / non funded hours sections *in line with the Spring Term 2021* process for completing PDF's attached
- The parents / carers copy of the terms and conditions must be passed to parents / carers as required and childminders must refer to this to ensure that families are aware of the requirements of accessing a place including any provider moves after headcount date

**3 and 4 year old Extended Entitlement Hours**

The eligibility and application process for a 30 hour code continues to be determined and managed by HMRC and where the attendance / claim is in line with this term's requirements.

Funding can be claimed: -

- Where a VALID 30 hour code is provided by parents, with a start date on or before 31<sup>st</sup> December 2020 and a validity end date on or after 5<sup>th</sup> January 2021
- The child was in receipt of 30 hours funding last term with the same provider and has a Grace Period with an end date no earlier than 31<sup>st</sup> March 2021

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This will apply in **all** circumstances however, where central government provides further information that differs to this a late adjustment payment will be made.

**Remote Learning**

Substantial developments have been made with regards to remote learning as a resource for all educational settings since the beginning of the pandemic. It is acknowledged that as an additional support resource for those children within the early years sector this may be useful to support children to enable contact for a short term absence, however in line with the information issued by Vicky Ford, Minister for Children and Families, early years children should receive care and education by attending their early years settings when they can.

<https://www.eyalliance.org.uk/news/2021/01/dfe-provides-update-rationale-behind-decision-keep-early-years-providers-open>

**Business Support for all Early Years & Childcare providers**

The government has produced the following information for early years and childcare providers with regards to financial support for the sector during COVID-19:

[Coronavirus \(COVID-19\) Financial support for education, early years and children's social care](#)

Further information and guidance on local funding schemes available to businesses can be found here:

<https://www.warwickshire.gov.uk/coronavirusbusinesssupport>

**Considerations:**

- Contractual obligations – contracts signed with parents will need to be reviewed and monitored to ensure that both parties are operating in line with their contracts. Contracts may need to be reviewed and updated in line with the latest government guidance - [Education and childcare settings: national lockdown from 5 January 2021](#) and [Actions for Early Years and Childcare providers during the coronavirus \(COVID-19\) outbreak](#)
- Reduction in demand – where settings see a reduction in income (either public or non-public) they may be able to make use of the [Coronavirus Job Retention Scheme](#) or the [Self-Employment Income Support Scheme](#)
- Terms & conditions of Early Education Funding – settings must pass on the Terms & Conditions of Early Education Funding, page 5 on the 2 year old Parental Declaration Form or page 7 on the 3 & 4 year old Parental Declaration Form to all parents who have signed up for an Early Education Funded place
- Clear & transparent – any changes made to charges, contracts, attendance must be clear and transparent for parents. Settings must abide by any periods of notice required for any changes made
- Discuss non-attendance with parents / carers and consider the option fees / charges continuing to be paid on a voluntary basis where sessions cannot be offered e.g. due to temporary closure linked to staff self-isolation
- Staff illness/self-isolating – Settings with staff who are unwell due to coronavirus or having to self-isolate may be able to claim Statutory Sick Pay, further information can be found [here](#) Employers may also use the [Coronavirus Job Retention Scheme](#) to furlough employees who are clinically extremely vulnerable. Self-employed providers may be able to use the Self-Employment Income Support Scheme if they are unable to work due to coronavirus, please click [here](#) for more examples on when this scheme can be used.

**Settings currently not registered to offer Early Education Funding: -**

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- WCC will process requests on a case-by-case basis, in line with statutory requirements, where a setting wishes to register to offer funded places or an additional funding element enabling them to care for children displaced due to Covid impact
- Any newly registered settings will then follow the same processes as listed above alongside those set out in the WCC Early Education Funding Provider Agreement 2020 / 21, where applicable
- Requests made part way through the term will be paid in line with the standard schedule of payment
- Only settings registered on the Ofsted Early Years Register and meeting the required Ofsted quality grading or stipulations of a newly registered provider may register to offer Early Education funded places

**Early Years Funding Team Contacts: -**

For detailed queries regarding funding matter please contact the relevant team via the below emails.

- [eyfunding@warwickshire.gov.uk](mailto:eyfunding@warwickshire.gov.uk) – 2, 3 and 4 year old funding queries including extended entitlement
- [2help@warwickshire.gov.uk](mailto:2help@warwickshire.gov.uk) – 2 Help Funding Applications
- [childminderfunding@warwickshire.gov.uk](mailto:childminderfunding@warwickshire.gov.uk) – Childminder funding enquiries – all funded entitlements

**Early Years Business Support Advice: -**

- [earlyyears@warwickshire.gov.uk](mailto:earlyyears@warwickshire.gov.uk)

Reclaiming Early Education Funding will be in line with the Early Education Funding Provider Agreement and Guidance and Requirements of Early Education Funding for 2, 3 and 4 year olds - 2020 to 2021

Warwickshire County Council reserves the right to reclaim any funding from a setting that later by way of Department of Education directive, complaint or early education funding audit, upon investigation is found to have misclaimed.

*This document is relevant to the published legal requirements for the date specified on this document, any amendments will be notified where Department for Education directives change after this date.*