



## **Gateshead Early Years Provider Agreement**

### **Effective from September 2018**

This agreement is between the Borough Council of Gateshead (the Local Authority) and the early years provider named in the Provider Declaration – Appendix H (the Provider).

This agreement sets out the terms under which the Provider will provide the fifteen-hour entitlement for the most disadvantaged two-year-olds, the fifteen hour entitlement for parents of three- and four-year-olds (the universal entitlement) and the thirty hours entitlement for working parents of three- and four-year-olds (the extended entitlement).

To offer the funded entitlements in Gateshead, the Provider must:

- i. Be a provider of Early Years childcare and education. This can include:
  - Early Years providers and childminders registered on the Ofsted Early Years register;
  - Childminders registered with a childminder agency that is registered with Ofsted;
  - Independent Schools and Academies taking children age two and over and which are exempt from registration with Ofsted as an Early Years provider.
- ii. Be on the Gateshead Council Directory of Provider (the Directory).

It is a requirement you read and understand this document before signing and returning this form. By signing this Agreement you are agreeing to abide by all the obligations for providers set out below. Acceptance of this Agreement is a condition for inclusion in the Gateshead Directory.

This Agreement is personal to the legal entity named in the Provider Declaration and cannot be transferred to any other individual, company or organisation without the permission of the Local Authority. Where permission is not given, the new Provider will be required to make a new application to go onto the Directory.

### **Legal Framework and Statutory Guidance**

The Provider must work within the following frameworks and legislation which underpin this agreement:

- Early Education and Childcare, Statutory Guidance for Local Authorities 2018;
- Childcare Act 2006;
- Childcare Act 2016;
- Equality Act 2010;

- School Admissions Code 2014;
- Statutory Framework for the Early Years Foundation Stage (EYFS) 2017;
- Local Authority (Duty to Secure Early Years Provision Free of Charge) Regulations 2014;
- The Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016;
- Special Educational Needs and Disability Code of Practice: 0 to 25 Years 2015;
- Data Protection Act 2018.

The Local Authority has the right to unilaterally vary the agreement to reflect changes in legislation and Department for Education (DfE) guidance.

References to legislation will be to that legislation as amended from time to time, without express changes to this agreement.

## **Key Local Authority Responsibilities**

The Local Authority:

- Will secure a funded entitlement place for every eligible child in their area, as far as reasonably practicable.
- Will endeavour to work in partnership with providers to agree how to deliver funded entitlement places.
- Will ensure data submitted via the Servelec portal is processed in accordance with the published privacy notice.
- Will ensure information about the entitlements is made available to parents via providers and the Family Information Service (FIS) and other partners e.g. Children's Centres and Health Visitors.
- Will be clear about their role and the support on offer locally to meet the needs of children with special educational needs and/or disabilities (SEND) as well as the Local Authority's expectations of providers.
- Must contribute to the safeguarding and promote the welfare of children and young people in their area.
- Will monitor the take up rates and attainment levels of children accessing the funded entitlement.

## **Key Provider Responsibilities**

The Provider:

- Must comply with all relevant legislation and insurance requirements.
- Must comply with data protection regulations when processing personal information.

- Should deliver the funded entitlements consistently to all parents, whether in receipt of fifteen or thirty hours and regardless of whether they opt to pay for optional services or consumables.
- Must inform the FIS of any changes in their delivery of the entitlements.
- Should be clear to parents and communicate details about the days and times that they offer free places, along with their services and charges. Those children accessing the funded entitlements should receive the same quality and access to provision.
- Should send FIS a copy of their admissions and charging policy in relation to funded entitlements, if requested.
- Must follow the Early Years Foundation Stage (EYFS) and have clear safeguarding policies and procedures in place that link to the Local Authority's guidance for recognising, responding, reporting and recording suspected or actual abuse.
- Must have arrangements in place to support children with SEND. These arrangements should include a clear approach to identifying and responding to SEND. Providers should utilise the SEN Inclusion Fund (IF) and Disability Access Fund (DAF) to deliver effective support, whilst making information available about their SEND offer to parents.

## **Safeguarding**

The Local Authority has overarching responsibility for safeguarding and promoting the welfare of all children and young people in their area. The Local Authority has a number of statutory functions under the 1989 and 2004 Children Acts and the 'Working Together to Safeguard Children' 2015 guidance sets these out in detail.

The Provider must follow the EYFS and have clear safeguarding policies and procedures in place that are in line with local guidance and procedures for responding to and reporting suspected or actual abuse and neglect. A lead practitioner must take responsibility for safeguarding and all staff must have training to identify signs of abuse and neglect. The Provider must have regard to the 'Working Together to Safeguard Children' 2015 guidance.

Refer to Appendix F for the policy for funded children who cease to attend without explanation.

## **Eligibility**

### **All Entitlements**

An eligible child can access their two-year old entitlement or their universal three/ four-year old entitlement at any point in the term. Payment will be made from the first week that the child accesses their full agreed attendance pattern.

However, if a child becomes eligible for the extended entitlement partway through a term, the Local Authority will not fund the extended entitlement until the start of the term following the date on which the eligible child's parent/guardian received their voucher code. The deadlines for the issue of voucher codes are set by the DfE as 31<sup>st</sup> March (for summer term start), 31<sup>st</sup> August and 31<sup>st</sup> December.

Where a child changes provider part-way through a term, payment will be calculated from the point the child accesses their full agreed attendance pattern with the new provider.

Payment for all children in attendance by the date of final termly submission deadline on the portal will be made in line with the published calendar dates. Payment for any child starting their free entitlement or changing their provider after the final termly submission deadline day will be paid as an adjustment to the following term's payment.

Whilst it is a requirement to see a passport or birth certificate as proof that a child has reached or will reach the eligible age for all funded entitlements, Gateshead Local Authority does not require a Provider to retain paper or digital copies.

Where a Provider retains a copy of documentation this must be stored securely and deleted when there is no longer a good reason to keep the data.

The Provider should offer places to eligible two-year-olds on the understanding that the child remains eligible until they become eligible for the universal entitlement for three- and four-year olds.

To enable the Local Authority to monitor the take-up of the entitlement and hence make accurate payments to the Provider, the Provider must be in possession of a fully-completed and signed parent declaration form.

The parent declaration form should be completed before any funded hours are accessed. The Provider must check the parent declaration form to establish if the parent is claiming funded hours in other provisions. If the Provider believes the parent may be claiming more funded hours than they are entitled to, they must contact their EY Funding Officer for further checks to be carried out.

New parent declaration forms must be completed by parents when/if circumstances change. For example, change of address or funding entitlement changes.

## **Two-Year Olds**

The Local Authority will carry out eligibility checks, over the telephone or via the Local Authority's website, for parents/carers applying for the two-year old funded entitlement under the economic criteria. The Local Authority will also send out Golden Tickets (letters confirming their child's entitlement to a 15-hour place, subject to checks on address and child's date of birth) to those parents identified as eligible by the Department for Work and Pensions. (See criteria at Appendix C). Parents/ carers may also check their eligibility online, via the Local Authority's website.

The Local Authority will advise parents/carers applying under the special educational needs and disabilities (SEND) or care/adoption criteria of the documentation they need to take to their chosen Provider.

The Local Authority will ensure that new providers on the directory are sent information about the eligibility checking process and all providers are sent updates should any changes be made to the processes.

The Local Authority will continue to fund two-year-olds who have met the eligibility criteria once they have started to access a place even if the child ceases to meet the criteria at a later date.

The Local Authority will fund eligible children from out of borough who access their funded entitlement with a provider(s) in Gateshead. The Provider must see evidence from Gateshead Council of the child's eligibility.

The Provider must check evidence of two-year-old eligibility as set out in the eligibility letter (Golden Ticket).

The Provider must inform their named funding officer via e-mail once a start date is confirmed for an eligible two-year-old.

A child's entitlement will begin from the term after the child's second birthday (see below), providing the parent(s) meet the eligibility criteria. The relevant dates in relation to the age criterion are as follows:

<b>Children born between:</b>	<b>Entitlement begins:</b>
1 <sup>st</sup> January and 31 <sup>st</sup> March	Start of term beginning on or following 1 <sup>st</sup> April
1 <sup>st</sup> April and 31 <sup>st</sup> August	Start of term beginning on or following 1 <sup>st</sup> September
1 <sup>st</sup> September and 31 <sup>st</sup> December	Start of term beginning on or following 1 <sup>st</sup> January

### **Three- and-Four Year Olds – Universal Entitlement**

A child's universal entitlement will begin from the term after the child's third birthday (see below). Any hours accessed under the universal entitlement must be recorded on the parent declaration form and declared as part of the child's details on the portal.

The relevant dates in relation to the age criterion are as follows:

<b>Children born between:</b>	<b>Entitlement begins:</b>
1 <sup>st</sup> January and 31 <sup>st</sup> March	Start of term beginning on or following 1 <sup>st</sup> April
1 <sup>st</sup> April and 31 <sup>st</sup> August	Start of term beginning on or following 1 <sup>st</sup> September
1 <sup>st</sup> September and 31 <sup>st</sup> December	Start of term beginning on or following 1 <sup>st</sup> January

### **Three and Four-Year Olds – Extended Entitlement**

A child's extended entitlement will begin from the term after the child's third birthday, in line with the above table, providing the parent(s) meet the eligibility criteria and therefore have a current positive determination of eligibility from Her Majesty's Revenue and Customs (voucher code issued). A child cannot commence an extended entitlement during a grace period (see below). Providers must check voucher codes prior to their start date to ensure the child is eligible to start their extended entitlement.

However, if a parent becomes eligible for the extended entitlement partway through a term, the Local Authority will not fund the extended entitlement until the start of the term following the date on which they received their voucher code in line with Statutory Guidance.

Any hours accessed under the extended entitlement must be recorded on the parent declaration form and declared as part of the child's details on the portal. The parent is required to state where they want their child to access their universal and their extended hours as this information must be submitted on the Servelec portal by the Provider. Should too many universal and/or extended hours be entered onto the Servelec portal the Local Authority will contact the Providers who should then liaise with the parent to rectify the issue.

The Provider must acquire written consent from, or on behalf of, the parent in the form of a signed parent declaration form, to validate the child's unique eleven-digit number (the thirty-hours voucher code) and to receive future updates of the continuing validity of the parent's thirty-hours voucher code. (See Appendix A). The parental declaration form is available to download from the Local Authority website - [https://www.gateshead.gov.uk/media/9608/Parent-Declaration-Form-September-2018/pdf/Parent\\_Declaration\\_September\\_2018.pdf](https://www.gateshead.gov.uk/media/9608/Parent-Declaration-Form-September-2018/pdf/Parent_Declaration_September_2018.pdf)

The Provider accepts that where the signed parental declaration form cannot be obtained, funding cannot be guaranteed.

Once the Provider has received written consent from the parent, they must verify the thirty-hours voucher code on the Servelec portal before agreeing a start date for eligible three- and four-year olds. By submitting the code to the Local Authority via the portal, the Local Authority is entitled to assume that the Provider has acquired consent to share the thirty hours voucher code and to receive updates on the child's continued eligibility.

After the initial verification by the Provider, the Local Authority will complete audit checks at six fixed points over the year to review the continuing validity of the thirty-hour eligibility code. See dates for checks in the table below.

The Provider should remind parents, on a regular basis, of the need to revalidate voucher codes every 3 months, via HMRC's Childcare Service.

## **The Grace Period (extended entitlement)**

A child will enter the grace period when the child's parents cease to meet the eligibility criteria set out in the Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016, or if they fail to revalidate their voucher code every 3 months, as determined by HMRC or a First Tier Tribunal in the case of an appeal.

The Local Authority will access information about whether a child has ceased to meet the eligibility criteria and entered the grace period via the Eligibility Checking Service (ECS). The grace period end date will automatically be applied to eligibility codes.

The Local Authority will notify the Provider where a parent is no longer eligible for the Extended Entitlement and inform them of the grace period end date. See below.

<b>Date Parent Receives Ineligible Decision On Reconfirmation</b>	<b>LA Audit Date</b>	<b>Grace Period End Date</b>
1 January – 10 February	11 February	31 March/End of Spring term
11 February – 31 March	1 April	31 August
1 April – 26 May	27 May	31 August
27 May – 31 August	1 September	31 December
1 September – 21 October	22 October	31 December
22 October – 31 December	1 January	31 March/End of Spring term

The Local Authority will continue to fund a place for a child for the grace period as set out in the Early Education and Childcare Statutory guidance for local authorities 2017.

Where a parent ceases to meet the eligibility criteria and the grace period has expired, a parent can continue to take up their child’s universal entitlement to 15 hours, provided they have not exceeded their entitlement hours. If a parent has been taking up the extended entitlement at more than one provider, the Local Authority will continue to fund 15 hours at the provider(s) of the parent’s choice.

The Local Authority may consider extending the grace period as set out above for a short time in very exceptional circumstances if the parent has been forced to leave their home and paid employment, for example, where the parent is a victim of domestic abuse or other serious crime.

The Provider should not offer a new 30 hours place for a child during a grace period. This includes in the following scenarios:

- Where a parent falls into their grace period before the child has started a 30-hour place;
- Where a parent falls into their grace period whilst their child is in a 30 hours place, and the parent seeks to move the child to a different provider.

In exceptional circumstances the Local Authority may authorise the Provider to offer a new 30 hours place during a grace period e.g. where another provider is closing-down. In such circumstances, the Provider should obtain written confirmation from the Local Authority before offering the place.

A child is able to take up a 30 hours place in their grace period if they fall out of eligibility in the period following the 31<sup>st</sup> termly deadline (31<sup>st</sup> August, 31<sup>st</sup> December or 31<sup>st</sup> March, depending on which term the scenario relates to) and before a provider’s term start date. The child is eligible to start their 30 hours place that term, as their code was valid on the termly deadline.

## **Flexibility**

Provision must be offered within the national parameters on flexibility as set out in Section A2 of Early Education and Childcare Statutory guidance for local authorities.

- No session to be longer than 10 hours.
- No minimum session length (subject to the requirements of registration on the Ofsted Early Years Register).
- Not before 6.00 am or after 8.00 pm.
- A maximum of two sites in a single day.

Provision can be delivered over up to 51 weeks a year, on any day of the week. The free entitlement hours cannot be compressed i.e., a parent cannot take more than 15 or 30 hours per week over fewer than 38 weeks a year.

The Provider should work with the Local Authority and share information about the times and periods at which they are able to offer funded entitlements to support the Local Authority to secure sufficient stretched and flexible places to meet parental demand in the Local Authority. Children should be able to take up their full entitlement at times that best support their learning and at times which fit with the needs of parents. Providers should offer free hours in continuous blocks and avoid artificial breaks being created throughout the day, for example over the lunch period.

The Provider should make information about their offer, admissions criteria, and any additional charges available to parents at the point the parent first enquires.

## **Partnership Working**

Partnerships should be supported by LAs on four levels between:

- I. Local Authorities and Providers.
- II. Providers working with other Providers, including childminders, schools and organisations.
- III. Providers and parents.
- IV. Local Authorities and parents.

The Local Authority will endeavour to promote partnership working between different types of providers, including childminders, across all sectors and encourage more providers to offer flexible provision, alongside other providers.

The Provider should work in partnership with parents, carers and other providers to improve provision and outcomes for children in their setting.

The Provider should discuss and work closely with parents to agree how a child's overall care will work in practice when their funded entitlement is split across different providers, such as at a maintained setting and childminder, to ensure a smooth transition for the child.

## **Special Educational Needs and Disabilities**

The Local Authority must strategically plan support for children with special educational needs and/or disabilities (SEND) to meet the needs of all children in their local area as per the Special Educational Needs and Disability code of practice: 0 to 25 years (January 2015).

The Provider must ensure owners and all staff members are aware of their duties in relation to the SEND Code of Practice and Equality Act 2010.

The Local Authority must be clear and transparent about the support on offer in their area, through their Local Offer, so parents and providers can access that support.

The Provider should be clear and transparent about the SEND support on offer at their setting and make information available about their offer to support parents to choose the right setting for their child with SEND.

The Provider should identify 3-and 4- year old children in receipt of Disability Living Allowance (DLA) to claim the Disability Access Fund. Should a child in receipt of DLA be accessing more than one provision, the parent/ carer must identify where the DAF should be paid on the Parent Declaration form.

The Provider should work with other professionals to identify any 2-, 3-and 4- year old children who would benefit from the Inclusion Fund and submit an application for this funding if appropriate.

## **Social Mobility and Disadvantage**

The Local Authority should promote equality and inclusion, particularly for disadvantaged families, looked after children and children in need by removing barriers of access to free places and working with parents to give each child support to fulfil their potential.

The Provider should ensure that they have identified the disadvantaged children in their setting as part of the process for checking Early Years Pupil Premium (EYPP) eligibility. They will also use EYPP and any locally available support to improve outcomes for this group.

## **Quality**

The Early Years Foundation Stage (EYFS) statutory framework is mandatory for all schools that provide early years' provision and Ofsted-registered early years providers in England. The EYFS sets the standards that all early years' providers must meet to ensure that children learn and develop well and are kept healthy and safe.

Ofsted is the sole arbiter of quality for all funded entitlements and Ofsted and inspectorates of independent schools have regard to the EYFS in carrying out inspections and report on the quality and standards of provision.

Local Authorities have a legal duty to provide information, advice and training on meeting the requirements of the EYFS, meeting the needs of children with SEND and on effective safeguarding and child protection for providers who are rated less than 'Good' by Ofsted or newly registered providers.

Provision must be offered in accordance with the national parameters on quality as set out in Section A3 of early education and childcare statutory guidance for local authorities and the EYFS statutory framework.

The Local Authority will fund places for:-

- Two-, three- and four-year old children at any provider judged 'good', 'outstanding' or 'met' by Ofsted or at any childminder registered with a childminder agency judged 'effective' by Ofsted if a parent wants their child to take up their free place at that provider and the provider is willing to accept the local authority funding.
- Three- and four-year-old children at any provider judged 'satisfactory' (prior to 2014) or 'requires improvement' by Ofsted.

- Two-, three- and four-year old children at a new provider registered with Ofsted until the provider's first full Ofsted inspection judgement is published or at a childminder registered with an agency until the agency's first full Ofsted inspection judgement is published if a parent wants their child to take up their free place at that provider and the provider is willing to accept the local authority funding.

The Local Authority will secure alternative provision and withdraw funding from the Provider as soon as is practicable, when Ofsted publish an inspection judgement of the Provider of 'inadequate', 'not met' or an inspection judgement of a childminder agency of 'not effective'. The Local Authority will determine an appropriate timeframe for withdrawing funding.

The Local Authority will not fund childminders registered with a childminder agency where the agency has indicated to the Local Authority that the childminder is not of the appropriate quality.

The Local Authority will consider any information published by Ofsted about a provider or childminder agency including the recent history about childcare provision by a particular provider or agency or childcare provision at a particular address. This may include, for example, where the Local Authority has concerns that a provider judged 'inadequate' by Ofsted may have re-registered their setting with Ofsted to avoid making the quality improvements identified by Ofsted.

The Local Authority will not fund Providers who do not actively promote fundamental British values or promote views or theories as fact which are contrary to established scientific or historical evidence and explanations.

The Local Authority will respond to substantive and well-evidenced concerns regarding fundamental British values or the promotion of views and theories contrary to established scientific or historical evidence and explanations. (Please see Statutory Guidance section A4.26 – A4.36 for further detail)

## **Business Planning**

The Local Authority operates a paperless system with all information being submitted by providers via the portal and then imported and processed by the Local Authority.

A guide to the use of the portal is available upon request. Any updates will be shared with providers.

Providers will be informed of key dates for data submissions and payments at least one term in advance. A current copy of the funding timetable is attached at appendix B.

The Provider should ensure they submit timely and accurate information, including, but not limited to, headcount data, census data, parental declarations and invoices, as per the financial guidelines of their Local Authority. Failure to do so may result in inaccurate, delayed or suspended funding.

Where the Provider has failed to submit accurate and/or timely information and requests payment outside of the published dates, the Local Authority reserves the right to:-

- Make charges that are reasonable and proportionate to the inconvenience and/or costs incurred to the Local Authority.
- Not make additional payments outside of the published timetable.

Decisions will be made on a case by case basis and any costs to be levied will be communicated to the Provider in advance of the Local Authority receiving confirmation from the Provider to make the additional payment.

The Provider should maintain accurate financial and non-financial records relating to funded entitlement places and should give the Local Authority access on reasonable notice to all financial and non-financial records relating to funded entitlement places funded under the Provider Agreement, subject to confidentiality restrictions.

Local Authority officers will carry out audits on a random basis of providers' financial records to verify compliance with financial regulations. This can include, but is not limited to; attendance registers, parental declaration forms, admission policy, and invoices to parents. Providers will be informed in advance of any officer visiting their premises for audit purposes.

The Local Authority may delay making a scheduled payment if there is evidence to suggest that a provision is about to close and/ or is in serious financial difficulties and may not be able to deliver the full term's funded hours. The Provider will be informed of this in writing and of the information needed by the Local Authority in order to release the payment.

## **Charging**

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

The Provider can charge for meals and snacks as part of a funded entitlement place and they can also charge for consumables such as nappies or sun cream and for services such as trips and musical tuition. Parents should therefore expect to pay for these, although these charges must be voluntary for the parent. Where parents are unable or unwilling to pay for meals and consumables, Providers who choose to offer the free entitlements are responsible for setting their own policy on how to respond, with options including waiving or reducing the cost of meals and snacks or allowing parents to supply their own meals. Providers should be particularly mindful of the impact of additional charges on the most disadvantaged parents.

The Provider should deliver the funded entitlements consistently so that all children accessing any of the funded entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

The Local Authority should not intervene where parents choose to purchase additional hours of provision or additional services, providing that this does not affect the parent's ability to take up their child's free place. The Provider should be completely transparent about any additional charges.

The Provider should publish their admissions criteria and ensure parents understand which hours/sessions can be taken as free provision. Not all providers will be able to offer fully flexible places, but providers should work with parents to ensure that as far as possible the pattern of hours that are convenient for parents' working hours.

The Provider can charge parents a deposit to secure their child's free place but should refund the deposit in full to parent within a reasonable time scale.

The Provider cannot charge parents “top-up” fees (the difference between a provider’s usual fee and the funding they receive from the LA to deliver free places) or require parents to pay a registration fee as a condition of taking up their child’s free place.

The Provider should ensure their invoices and receipts are clear, transparent and itemised, allowing parents to see that they have received their funded entitlement completely free of charge and understand fees paid for additional hours. The Provider will also ensure that receipts contain their full details so that they can be identified as coming from a specific provider.

## **Funding**

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.

Where a child is attending more than one provider, funding will be allocated according to the parent declaration form.

Where a three- or four-year old child becomes ineligible for the extended entitlement, eligibility for the universal entitlement will continue. Parent(s) and provider(s) will be responsible for updating the parent declaration form and sharing this information with the Local Authority, so funding can be allocated appropriately and the risk of non-payment for hours accessed can be avoided.

Government funding cannot be claimed by childminders providing childcare for their own child or a related child, even if they are claiming for other children.

The Local Authority will make two payments each term to group Early Years Providers. The first payment will be based on expected numbers of children and funded hours attended. The second payment will be based on actual numbers of children and hours attended. (Note – Maintained schools have different payment arrangements). The Local Authority will pay childminders monthly, making 11 payments during the financial year. The first 3 payments each term (2 in the spring term) will be based on estimated hours and the final payment of each term will be based on actual numbers of children and hours attended. For specific dates please refer to the Funding Calendar (Appendix B).

The Local Authority will invoice group PVI providers for any overpayments at the end of the financial year, however if a provision is due to close or be removed from the directory of providers, the invoice will be issued at the end of the appropriate term. Childminders will be invoiced at the end of each term for any overpayments. Details of the funding formula for the financial year 2018/19 can be found at Appendix E.

## **Compliance**

The Local Authority can carry out checks and/or audits on the Provider to ensure compliance with the requirements of delivering the funded entitlements.

The Provider must ensure all parents sign a parental declaration form at the start of their child’s entitlement or if they change their pattern of attendance. This form must be retained by the Provider for audit purposes for six years, in addition to the current year’s information.

## **Termination and Withdrawal of Funding**

The Local Authority may terminate this Agreement and withdraw funding if:

- The Provider's registration is suspended by Ofsted;
- The Provider is in breach of any statutory requirements;
- The Local Authority becomes aware of safeguarding issues with the Provider.

If funding is withdrawn from the Provider, the Local Authority will secure alternative provision for children taking up their free place as soon as practicable.

In all cases where funding is withdrawn, the Local Authority will give the Provider a written explanation of the decision to withdraw funding.

The Local Authority will arrange a meeting with owners/directors/trustees of the Provider in order to support them and the needs of children and families in their care. The meeting will be held within five working days of the Local Authority becoming aware that the required Ofsted grade has not been achieved. Minutes of the meeting, including any agreed actions will be circulated within three working days of the meeting.

Where the Provider is unable or unwilling to attend a meeting, they will be informed in writing of the termination of funding.

## **Appeals Process**

The Provider can appeal against any decision by the Local Authority to deny approval to offer the funded entitlements or to withdraw funding as set out above.

If the Provider wishes to appeal a decision, they should initially contact the Director of Early Help, Care, Wellbeing and Learning. If the matter is not resolved to the Provider's satisfaction, further options will be discussed with the Provider.

## **Complaints Process**

The Provider should ensure they have a complaints procedure in place that is published and accessible for parents who are not satisfied their child has received their funded entitlement in the correct way, as set out in this agreement and in Early Education and Childcare Statutory guidance for local authorities.

If a parent wishes to make a complaint to the Local Authority, the Provider should signpost them to the Childcare Support Lead Officer, Early Years and Childcare Service, Civic Centre, Gateshead.

## Appendix A: Parent declaration form

# Parent Declaration Form

Valid from September 2018

### 1. Child's details

Child's Legal Family Name:		Child's Legal Forename(s):	
Name by which the child is known (if different from above):			
Date of Birth:		Male/Female:	
Address:			Post Code:
Documentary proof of DoB Type (eg. Birth Certificate, Passport):		Document recorded by (Name of staff member):	
Date document recorded:			

### 2. Details of Parents/Carers

	Parent/Carer 1	Parent/Carer 2
Legal Family Name:		
Legal Forename:		
*Date of Birth		
*NI or NASS Number		

\*Only required for 30-hour voucher code, two-year eligibility or EYPP check.

### 3. Your Child's Eligibility

Two-year-old application	
Three- or four-year old application (Universal)	
Three- or four-year old application (Extended)	
If extended, please enter Voucher Code	

### 4. Disability Access Fund

If your child is three or four, is receiving child disability Living Allowance and is receiving the free entitlement, he or she is eligible for the disability Access Fund (DAF). DAF is paid to your child's early years provider. The purpose of DAF is to support providers to make reasonable adjustments and build the capacity of their setting to support children with disabilities.

Is your child eligible for and in receipt of Disability Living Allowance (DLA)?	Yes / No
If your child is splitting their free entitlement across two or more providers, please nominate the provider where the local authority should pay the DAF:	

### 5. Early Years Pupil Premium

Additional funding may be available through the Early Years Pupil Premium (EYPP), paid to early years providers for the provision of extra support for your child. EYPP is used to improve teaching and learning facilities and resources to impact positively on your child's progress and development.

* Do you wish to apply for EYPP for your child?	Yes / No
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\*Please note eligibility criteria apply

## 6. Provider and Attendance Details

You need to agree and complete this declaration form with each setting your child attends for their early education entitlement to ensure that funding is paid fairly to each of them.

Your child can attend a maximum of two sites in a single day and if your child attends more than one setting we will distribute the funding appropriately between the settings.

### My child is attending the following settings during term time:

Setting Name(s)	Universal (U) or Extended (E)	Please enter total free entitlement hours attended per day					Total number of hours per week	Number of weeks per year
		Mon	Tue	Wed	Thu	Fri		
A								
B								
C								
<b>Total Daily Free Hours Attended</b>								

### My child is also attending the following settings during school holiday time:

Setting Name(s)	Universal (U) or Extended (E)	Please enter total free entitlement hours attended per day					Total number of hours per week	Number of weeks per year
		Mon	Tue	Wed	Thu	Fri		
A								
B								
C								
<b>Total Daily Free Hours Attended</b>								

## 7. Data Privacy

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your child/children is being or will be used, please contact your provider or Gateshead Local Authority. Please note that information about whether a child is in receipt of Disability Living allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner’s office on holding personal data including sensitive personal data available at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/>

## 8. Parent/Carer/Guardian with Legal Responsibility Declaration

**Declaration: I** (Name) .....

**Of** (Address) .....

Confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise (Name of Provider/s)

..... to claim free entitlement funding as agreed above on behalf of my child.

In collecting your data for the purposes of checking your eligibility for the two-year-old or three- and four-year-old universal and extended free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF). Gateshead Local Authority is exercising the function of a government department. Gateshead Local Authority is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Parent/Carer/Guardian with legal responsibility		Childcare Provider	
Signed		Signed	
Print name		Print name	
Date		Date	

## Appendix B: Funding Calendar

Funding Calendars can be found at [www.gateshead.gov.uk/earlyyearsccp](http://www.gateshead.gov.uk/earlyyearsccp)

### Two, Three and Four Year Olds Funding Calendar Example

Term	Month	Date	Details / Description
Autumn 2018 03/09/18 to 21/12/18 Term Time Only (15 weeks) 03/09/18 to 21/12/18 Stretched (16 weeks)	July	03/07/2018	Provider portal to be opened for providers to check 30 hour eligibility code end dates and to inform parents. <i>See page 20</i>
	July	Week Commencing 03/07/2018	Funding Officers to email providers requesting estimated hours to be entered via provider portal by 13/07/2018. <i>See page 9</i> Providers to request Parent Declaration Form for all new children, forms can be found at <a href="http://www.gateshead.gov.uk/earlyyearsccp">www.gateshead.gov.uk/earlyyearsccp</a>
	September	Week Ending 07/09/2018	2, 3 and 4 Year Old Funding interim payment credited to provider's bank accounts for the 70% amount due for the Autumn Term 2018. <i>See page 8</i>
	October	22/10/2018	Funding Officers to email providers requesting 3 and 4 Year Old Funding headcount forms and EYPP to be submitted via the Provider Portal by 09/11/2018. <i>See page 12 (actuals). See page 22 (EYPP explanation)</i>
	December	Week Ending 07/12/2018	2, 3 and 4 Year Old Funding and EYPP Final Payment credited to provider's bank accounts for the final 30% amount due for the Autumn Term 2018. <i>See page 8</i>
Term	Month	Date	Details / Description
Spring 2019 07/01/19 to 29/03/19 Term Time Only (11 weeks) 02/01/19 to 29/03/19 Stretched (13 weeks)	December	10/12/2018	Provider portal to be opened for providers to check 30 hour eligibility code end dates and to inform parents. <i>See page 20</i>
	December	Week Commencing 10/12/2018	Funding Officers to email providers requesting estimated hours to be entered via provider portal by 14/12/2018. <i>See page 9</i> Providers to request Parent Declaration Form for all new children, forms can be found at <a href="http://www.gateshead.gov.uk/earlyyearsccp">www.gateshead.gov.uk/earlyyearsccp</a>
	January	Week Ending 11/01/2019	2, 3 and 4 Year Old Funding interim payment credited to provider's bank accounts for the 70% amount due for the Spring Term 2019. <i>See page 8</i>
	January	Census Day 17/01/19	Funding Officers to email providers requesting 2, 3 and 4 Year Old Funding headcount (Actuals), EYPP and census information to be submitted via the Provider Portal from 14/01/19 to 18/01/19. <i>See page 12 (actuals). See page 22 (EYPP explanation)</i>
	February	15/02/2019	Funding Officers to email providers to make final amendments to 2, 3 & 4 year olds funding headcounts. <i>See page 12</i>
	March	08/03/2019	2, 3 and 4 Year Old Funding and EYPP Final Payment credited to provider's bank accounts for the final 30% amount due for the Spring Term 2019. <i>See page 8</i>

## **Appendix C: Eligibility Criteria For 15 Hours of Free Early Years Provision for Two-Year-Olds**

2-year-olds can get free early education and childcare if one or both of their parents receive one of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit - if the parents have a combined income from work of less than £15,400 a year after tax
- Tax credits and the parents have an annual income of under £16,190 before tax
- The guaranteed element of State Pension Credit
- Support through part 6 of the Immigration and Asylum Act
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

A child can also get free early education and childcare if any of the following apply:

- They are looked after by a local council
- They have a current statement of special education needs (SEN) or an education, health and care (EHC) plan
- They get Disability Living Allowance
- They have left care under a special guardianship order, child arrangements order or adoption order.

## **Appendix D: Eligibility for Extended Entitlement for Three- And Four-Year-Olds of Working Parents**

A child is entitled to free early years provision if the child has attained the age of three, is under compulsory school age and the child's parents(s) meet the eligibility criteria set out below.

- The parent of the child (and their partner where applicable) should be seeking the free childcare to enable them to work.
- The parent of the child (and their partner where applicable) should also be in qualifying paid work. Each parent or the single parent in a lone parent household will need to expect to earn the equivalent of 16 hours at the national living wage or their national minimum wage rate over the forthcoming quarter.
- Where one or both parents are in receipt of benefits in connection with sickness or parenting, they are treated as though they are in paid work.
- Where one parent (in a couple household) is in receipt or could be entitled to be in receipt of specific benefits related to caring, incapacity for work or limited capability for work that they are treated as though they are in paid work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months in order to qualify for the extended entitlement.
- If either or both parents' income exceeds £100,000 they will not be eligible for the extended entitlement.

### **Eligibility for extended entitlement for three- and four-year-old children in foster care**

A child in foster care is entitled to free early years provision if the child has attained the age of three, is under compulsory school age and the criteria set out below are met:

- That accessing the extended hours is consistent with the child's care plan, placing the child at the centre of the process and decision making, and
- That, in single foster parent families, the foster parent holds additional paid employment outside of their role as a foster carer.
- And in two foster parent families, both partners hold additional paid employment outside of their role as a foster carer.

## Appendix E: Funding Formula 2018/19

### Eligible Two-Year Olds

The hourly rate for funded two-year olds is £5.20.

### Three and Four-Year Olds – Universal and Extended Entitlements

The formula is made up of a base rate plus deprivation funding (ACORN) plus a quality supplement.

The base rate accounts for 90% of the hourly funding rate, deprivation funding and the quality supplement are each 5% of the funding available.

The hourly base rate for all providers is £3.85.

The Acorn score is a deprivation indicator that is taken from CACI's geodemographic classification system and uses various demographic characteristics to provide an overall deprivation score for each setting. The Acorn score is reviewed and updated annually.

The Acorn rate is £0.00565 multiplied by the providers Acorn score to give an hourly Acorn funding rate.

The providers Acorn score is calculated by using the average Acorn score of the postcode of each child on the January census prior to the funding year. If the setting did not have any children on the January census, then if the setting had an Acorn score the previous year that will be used or if a new provider the average of all settings will be used.

The quality supplement is based on the qualification of the level of staff leading the provision.

Staff Funding Band	Hourly Weighting
A Single level 3 led provider	£0.00
B Multiple level 3 provider	£0.08
C Single EYP led provider	£0.12
D Multiple EYP led provider	£0.20
E Single teacher led provider	£0.33
F Multiple teacher led provider	£0.34

To receive funding at any particular level, at least 50% of the funded child hours must be delivered by a person with the respective level of qualification, in the relevant ratio.

For example, if a provider had an EYP who was with the 3 & 4 year old funded child for 30 hours a week, (all children access 15 hours of funded entitlement each week), in order for the provider to be funded at band C the maximum number of children would be 52 (26 children in the morning and 26 children in the afternoon at a staffing ratio of 1:13).

All children funded must have equal access to the EYP. If the 50% level is not reached then the provider will be funded at the banding rate below, i.e. the setting would be funded at band B and not band C. There can be no differentiation of bandings for different rooms within a provision, the banding rate is for the provision as a whole.

In order to receive funding at band rate F providers must have an annual average of over 52 children per term and employ 2 full time teachers in the nursery.

### **Early Years Pupil Premium (EYPP)**

EYPP will be paid to all providers at £0.53 per hour per eligible child. EYPP will be paid up to a maximum of 15 hours even where a child is accessing up to 30 funded hours.

For PVI providers, it is intended that EYPP will be paid for eligible children for each term as part of the final payment. For maintained providers, termly budget information will be provided.

### **Disability Access Funding (DAF)**

The Disability Access Fund aids access to early years places by, for example, supporting providers in making reasonable adjustments to their provision and/or helping with building capacity.

Three and four-year olds will be eligible for the DAF if they meet the following criteria:

- The child is in receipt of child disability living allowance (DLA) and;
- The child receives free early education.

The providers of three and four-year olds eligible for the DAF will be entitled to receive a one-off payment of £615 per year. The DAF is not based on an hourly rate and is an additional entitlement.

Children do not have to take up the full 570 or 1,140 hours of early education they are entitled to in order to receive the DAF. Children in receipt of the DAF will be eligible where they take-up any period of funded entitlement.

Early years providers are ultimately responsible for identifying eligible children and they should speak with parents in order to find out who is eligible for the DAF.

Parents must declare their child's eligibility on the parent declaration form. (See appendix A).

DAF is payable as a lump sum once a year per eligible child. If a child eligible for the DAF is splitting their funded entitlement across two or more providers, parents must nominate the setting to receive the DAF.

If a child receiving DAF moves from one setting to another within a financial year, the new setting is not eligible to receive DAF funding for this child within the same financial year. DAF funding received by the original setting will not be recouped.

Providers **must** see evidence of a child's eligibility to DLA prior to making a claim for DAF.

NB. All figures quoted above are rounded to 2 decimal places.

# **Gateshead Metropolitan Borough Council**

## **Early Years Inclusion Fund**

**Updated September 2018 (changes subject to Schools' Forum  
approval)**

## **Context**

The Special Educational Needs (SEN) Code of Practice states that all providers must have arrangements in place to support children with SEN or disabilities. These arrangements should include a clear approach to identifying and responding to SEN.

It is expected that that the following would be provided by all Gateshead early years settings as part of their standard inclusive practice:

- A broad and balanced Early Years Foundation Stage (EYFS) curriculum which meets all statutory requirements.
- An identified key person - to act as first point of contact, to ensure every child's learning and care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with parents.
- A written SEN policy.
- A graduated approach so as to be able to provide specific help to individual children through an "assess, plan, do, review" approach.
- Differentiated learning for children with a range of learning needs. This would include:
  - Practitioners meeting the individual needs of all children by delivering personalised learning, development and care.
  - Daily opportunities to work in small, structured and adult initiated, group situations where if necessary distractions can be minimised.
  - Regular monitoring and evaluation of children's progress using an early years' tracker document.
  - Inclusion in the range of learning experiences which are suitable and appropriate to an individual child's needs and compliant with the Equality Act.
  - Resources suitable for a range of children with learning needs.
- A clear policy for promoting positive behaviour that is consistently applied by all practitioners across the setting.
- Reasonable adjustments for children covered by the Equality Act (2010) such as flexible groupings, adaptations to policies and enduring disability access.
- An identified Special Educational Needs Co-ordinator (SENCO) who ensures all practitioners in the setting understand their responsibilities to children with SEN, who advises colleagues and liaises with parents and other professionals.
- Suitable arrangements for collaborative working with parents and professionals, social care, school and health to ensure children benefit from integrated provision.

Regular developmental checks will be carried out by the key person in the nursery setting and health visitor. Where a child makes less than expected progress and where the setting identifies a child as having SEN they must work in partnership with parents to establish the support the child needs. Where it is decided to provide SEN support the practitioner and SENCO should agree, in consultation with the parent, the outcomes they are seeking, the interventions and support to be put in place, the expected impact on progress and a clear date for review. The intervention will be specific to the needs of the child.

Where a child continues to make less than expected progress, despite appropriate evidence-based support and interventions, practitioners should consider involving appropriate specialists.

## **Current Support for children with SEND**

Area SENCo - may be the first specialist to be involved to provide advice and guidance to early years providers on the development of inclusive learning environments and to provide strategies to support children within the nursery environment.

Education, Health and Care Panel - if a child continues to make less than expected progress, despite evidence based support and interventions, then a referral to the Education, Health and Care Panel (EHC) may be appropriate. The panel will be able to:

- provide additional educational assessment, intervention or support for a child via the Early Years (0-4) Assessment and Intervention Team (EYAIT);
- refer a child for assessment to the Child Development Team;
- identify other agencies that should be involved;
- recommend a child for further assessment for an EHC plan (if appropriate).

In order to refer to the EHC panel a referral form must be completed, along with a signed parental consent form, and there must be an accompanying Common Assessment Framework (CAF). The referral form must give evidence of differentiated learning opportunities provided for the child and of specific interventions undertaken.

Disability Access Funding (DAF) – aids access to early years places by, for example, supporting providers in making reasonable adjustments to their provision and/or helping with building capacity.

3 and 4 year olds will be eligible for the DAF if they are in receipt of Disability Living Allowance (DLA).

The providers of three and four year olds eligible for the DAF will be entitled to receive a one-off payment of £615 per financial year. Further details are available from Funding Officers in the Early Years and Childcare Service

## **Inclusion Fund**

The aim of the Gateshead Early Years Inclusion Fund is to ensure that all 2- year old children (from the term following their 2<sup>nd</sup> birthday) and 3-and 4-year old children accessing their funded entitlement (universal or extended) receive timely, planned and monitored early interventions to ensure they remain included in their setting and are provided with additional opportunities to access and experience the Early Years Foundation Stage framework.

Providers may submit applications up to the value as stated below. The application form must be fully costed with evidence of costs e.g. the cost of a course or piece of equipment, including VAT where applicable

- the maximum award per single child to £500 in a rolling twelve-month period.
- the maximum award for a group of children to £1,000 in a rolling twelve-month period.

This money will be paid directly to settings. This will usually be a one-off payment although there may be occasions where repeat applications are appropriate on an annual basis.

## **Use of the Inclusion Fund**

The use of the Inclusion Fund should be determined by the provider, in consultation with other professionals, as appropriate. Providers should state on their Inclusion Fund

application form the intended purpose of the money. Examples of how providers can use the Inclusion Fund include:

- Support to produce or purchase resources for specific children where this will help to address their individual needs.
- Specialist or one-off extra training, or to upskill a team or staff member
- Extra staff time to support specific interventions (specific hours and not an addition to the hourly rate)
- Support for co-ordinating key worker duties, such as team around the child
- Helping children who are transitioning to school. This could be by spending time at the school and releasing key workers to support the process

### Eligibility

- The Early Years Inclusion fund is for all 2-year olds (from the term after their 2<sup>nd</sup> birthday), and for 3 and 4 year old children accessing either the universal or the extended funded entitlement in a Gateshead provision.
- The application may be to support an individual child, or a specific group of children (all children must be named on the application form) with lower level or emerging SEN
- It would be expected that the application had previously been discussed with the Early Years Area SENCo prior to submission.
- The child may already receive support from the EYAIT, in which case the Inclusion Fund application should be discussed with the child's allocated worker.
- The child will not have an Education Health Care plan.
- Parents should be fully aware that an application for funding is being made.

### Application for Funding

A short application form needs to be completed, providing details of the proposed purpose of the funding, and how this will support inclusion in the provision and reduce barriers to taking up their free entitlement and learning for the child. There also needs to be evidence of what the setting is already doing to support inclusion and meet the needs of the child.

The applications will be discussed fortnightly by the EHC panel.

The application form should be sent by secure email to

[PreSchoolEHCTeam@gateshead.gov.uk](mailto:PreSchoolEHCTeam@gateshead.gov.uk), or by post to : Christina Birkinshaw, Dryden Centre, Evistones Road, Gateshead NE9 5UR.

### Payment mechanism

Once the EHC Panel has approved an application for the Inclusion Fund, notification will be sent to Funding Officers in the Early Years and Childcare Service. They will inform providers, by email, of successful applications. Payment to PVI providers will then be made alongside the next payment opportunity, as set out in the funding schedule. Payment to maintained schools will be made by journal transfer. Once Inclusion Fund funding has been exhausted for a financial year no further claims will be processed, but will be reviewed once funds become available again. Any unspent inclusion funds will be carried forward to the next financial year and added to the Inclusion Fund for that financial year.

## **Appendix G: Policy for Funded Two, Three and Four-Year Old Children Who Cease to Attend without Explanation**

If a funded child does not attend your provision for one week of their normal attendance pattern without any reason given and you have been unable to make any contact (this includes using any emergency contact numbers you have on record), you must notify your Early Years Funding Officer immediately by e-mail. If you are aware of social worker or any other agency involvement with this child, you will follow good practice and contact the relevant professional on the child's first day of absence.

In addition when notified of non-attendance EYCS will check other Council systems to ensure that where the family has a social worker or lead practitioner involvement the appropriate professional is notified. Providers should include details of anyone they have notified of the child's absence within the email to their Funding Officer.

It is your duty to have adequate safeguarding policy and procedures in place and to adhere to these in order that the welfare of all children is protected. This includes how to respond to children where attendance has ceased without explanation.

Providers will be informed of the outcome of any decision in relation to funding available for the child within 1 week of the Local Authority receiving the initial notification of the child's absence.

## Appendix H: Compulsory School Age

Compulsory school age is set out in section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998 (SI 1998/1607).

A child reaches compulsory school age on the prescribed day following his fifth birthday (or on his fifth birthday if it falls on a prescribed day). The prescribed days are, 31 March, 31 August and 31 December.

### School admissions

School admission authorities and local authorities must comply with the School Admissions Code 2014.

Published admission arrangements must make clear to parents that a separate application must be made for any transfer from nursery to primary school and from infant to junior school.

### Admission of children below compulsory school age and deferred entry to school

The School Admissions Code requires admission authorities to provide for the admission of all children in the September following their fourth birthday. They must make it clear in their admission arrangements that, where they have offered a child a place at a school:

- The child is entitled to a full-time place in the September following their fourth birthday
- The child's parents can defer the date their child is admitted to school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made; and
- Where the parents wish, the child may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

### The admission of summer born children outside their normal age group

Parents of summer born children (children born from 1 April to 31 August) may request their child is admitted to reception a year later than they would generally be expected to start. Parents must follow the guidance given in Gateshead Council's Admission to Primary School Booklet (available online at [www.gateshead.gov.uk/schooladmissions](http://www.gateshead.gov.uk/schooladmissions)) and apply in the standard way by the published closing date of 15 January 2019. **Any deferred entry request which is received after a place has been offered to a child on the national offer date of 16 April 2019 will not be considered.**

Before requesting deferred entry it is recommended that parents visit the schools they are thinking of applying to as they may be able to allay any concerns parents may have about their child's readiness for school.

Where such a request is made, the admission authority must make a decision on the basis of the circumstances of the case and in the child's best interests. They must also take into account the views of the head teacher of the school concerned, and must set out clearly the reasons for their decision.

Where a request is agreed, they must process the parent's application as part of the main admissions round (unless the request was made too late for this to be possible) and must not give it lower priority on the basis that the child is being admitted out of their normal age group.

The local authority will fund a child for 15 or 30 hours (depending upon their eligibility) from the term following their third birthday until they reach compulsory school age, should school entry be deferred.

# Appendix I



## Gateshead Early Years Provider Agreement From September 2018

This Agreement is between:

(1) The Borough Council of Gateshead, Civic Centre, Regent Street, Gateshead, NE8 1HH;

And

(2).....of .....

**The person(s) legally responsible for your establishment must sign this declaration**

- I have read and understand all the terms of this Provider Agreement and its appendices.
- I certify that this Provider conforms to all the conditions of eligibility for registration in the Directory as at September 2018 and that this Provider will, whilst registered, ensure all elements are met.
  - Appendix A – Parent Declaration Form
  - Appendix B – Funding Timetable
  - Appendix C – Two-Year Old Eligibility Criteria
  - Appendix D – Three and Four-Year Old Extended Entitlement Criteria
  - Appendix E – Funding Formula
  - Appendix F – Inclusion Fund
  - Appendix G - Non-attending Child Policy
  - Appendix H – Compulsory School Age
  - Appendix I - Provider Declaration
- I understand that if the Provider does not comply with the terms and conditions within the Provider Agreement that it may be removed from the Directory and the eligibility to claim funded entitlement funding may be revoked.
- I confirm that the Provider wishes to be added to/remains on the directory.

Print Name .....

Signature .....

Job Title .....

Date .....

**Signed on behalf of:**

Provider's Name .....

**Please complete this page and return to the Early Years and Childcare Service.**