

## Spring Term 2021

### Early Education Entitlement (EEE) Claim Guidance

The current government directive is that early years provision should continue to remain open and should allow all children to attend full time or for their usual timetabled hours.

This includes early years registered nurseries and childminders, maintained nursery schools, as well as nursery classes in schools and other pre-reception provision on school sites. Only vulnerable children and children of critical workers should attend on-site reception classes. For school-aged children, childminders and wraparound care remain open for vulnerable children and critical worker children who are attending school.

The DFE have now confirmed how early education entitlement for Spring 2021 can be claimed by childcare providers and this guide has been developed in line with their guidance.

This means that we will relax our terms and conditions of funding on attendance and we will not withdraw funding for non-attendance during Spring Term 2021 subject to the conditions detailed in this guide.

Census / Headcount day is **Thursday 21<sup>st</sup> January 2021** and you should follow your usual procedures for submitting your Census claim.

The following guidance is for providers delivering early education entitlement places for 2, 3 and 4 year olds. The guide details who can make a claim and who can be included on the claim.

Please make sure you read the guidance carefully to ensure that you submit a valid claim.

### **Who can submit a claim?**

In order to submit a valid claim, you must be open for children to access their funded place and **you must remain 'open'** regardless of attendance. If there is no demand for places and parents have confirmed that they don't require any sessions, you may physically close your building, however you must remain virtually open via telephone / email so that parents can contact you and access their funded place if they wish.

If you have closed your building due to children not needing to access a place and would not be able to reopen if a parent requested a place you must let us know so the parent(s) can be supported. This will result in funding being clawed back.

If you are temporarily closed (bubble or full closure) due to a positive Covid 19 case, having followed public health advice, you will be able to submit a EEE claim. You will also be able to claim emergency relief funding - the claim guide and claim form are on EYMIS –you will need to follow the guidance and provide the appropriate supporting information. This will not affect your EEE funding claim.

You can claim where you have attempted to remain open, but have closed for a period of time for reasons such as:

- staff shortages due to illness.
- staff shortages due to self-isolation.

Or you have closed due to government guidance, for reasons such as:

- temporary inability to access the site premises (for example, a PVI setting whose landlord or trustees have temporarily refused permission to operate on the site for COVID-related reasons).
- numbers of staff shielding make it impossible to provide the funded entitlements.

Where the provider chooses not to offer the entitlements – i.e. to close, or only offer a limited provision to children of key workers - then then they should not make a return for a child who is not being offered a place.

### **Which children can I include on my claim?**

You can include all EEE funded children on roll for Spring 2021, who have signed a parent declaration form with you confirming that they wished to access a EEE funded place with you for Spring 2021, regardless of whether they are actually attending or not during the current lockdown period.

Therefore, please record the expected weekly hours a child usually would have received in situations where the child is:

- self-isolating due to exposure to coronavirus (usually a period of 10 days) in census week.
- ill in census week.
- absent due to parent/guardian caution (fear of child catching coronavirus), if the provider remains open to the child and they have not altered their parental declaration relating to expected hours with the provider.
- absent due to parent/guardian choosing to care for child at home, only if the provider remains open to the child and the parent/guardian has not altered their parental declaration relating to expected hours with the provider.
- clinically extremely vulnerable and is therefore shielding in line with government advice.

Where the child is unable to attend their usual provider due to restrictions on attendance made by the provider, the setting is considered closed to that child.

Please do not submit a claim in the situation where you have chosen to close and not provide the entitlements due to:

- limited anticipated attendance.
- staff caution.

These are settings which have not attempted to remain open and therefore have no expectation of attendance in the setting.

Where you have chosen to restrict the attendance of some children (e.g. offering places only to critical workers' children or vulnerable children), please do not make a claim for children for whom the funded entitlements are not being offered.

Where a provider is counting a child on the claim, the place must be genuinely 'available': this means a provider must not count a child where they have furloughed the staff who would be required to deliver the child's place.

For example, if you have furloughed or are intending to furlough a member of staff, you will need to deduct the number of EEE children that you attributed to them when submitting your claim.

### **Parent Declaration Forms**

If a parent has not been able to attend your setting to sign the parent declaration form in person, you can do this electronically e.g. email.

To agree a place virtually, the parent must be provided with a copy of the parent declaration form so that they understand the terms and conditions of the place that they are agreeing to. You should include any other information that would normally apply to accessing a place with you e.g. additional charges for consumables.

Providers can adapt the BCC parental declaration form to suit their provision or have a different document but **must** include as a minimum the information on the BCC parental declaration form.

We understand that not all parents will be able to complete the parent declaration form electronically, so any communication between yourself and the parent must confirm the child's details and details of the funded place they are agreeing to which will include the number of funded hours / days they are accessing. You will need to provide this evidence in the case of any EEE audit and you will need all the details to enable you to enter your headcount claim on the portal.

### **Eligibility**

All children who require an eligibility code – 2 year olds, 30 hours, Free School Meals and EYPP will still require an eligible code, whether they are attending or not. You must ensure the child is eligible before agreeing to the place and submitting your claim.

All eligible 30 hour codes must have a validity start date of on or before 31<sup>st</sup> December 2020 in order to access a 30 hour place for Spring 2021. Any codes dated after this will not be funded in Spring 2021 term.

Any funded 2-year olds must have a 6 digit application / reference code that has been checked as eligible by you the provider. If a code does not show as eligible but you know that the parent meets the eligibility criteria, you must email [NEF@birmingham.gov.uk](mailto:NEF@birmingham.gov.uk) quoting the code, the child's name and DOB and stating specifically what evidence has been viewed to confirm eligibility – please do not attach any evidence to the email. The NEF team will then confirm by email if the application has been changed to eligible. Guidance is available on EYMIS.

Any 3 and 4 year olds applying for EYPP or Free School Meals must have a 6 digit application / reference code that has been checked as eligible by the provider. If a code does not show as eligible but you know that the parent meets the eligibility criteria, you must email NEF@birmingham.gov.uk quoting the code, the child's name and DOB and stating specifically what evidence has been viewed to confirm eligibility – please do not attach any evidence to the email. The NEF team will then confirm by email if the application has been changed to eligible. Guidance is available on EYMIS.

DAF is a single payment made once per financial year. Only children aged 3 and 4 years are eligible and the child must be in receipt of DLA. If a child attends two settings the parent must nominate which setting receives the payment. Parent declaration forms and guidance for DAF applications can be found on EYMIS. You submit your DAF claim with your census claim.

### **Remote Learning / Support**

For all children that you are submitting a claim for, but they are not attending during lockdown, you must provide some form of remote learning / support for that family.

### **Vulnerable Children**

For any vulnerable children on roll, that are not attending your setting, you must keep robust evidence to support that not accessing their funded place is in their best interests and that all supporting professionals are aware and in agreement.

### **Processing your Claim**

Duplicate claims – if we receive a duplicate claim for a child, we will still investigate this as usual, which will require you providing evidence of agreement to the place and evidence of attendance where applicable. Funding will be split and paid in accordance with the evidence and the terms and conditions of funding.

### **Safeguarding / CME**

You must continue to follow your safeguarding procedures as normal for all children regardless of whether they are attending or not, liaising with professionals and following up / reporting any concerns that you have.

We do not require you to submit a NEF notification regarding absence during the lockdown period, unless you know that a child no longer requires their funded place with you. You should continue to record all contacts with your families – both in person and virtually. Once lockdown is lifted you must resume following the usual CME procedures notifying us of absences.

## **EYMIS**

We recommend that you regularly access EYMIS for up to date documentation and guidance. EYMIS is the online database that we use to store all our guidance and information relating to Early Years. This includes information about EEE funding, including the Terms and Conditions, Parent Declaration Forms, DAF etc.

The log-on details are:

<https://www.ted-birmingham.org.uk>

- Log in details PVI2 (Capital letters PVI (the letter i) then the number 2)
- Password PVI2year (Capital letters PVI (the letter i) then the number 2 and lower case year)

Click on EY Info & Guidance and then Early Education Entitlement (EEE)

### **Advice and Support**

For all queries regarding Early Education Entitlement please contact

[NEF@birmingham.gov.uk](mailto:NEF@birmingham.gov.uk)

For support with your risk assessments or advice following a positive Covid 19 case please contact [EYDuty@birmingham.gov.uk](mailto:EYDuty@birmingham.gov.uk) for support from an Early Years Consultant.

When contacting either team please remember to include your name, setting name and ID so that we can respond to you promptly.

### **Additional Information**

You should keep up to date with current government guidance. The following government links may be useful:

[Advice about charging parents during coronavirus \(COVID-19\) pandemic restrictions](#)

[Help children aged 2 to 4 to learn at home during coronavirus \(COVID-19\)](#)

[Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak](#)

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