

Further Information and Example Documentation

Materials to support the
Provider Agreement for the
delivery of early years
entitlement places in
Nottingham City

People
Directorate

Early Years
Team



This 'Further Information and Example Documentation' Pack has been produced to complement the Provider Agreement for the delivery of early years entitlement places in Nottingham City.

The pack contains further information on certain aspects of the delivery, administration and management of the early years entitlement hours. It also provides example documentation that you, as a Provider, can use and adapt to support the provision of these hours in your setting.

You do not have to use this documentation, but it should be noted that the information contained in the examples will be used as part of the audit process for the early years entitlements funding. If you use your own forms, you should ensure that you collect the same information to ensure your provision of the early years entitlement places remains compliant.

	Page Number
<p>Parent Declaration Form (Working Parents Entitlements Only) This example form enables Providers to collect the required information and written consent from a parent to enable them to check the eligibility code for the working parent entitlements. Providers can develop their own form, but the information collected must reflect the information in this example as a minimum, including the Nottingham City Council Privacy Notice. <i>Last Update: 2024 – 2025 Provider Agreement</i></p>	3
<p>Parent and Provider Agreement This example Agreement sets out the arrangement made by the parent/carer and the Provider for accessing/providing the early years entitlement hours for eligible children. It also includes application details for Early Years Pupil Premium Funding. If Providers are adapting this template, they must ensure that all the mandatory information requested is still collected, this should also include the Nottingham City Council Privacy Notice regarding data collection. <i>Last Update: 2024 – 2025 Provider Agreement</i></p>	6
<p>Example Invoice Structures These example invoice structures give a few ways of setting out invoices for parents to illustrate their use of the early years entitlement hours and any additional hours or services bought. Providers can use their own invoice layouts but must adhere to the guidance in the Provider Agreement about the information they should include. <i>Last Update: 2024 – 2025 Provider Agreement</i></p>	12
<p>Managing Attendance Guidance This guidance is designed to support Providers in managing and monitoring a child's absence and attendance. It supports Section 7 on Auditing and Compliance in the Provider Agreement and can be used to support staff induction and to explain to parents about how their child's attendance is monitored. This section also contains some example letters around poor attendance and late starts / early collections that Providers may wish to use. <i>Last Update: 2024 – 2025 Provider Agreement</i></p>	13

Parent Declaration Form for Checking Working Parent Eligibility

The information given in this form provides the required written consent from the parent to enable the provider to check the eligibility code for the working parent offer. Providers must check the parent's eligibility code before offering the parent a place.

If a successful check is made and the parent takes up a place with the provider, it is expected that the full Parent/Provider Agreement and child registration paperwork is completed. The Local Authority may request a copy of this form as part of the auditing process.

Provider Name	
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Section 1: Child's Details

Child's Legal Family Name/Surname		Child's Legal Forename	
Name by which child is known if different		Child's Date of Birth	
Gender		Ethnicity	
Full Address		Documentary proof of Date of Birth (e.g. Birth Certificate /passport)	
Post Code		Document recorded by (name of staff member)	
Telephone		Date documentary proof recorded	

Section 2: Eligibility Proof

Eligibility code:	
Parent/Carer National Insurance Number:	

Section 3: Parent/Carer's Declaration

I agree to the setting validating my eligibility code with the Local Authority and confirm that I have read the Privacy Notice below relating to the use of my personal data			
Name			
Signed		Date	

Privacy Notice – Early Years Funding – Nottingham City Council

Who is the Data Controller?

Personal Information (personal data) will be processed by Nottingham City Council (NCC) for the purposes of Early Years Funding and Provision, either provided directly by you, or by the Early Years Provider. The Data Controller for the personal data that is processed by NCC for these purposes is NCC.

Why do we process personal data?

We will only process personal data when it is necessary and where we have a lawful reason to do so. Personal Data used in relation to Early Years funding will be used to allocate your child a place; to administer contracts between NCC and providers; dealing with complaints, non-compliance and safeguarding issues; working with OFSTED and other public bodies; and delivering training with providers.

What personal data will the Council process?

If you are a parent or a child, we will process: your name (and person with parental responsibility); address and contact details; date of birth; gender; financial information; details of childcare provision and national insurance number.

If you are a provider, we will process: your name; address and contact details.

We will also process 'special categories of information' about you when necessary, this includes information relating to your race or ethnicity; religious beliefs; and physical and mental health.

What is the legal basis for using your information?

The lawful basis for processing your information for these purposes is because it is necessary for the performance of a public task; because it is necessary for compliance with a legal obligation to which NCC is subject; or because it is necessary for compliance with a contract to which the council is subject.

When we process 'special categories of personal data' we do so under the condition that it is necessary for reasons of substantial public interest.

Sometimes, we may also process information relating to criminal offences, we will do so because it is necessary for statutory reasons of substantial public interest for the prevention and detection of crime, the prevention of fraud, or for safeguarding children and other individuals at risk.

Who will NCC share my personal information with?

NCC will only share you information within the Council and with others when it is necessary and lawful to do so. We may also share it when we are obliged by law to do so.

To provide these services, the Council may share you information with: the childcare provider; Nottinghamshire County Council, Capita; East Midlands Shared Services (EMSS); Department of Work and Pensions (DWP); Department of Education (DfE); and the Office for Standards in Education, Children's Services and Skills (OFSTED).

Do I have to provide the information?

No, you are not obliged by statute to provide the information. However, if we were not able to process the information, we would not be able to provide these services.

How long will NCC keep the data for?

NCC will process the data for 6 years from the end of the provision or contract

What are my information rights?

You have the following rights under data protection legislation, the right to request:

1. A copy of your information;
2. That your information is corrected;
3. That your information is deleted (right to be forgotten);
4. That we restrict the processing of your information;
5. The portability of your data to another provider;
6. To object to processing your personal data; and
7. Rights relating to automated decision making including profiling.

Not all of these rights are applicable due to the lawful basis for processing the data. NCC can restrict these rights in certain circumstances. This mainly relates to the prevention of crime, prejudicing investigations and protecting others.

How can I find out more?

You can contact NCC's Data Protection Officer, Naomi Matthews to find out more, to exercise your rights or to complain about how your personal data has been handled. The contact details are: Information Compliance Team, Loxley House, Station Street, Nottingham, NG2 3NG or by email : data.protectionofficer@nottinghamcity.gov.uk

A longer version of this notice is available on our website

https://www.nottinghamcity.gov.uk/media/iv5l3esl/pn-0194_earlyyearfunding_v20.pdf

If you need a physical or paper copy of this, please contact us.

The Information Commissioner's Office (ICO)

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Parent & Provider Agreement for Early Years Entitlement Hours for Eligible Children

The information requested is mandatory except for Section 4 and 5. Both the Parental and Provider declarations must be completed.

This agreement sets out the arrangement made by the parent/carer and the provider for accessing/providing the early years entitlement hours for eligible children. [Providers adapting this template must ensure that they collect all the mandatory information requested.]

The information provided will also be used by the Provider to claim funding and if applicable the Early Years Pupil Premium (EYPP) and Disability Access Funding for eligible children. The Local Authority may request a copy of this form to support the funding claim and as part of the compliance function they perform to check that the funding is being claimed appropriately.

Please note that section 1 does not need to be completed if you have already completed the Parent Declaration Form for the working parent entitlement, please attach this form

Provider Name	Date
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Section 1: Child's Details

Child's Legal Family Name/Surname	Child's Legal Forename	
Name by which child is known if different	Child's Date of Birth	
Male / Female	Ethnicity	First Language
Full Address	Documentary proof of Date of Birth & Eligibility (e.g. Birth Certificate/passport) Evidence seen (provider to initial) <input type="checkbox"/>	
Post Code		
Telephone		

Section 2: Eligibility Proof

(to be completed if claiming 2 year old disadvantaged funding or attach Declaration Form for Checking Working Parent Eligibility)

2 Year Old Eligibility Reference No (ensure full letter/email has been seen):	
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Section 3: Setting and Attendance Details

- You need to agree and complete this form with each setting your child attends for their early years entitlement in order to ensure that funding is paid fairly between them.
- Your child can attend a maximum of two sites in a single day and if your child attends more than 1 setting we will distribute the funding appropriately between the settings.
- You can claim less than the full entitlement hours available if you wish.
- Early years entitlement hours are funded for the equivalent of 38 weeks of the year (i.e. max funding of 570 hours per year for 15 hours universal per week or max of 1,140 hours per year for 30 hours per week) at no cost to the parent.
- A maximum of 10 hours can be claimed in any 1 day.

My Child is attending the following settings:

Setting Name	Total Early Years Entitlement Hours Per Day							Total Number of hours per Week	Number of Weeks Per year
	Su	M	T	W	T	F	Sa		
1.									
2.									
3									
TOTAL									

Working Parents accessing 30 hours only: Where a child is attending more than one setting, please specify which setting(s) you wish to receive your universal 15 hours entitlement should you become ineligible for the 30 hour entitlement.

Setting Name(s)	
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Section 4: Early Years Pupil Premium (EYPP)

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits. This funding will be used to enhance the quality of their early years' experience by improving the teaching and learning and facilities and resources, with the aim of impacting positively on your child's progress and development. For more information, please speak to your childcare provider.

The information you provide in this section of the form is voluntary and will only be used to determine eligibility for EYPP.

The information provided will not affect any benefits you may be entitled to.

Parent / Carer Details

Do you have parent/carers responsibility for the child stated overleaf?	Yes	No
Is your family income under £16,190 per year?	Yes	No

If you have stated **yes** to the above, you may qualify for EYPP. Please provide the following information for the **main benefit holder** to enable the local authority to confirm eligibility:

Please provide

Parent/Carer – relationship to child : MOTHER / FATHER / CARER (please circle)								
Parent Forename								
Parent Surname								
Date of Birth			DD		MM		YY	
National Insurance or National Asylum Support Service number.								

Section 5: Disability Access Fund

If your child is accessing early years entitlement hours and is receiving child Disability Living Allowance, they are eligible for the Disability Access Fund (DAF). DAF is paid to the child’s early years setting as a fixed annual rate of £910 per eligible child.

Is your child in receipt of Disability Living Allowance (DLA)?	Yes	No
If your child is splitting their early years entitlement across two or more providers, please nominate the main setting where the local authority should pay the DAF:	Setting Name	

Section 6: Parent 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 early years entitlements funding as agreed above on behalf of my child.

- I understand that my child’s early years entitlement hours will be delivered without charge and that the early years entitlement hours will be claimed on my behalf by the provider from the Local Authority.
- I have received detailed information about the additional services and understand I may incur a cost any additional hours/services over and above the early years entitlement hours that my child receives (e.g. meals, activities outings/trips).
- I understand that my child’s attendance should be regular. I will inform the provider if my child does not attend (e.g. due to sickness, dentist/doctor appointment). I am aware if I do not ring or contact the provider and my attendance is below 85% then my early years entitlements place may be affected.
- I agree to the Local Authority using this information to enable my child’s Early Year’s Provider to claim the funding my child is entitled to in the current and future academic years for the purposes of Early Years Pupil Premium. The Local Authority may also use this information to check my child’s entitlement for School Age Pupil Premium during

the academic years when my child is in school. I confirm that I have read and understood the following Privacy Notices regarding early years entitlements & School Readiness.

- I confirm that the above information has been explained to me; that public funds must be protected and that the information provided may be used to prevent and detect fraud. I understand that it might be necessary to share this information with other organisations and local authorities that handle public funds. I understand that any false or incorrect information could lead to my early years entitlements place being withdrawn.

Parent/Carer's Declaration	
Name (please print)	<input type="text"/>
Signed	Date
<input type="text"/>	<input type="text"/>

In collecting your data for the purposes of checking your eligibility for the early years entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) Nottingham City Council is exercising the function of a government department.

Nottingham City Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006. Please note that from April 2024, 2-year-olds will qualify for DAF and EYPP, and under 2's will qualify from September 2024, assuming they are accessing early years entitlement provision.

Section 7: Provider Declaration

- I will be providing the early years entitlement hours in line with Nottingham City Council's Provider Agreement. The early years entitlement hours are provided with no additional costs other than the optional additional services that have been agreed with the parent.
- I confirm I have seen evidence to support the child's funding claim and confirm that they are eligible to claim early years entitlement hours.
- I understand that any incorrect information or incomplete validation of hours could lead to the funding for the early years entitlement hours being withdrawn.
- I will make available any information that the Local Authority requires to support this funding claim e.g. attendance register, copy of parental invoices.
- I will make available a copy of this Agreement available to the Local Authority or parent upon request

Provider's Declaration	
Name and Position (Please print)	<input type="text"/>
Signed	Date
<input type="text"/>	<input type="text"/>

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Example Invoice Structures

The Provider Agreement states that Providers should ensure that their invoices are clear, transparent and itemised. They should enable parents to easily recognise and understand what hours they have accessed in relation to the early years entitlement hours and how any fees relate to additional services or hours purchased. Providers should ensure that invoices contain full details, are dated and on logo paper so that they can be identified as coming from a specific Provider.

	Item	Comments/ Description	Hours	Amount
A	Total hours booked	10 hours per day X 5 days per week X 4 weeks	200	
B	Universal early years entitlement hours	15 hours per week X 4 weeks	60	No charge
C	Extended early years entitlement hours	15 hours per week X 4 weeks	60	No charge
D	Chargeable hours	A – B & C	80	
E	Nursery Hourly rate	£5.00 X D		£400.00
F	Meals (delete where not applicable)	5 days per week X 3 meals a day X 4 weeks i.e. Breakfast / Lunch / Tea (£1.50 per meal)	60 meals	£90.00
G	Additional activities	Yoga X 1 session X 4 weeks (£1.50 per session)	4 sessions	£6.00
H		TOTAL TO PAY FOR MONTH: APRIL		£496.00

	Item	Comments/ Description	Hours	Amount
A	Total hours booked	8 hours per day X 4 days per week X 4 weeks	128	
B	Universal early years entitlement hours	15 hours per week X 4 weeks	60	No charge
C	Extended early years entitlement hours	15 hours per week X 4 weeks	60	No charge
D	Chargeable hours	A – B & C	8	
E	Nursery Hourly rate	£5.00 X D		£40.00
F	Meals (delete where not applicable)	4 days per week X 2 meals a day X 4 weeks i.e. Breakfast / Lunch / Tea (£1.50 per meal)	32 meals	£48.00
G	Additional activities	Yoga X 1 session X 4 weeks (£1.50 per session)	4 sessions	£6.00
H		TOTAL TO PAY FOR MONTH: APRIL		£94.00

	Item	Comments/ Description	Hours	Amount
A	Total hours booked	6 hours per day X 5 days per week X 4 weeks	120	
B	Universal early years entitlement hours	15 hours per week X 4 weeks	60	No charge
C	Extended early years entitlement hours	Not applicable	0	£00.00
D	Chargeable hours	A – B & C	60	
E	Nursery Hourly rate	£5.00 X D		£300.00
F	Meals (delete where not applicable)	5 days per week X 1 meal a day X 4 weeks i.e. Breakfast / Lunch / Tea (£1.50 per meal)	20 meals	£30.00
G	Additional activities			
H		TOTAL TO PAY FOR MONTH: APRIL		£330.00

Managing Attendance Guidance

This guidance note outlines good practice for monitoring and recording the absence of children who are in receipt of early years entitlement hours to ensure they attain a minimum of 85% attendance each term. The guidance aims to ensure the safety of all children by monitoring attendance, identifying long term absences/patterns of absence and offer suggestions for strategies to support parents in achieving 85% attendance for their children.

In line with the Provider Agreement;

- Providers **must** maintain accurate attendance registers including a record of notification of absence.
- Providers **must** make parents aware that they are to contact the setting if their child is unable to attend
- Providers **must** notify Nottingham City Council immediately if a parent withdraws their child or the attendance pattern alters in any way. It is in the interests of the Provider to ensure that there is a Parent/Provider Agreement in place as this may be taken into consideration if Nottingham City Council seeks to reclaim funding
- Providers **must** notify Nottingham City Council immediately if a child is absent (authorised or unauthorised) for more than 2 weeks during one term
- If the absence is for longer than 2 weeks in one term, funding may be stopped and reinstated following the end of the absence. Nottingham City Council will not fund a place where absence is recurring or for extended periods unless the absence is authorised and in agreement with Nottingham City Council in advance.
- If the parent wishes to take additional week's holiday, they should be made aware that Nottingham City Council will not fund their child's place for this period. The parent will either; need to give up the place or come to an arrangement with the Provider.
- Providers will not be penalised for a child's unexplained absence for a session or short period when they have booked to attend the setting. However, when an absence is recurring over an extended period, the Provider must make all reasonable efforts to establish a valid reason for the absence and promptly notify Nottingham City Council. A minimum of 85% attendance is expected during a term as set out on the Parent Agreement.
- Providers will not be funded for a lack of notice.

Managing Absence

A child being absent could be a safeguarding concern. If a Provider has a child who is not attending for the agreed hours/sessions, is attending irregularly or is attending late, the following steps should be taken to try to improve attendance:

- 1st day of absence - Provider should make contact with the parent as early as possible and establish the reason for absence and the expected length of absence
- 3 consecutive days/sessions (or 1 week) absence – if the parent has not made contact, the Provider should try again to establish the reason and expected length of absence, examples could be text, phone or home visit. If necessary, the Providers should inform any other agencies involved with the family
- 5 consecutive days/sessions – if contact cannot be made, and a reason for the absence cannot be confirmed, a letter should be sent to the parent requesting they make contact with the Provider within a set timescale (for example – 5 working days to reply). Continue to text, phone or attempt to home visit.
- If a reply to the letter is not received within the set timescale, a second letter should be sent and the Early Years Funding Team should be informed.
- 2 weeks' absence – if all of the above attempts to contact the parent fail, a final letter should be sent informing the parent that their child's early years entitlement hours may be withdrawn and the Early Years Funding Team informed.
- If no contact is made with the Provider at all, then the place should be withdrawn. The Provider should notify the Early Years Funding Team and the parent of this decision and contact the Safeguarding Officer for an agency check.
- Providers should keep records of all correspondence / actions taken / outcomes of meetings that can be produced, if requested by Nottingham City Council.

Exceptional Circumstances for Absence

There may be a genuine reason for a child not attending or irregular attendance for short periods due to illness of the child or a family member, bereavement etc. In these circumstances, providers should record the reason and actions taken to monitor the child's absence and the support they are giving the parents to ensure the child's access to their full early years entitlement hours.

Rethinking 'Did Not Attend' and Missed Appointments Matter

- An animation to encourage practitioners to identify children as 'was not brought' as opposed to 'did not attend' when they are not presented at medical appointments, was jointly commissioned by the Nottingham City Safeguarding Children Partnership (NCSCP), Nottingham City Council, and NHS Nottingham City Clinical Commissioning Group.
- The animation is a powerful reminder that children do not take themselves to appointments, and for practitioners to reflect on the impact of missed appointments on a child's wellbeing.
- Whilst in post as Corporate Director of Children and Adults at Nottingham City Council, Alison Michalska wrote a blog about the following animation when she was Vice President of the Association of Directors of Children's Services (ADCS): <http://adcs.org.uk/blog/article/getting-sticky-with-it>
- Watch the *Rethinking 'Did Not Attend'* animation, and share it with colleagues, friends and family: <https://www.youtube.com/watch?v=dAdNL6d4ljk>

If at any stage of a child being absent, there is cause for concern, or the risk of the child suffering significant harm, you must follow the safeguarding advice as detailed in **Section 5 of the Provider Agreement.**

Developing Good Habits for Regular Attendance

- Parents and Providers must complete the Parent/Provider Agreement together at registration clearly identifying the days/sessions/hours the parent has chosen to access the early years entitlements for the child. Parents should be encouraged to ensure their child attends all agreed sessions. Parents may be more inclined to adhere to attendance requirements if the child attends the session of their choice.
- Parents should be made aware at registration of the absence procedures and that they should phone the Provider if the child is not attending with a reason why. Parents should also be advised of the consequences of poor attendance and the steps the Provider will take in such circumstances, e.g. loss of early years entitlement hours.
- Accurately record all attendance and information on reasons for absence, including any information provided by parents/carers and information gathered when making first day absence calls. Ensure that all relevant staff are kept informed.
- Monitor attendance to track attendance and pay particular attention to any patterns of late or non-attendance and liaise with the parents to try and establish the reason why, offering help or support to improve attendance if needed or possible. For example, consider flexibility to encourage attendance – if a family has signed up to 15 hours per week but always attends for 10 hours, Provider could reduce or rearrange sessions where possible. If no improvement is made, a letter should be sent informing the parent that their child's early years entitlement hours may be withdrawn and the Early Years Funding Team informed.
- Staff should be proactive in challenging absences as part of their daily practice and a couple of example letters are included at the end of this section to support Providers with this.
- Regularly review attendance with parents – this could be offering a meeting to discuss how their child benefits from attending, the progress the child has made, reviewing the agreed days/sessions and looking at how attendance could be improved or meeting with parents to congratulate them on their fantastic attendance and let them know how this is helping their child.
- All early years settings should be encouraged to adapt common attendance policies and strategies with their feeder schools, ensuring that parents/carers have continuity from their early years provision into school. Collaborative working also promotes sharing of good practice.

Example Letter re: Poor Attendance

Nursery Name
Nursery Address

Parent Name
Parent Address

Date

Dear

We have noticed that your child..... has not been to nursery for their early years entitlement hours. Your Parent Agreement states that 85% attendance each term is a requirement of these early years entitlement hours.

Please make contact with at the nursery to discuss how we can support your child's attendance or to discuss if early years entitlement hours are available on a different day/time that is more suitable to your family needs.

If we don't hear from you within one week then we will assume you no longer require your early years entitlement place for[insert child's name]. If you have any questions about this, please speak to at the nursery.

Regular attendance is important in helping to give your child the best start to their education. [insert child's name] benefits by being in a learning environment and sharing many fun experiences with children of a similar age. These firm foundations help to give your child the best start in their learning journey.

We are required by the local authority to inform them of a child's poor attendance as this could impact on the funding for your child's place at this nursery. Should you wish to access the early years entitlement hours at another nursery please contact the Families Information Service on 0800 458 4114 who will inform you of other nurseries in your area.

Yours Sincerely,

Nursery Manager

Example Letter re: Late Start/Early Collection

Nursery Name
Nursery Address

Parent Name
Parent Address

Date

Dear

We have noticed that your child..... has not been to nursery for their full early years entitlement hours. As stated on your Parent Agreement, the planned sessions are:

- Monday: [insert times here]
- Tuesday:
- Wednesday:
- Thursday:
- Friday:

It is not possible to 'swap' sessions as we have to ensure that the rooms are staffed to meet the needs of the children and we have a legal requirement to ensure staff/children ratios are maintained.

Please try to ensure that your child arrives on time and is collected at the end of their session time. By doing this your child will receive the full benefit of the whole of the planned session. Arriving late or leaving early means your child is missing part of their education as well as being disruptive to the rest of the session.

Please make contact with at the nursery to discuss how we can support your child's attendance or to discuss if early years entitlement hours are available on a different day/time that is more suitable to your family needs.

Regular attendance is important in helping to give your child the best start to their education. [insert child's name] benefits by being in a learning environment and sharing many fun experiences with children of a similar age. These firm foundations help to give your child the best start in their learning journey.

We are required by the local authority to inform them of a child's irregular attendance as this could impact on the funding for your child's place at this nursery. Should you wish to access the early years entitlement hours at another nursery please contact the Families Information Service on 0800 458 4114 who will inform you of other nurseries in your area.

Yours Sincerely,

Nursery Manager