Early Years Noticeboard: 8 February 2018

1. Message from Jill Crosbie, Acting Assistant Director SEND

Welcome to another Early Years Noticeboard- January is over at last and we can all look forward to Chinese New Year, pancakes, Valentine’s Day and some Spring weather!

The early years health and wellbeing offer is entering its second month and the teething problems continue to be resolved.

The consultation about the future of the day nurseries is underway with meetings scheduled at all 14 settings – please encourage your families to engage with this process – we welcome comments and ideas from everyone.

Best wishes

Jill

Jill Crosbie
Acting Assistant Director SEND
jill.crosbie@birmingham.gov.uk

2. Birmingham Forward Steps bulletin

[Attached at the end of this Noticeboard is the latest Forward Steps bulletin] produced by Birmingham Community Healthcare Trust and partners. This will now be issued fortnightly and provides an update regarding the Health and Wellbeing contract.

3. Day nurseries consultation

Consultation continues on the future of the 14 Council run day nurseries. This consultation will run until 23 March and consultation events are taking place at each of the 14 day nurseries.

More information about the consultation, including a consultation presentation and the questionnaire, is available at https://www.birminghambeheard.org.uk/people-1/council-run-day-nurseries/

Details of the consultation events happening at the day nurseries can be found at the end of this Noticeboard.

4. Early Education Entitlement Guidance and Support

The Early Years Team provides information and guidance relating to early years on EYMIS an online data base. Presently there are over 100 early education documents for early years providers to access. Providers can access the data base by following the instructions below;
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 lowercase year)

Please note that EYMIS is a system used by all Early Years Providers including PVI, Schools and Academies with Nursery Classes and as it does not contain sensitive information the password is the same for all users, therefore you MUST NOT change the password or try and personalise the system when you log on.

If providers have questions which they are unable to answer using the documentation available on EYMIS, additional support is available through the NEF Duty team;

Telephone support is available 10am to 4pm daily on 0121 303 0267. Alternatively questions can be raised by email to NEF@Birmingham.gov.uk

5. Evaluation of the first year of the national rollout of 30 hours free childcare

Birmingham is one of 12 local authorities selected to take part in an evaluation project to be undertaken by Frontier Economics, the University of East London and NatCEN Social Research. An element of the evaluation will be a survey of 8 childcare providers in Birmingham between February and March 2018.

The 8 providers will be made up of 5 delivering the extended entitlement and 3 who are not. If selected you will receive a letter in the coming weeks requesting your participation. The letter will also include further details regarding the project.

We hope those providers selected will take part in the research to help improve how this policy works for childcare providers across the country.

Thank you in advance to those providers who will be participating in the research project.

CONTACT: Kevin Caulfield, Early Years and Childcare, Quality and Sufficiency Manager
EMAIL: Kevin.caulfield@birmingham.gov.uk

6. Early Education Entitlement: Admissions Procedure requirement

All Early Education Entitlement (EEE) providers including nursery schools, nursery classes, private, voluntary and independent providers are reminded that EEE funding is dependent on the provision meeting the EEE Provider Agreement conditions of funding.

In September 2017 the EEE Provider Agreement was extended to include the below requirements;

- 2.29. The Provider should make information about their offer and admissions criteria available to parents before an admission is confirmed.
- 2.80. 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 patterns of hours are convenient for parents’ working hours.
Providers are reminded to ensure that the above requirements are met to avoid complaints from parents and to avoid financial clawback during EEE audits.

For more information please refer to the Provider Agreement which is available on the below link: https://www.ted-birmingham.org.uk/cc_guidance_sub_section?subsectionID=2154ee0e

(Document number 1)

CONTACT: NEF Duty Line
EMAIL: nef@birmingham.gov.uk
TEL: 0121 303 0267

7. Early Education Entitlement: Eligibility Checking System

The below additional Early Education Entitlement (EEE) Funding can be claimed for children meeting specific eligibility criteria;

- Early Years Pupil Premium
- 2 year old Early Educational Entitlement
- 15 hours extended childcare (30 hours)

Providers are required to demonstrate that the child is eligible for the additional funding by confirming that the child meets the eligibility criteria using the electronic eligibility checking system (ECS).

The Provider Agreement conditions of funding state that;

2.16 Eligibility for two year olds, early years pupil premium and free school meals will be confirmed using the Birmingham City Council (BCC) online Eligibility checking system (ECS). Eligibility for the 30 hours extended offer is to be confirmed through the HMRC. Providers should support parents to access their early education entitlements. This support will include signposting parents to the appropriate ECS tools and the HMRC for benefits advice.

2.20 The Local Authority will be supply all providers with an online eligibility checking (ECS) tool. The ECS will enable providers to verify the eligibility codes submitted by parents for two year old places, Early Years Pupil Premium and for 30 hours places. The Provider is responsible for checking the eligibility codes provided by parents. Places offered to children without eligible codes will not be funded.

Providers need to build eligibility checks into all admissions procedures to ensure that the maximum entitlements can be funded. If the ECS system does not confirm eligibility additional guidance is available using the below link document number 7.

https://www.ted-birmingham.org.uk/cc_guidance_sub_section?subsectionID=09d0912c

Please note that if ECS support or amendment is required, it is vital that providers contact NEF@Birmingham.gov.uk at the beginning of term as delays in demonstrating eligibility can impact on funding claims.

8. Early Education Entitlement: Leaving Children

Each term the Early Education Entitlement (EEE) team are receiving an increased number of duplicate funding claims. When investigated an increasing number of the duplicate claims identify that the child has moved provision. Providers are reminded that EEE funding is a termly agreement between the provider and parent. If a parent leaves a provider, then the provider must not add the child to the following terms census or headcount return.

The Provider Agreement states;
2.89 Providers may only claim funding in respect of an eligible child who is correctly included in the headcount on headcount day, or who missed the headcount for permissible reasons such as absence through illness but genuinely expected to return within the four weeks permitted absence period.

Please also refer to the process for reporting absent and missing children age 0-5 in Appendix 2 of the Provider Agreement. No claim should be made in respect of a child who has permanently left the provision before the headcount/census day.

CONTACT: NEF Duty Line
EMAIL: nef@birmingham.gov.uk
TEL: 0121 303 0267

9. Early Education Entitlement – Schools Making Amendments to Nursery class numbers

The early years team is aware that reducing nursery admission numbers are resulting in some Governing Bodies considering closing or amending the number of nursery places available within the school. Schools are reminded that these types of amendments require the school to follow statutory processes.

The early years team are able to offer support to schools to help the Governing body to decide which action to take if the nursery has reducing admission numbers. The early years team are able to support with:

- Statutory processes including consultation requirements. The process is different dependent on the type of school.
- Flexible admission models which could support financial sustainability
- Sufficiency data for the ward
- Tender options for partnerships with private providers

Please follow the links to access the relevant statutory guidance for maintained schools and academies.

If schools have questions which they are unable to answer using the above documentation additional support is available through the Early Years Duty team.

Telephone support is available 8 am to 6 pm daily on 0121 675 1943 or 0121 675 4996. Questions can be raised by email to EYDuty@birmingham.gov.uk

10. Business Support requirements for childcare providers: 30 hours free childcare

The Early Years and Childcare Service will be delivering some in depth business support sessions for all providers in the Summer Term 2018 to support the delivery of the 30 hours free childcare entitlement for eligible working parents.

To ensure we deliver the right support sessions we want providers to tell us their business support needs.

Please complete the pro-forma which can be found on EYMIS on the following link:

Link – [Home] > [EY Info & Guidance] > [Early Education Entitlement (EEE)] > [30 Hours Childcare September 2017]

Document number 1 - 30 hour EEE Business Support Requirements
Username for EYMIS: PVI2
Password: PVI2year

Please complete and email your returns and any queries to the following email address:
EarlyYearsFinance@birmingham.gov.uk

The deadline for returns is Friday 23 February 2018.

CONTACT: EarlyYearsFinance@birmingham.gov.uk

11. Using the Autism Education Trust (AET) Early Years Programme: A national framework for developing autism provision in early years settings

A free seminar for early years practitioners, senior leaders and managers. This event will be hosted by the West Midlands Early Years regional hub.

The session will consider how early years settings can use the AET programme to:
• Raise autism knowledge and awareness within the setting
• Support senior leaders and managers to fulfil statutory duties and responsibilities
• Provide a framework for improving autism provision and practice - case study of how a Birmingham LA maintained nursery has implemented the programme
• Provide opportunities for networking and discussion.

DATE: 12 March 2018
TIME: 9:15am – 12:30pm
VENUE: Mac Birmingham, Cannon Hill Park, B12 9QH

Please email Jessica.Hakin@birmingham.gov.uk to request a booking form
26th January 2018
Welcome to issue 4

Voluntary Sector Partner Update

City-wide partners
A key part of the Birmingham Forward Steps model is our partnership with four voluntary sector partners. Home-Start, KIDS West Midlands, Pre-School Learning Alliance and Thrive Together Birmingham all provide services which will greatly enhance our core offer by supporting and developing community and volunteer-led provision.

Home-Start
Home-Start will now be offering family support interventions across Birmingham. There are six different Home-Start schemes within Birmingham and the table below shows which scheme will be covering which areas of the city. Some schemes are fully ready to accept new referrals, whilst others need to undertake some recruitment both of staff and of new volunteers, so may only offer a reduced service in the first instance. Please make contact and start a dialogue with the relevant Home-Start scheme for
your area and ensure they are invited to the Children’s Centre allocation meetings.

The Home-Start referral form can be found on their website:

http://www.homestartbirmingham.co.uk/referrers.html

Referrals should be made through the allocation meeting process where possible, but please note that a referral form will still be required.

<table>
<thead>
<tr>
<th>Home-Start Contact details</th>
<th>Wards Covered</th>
</tr>
</thead>
</table>
| **Home-Start Birmingham Central & South West**  
The Jewellery Business Centre, Suite 328  
95 Spencer Street  B18 6DA  
Email: admin@homestartbcsbw.org | Bartley Green  
Edgbaston  
Harborne  
Ladywood  
Quinton  
Soho |
| Tel: 0121 794 7225 | |
| **Home-Start Birmingham North West**  
United Reformed Church  
1 Brassington Avenue  
Sutton Coldfield B73 6AA  
info@homestartbnnw.org.uk | Kingstanding  
Oscott  
Perry Barr  
Sutton Four Oaks  
Sutton Newhall  
Sutton Vesey  
Sutton Trinity |
| Tel & Fax: 0121 321 2277 | |
| **Home-Start Cole Valley**  
116 Church Road  
Yardley B25 8UX  
info@homestartcolevalley.org.uk | Acocks Green  
Hall Green  
Moseley & Kings Heath  
Sheldon  
South Yardley  
Sparkbrook  
Springfield  
Stechford & Yardley North |
| Tel & Fax: 0121 572 0800 | |
| **Home-Start Birmingham South**  
Hampstead House  
Condover Road | Billesley  
Bournville  
Brandwood |
Pre-School Learning Alliance and Thrive Together Birmingham (PLA and Thrive)
PLA and Thrive will be working together to support Stay and Play provision which is provided by community organisations and volunteers. More detail about this approach can be found in the Interim Guidance issued last week. By supporting existing community-led Stay and Play groups and promoting and encouraging the growth of new groups across the city PLA and Thrive hope to create a ‘Birmingham Community Stay and Play Network’.
Both organisations are in the process of developing the new service and it is anticipated that both services will be up and running by the start of April. In the meantime PLA are keen to hear from you. Service Manager Kerry Armitt is starting to gather information to inform an audit of existing provision and identify target areas for the development of new groups.
Please contact kerry.armitt@pre-school.org.uk to share your local knowledge of:

- Existing community or volunteer-led Stay and Play groups (or similar groups with different names, such as mother and toddler groups or Messy Play sessions)
- Parents or other volunteers who have expressed an interest in leading groups (for instance parents who came forward to express an interest in maintaining groups that were due for closure)
- Areas where Stay and Play provision has stopped due to Children’s Centre closures
- Areas where there is no community-led provision which could be targeted for development

**KIDS West Midlands**

KIDS will be working within our Children’s Centres to provide support groups for families with children with special needs. It is anticipated that there will be group in each district of the city. In the long term they want parents to be leading and steering these groups so your existing relationship with parents will be very helpful in developing this new model. KIDS are developing the staff team to deliver this service and are now recruiting to posts. More details about the vacancies are available on their website: [www.kids.org.uk/west-midlands](http://www.kids.org.uk/west-midlands)

**Health Visitors**

1. Health Visitors have continued to deliver support to children and families throughout the period of induction for our partners across the Children’s Centre’s. The service is continuing to work within the localities to provide baby clinics and developmental assessments.

**BFS Contacts**

1. The contact details for Birmingham Forward Steps children’s centres are on the new website and also available via reception of the sites. The BFS website contains a postcode checker directing users to their local children’s centre and providing the phone number. A full list of phone numbers is also available on the BCHC website here.
2. Referral forms and consent forms are also available on the website to be completed and discussed directly to the Children’s Centres for any ‘requests for services’.
3. The Health Visiting Directory can be found on the BFS website which provides full details of Health Visiting contacts.
4. Secure email addresses for all partner communications relating to children are being arranged
and will be communicated to local stakeholders and multi-agency partners imminently.

5. The Birmingham Forward Steps website is live to support information for public and professionals and will be developed with further service information and resources for professionals going forward.

**Upcoming Events**

1. **30th January 2018** - Operational Managers/District Managers ‘getting to know each other’ event with discussions regarding operational related matters, (invites sent via email).

2. **13th February 2018** – Team Leaders/Children’s Centre Managers to ‘getting to know each other’ event with discussions regarding operational related matters, (invites to be sent via email).

We want to hear from you! Please send comments, requests and queries to earlyyears@bhamcommunity.nhs.uk
## Public Consultation sessions

<table>
<thead>
<tr>
<th>Venue</th>
<th>Date</th>
<th>Time</th>
<th>Session Lead</th>
<th>Comments</th>
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<td>Council House RM 1</td>
<td>16(^{th}) January 2018</td>
<td>4-7pm</td>
<td>Chris Atkins</td>
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<td>Birchfield</td>
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<td>Golden Hillock</td>
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<td>Cherry Tree</td>
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<tr>
<td>Sunshine</td>
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<td>Ladywood</td>
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<td>Bertram</td>
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### Additional sessions to help complete the questionnaire

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<td>Reameadow</td>
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### Managing the Market Event (session for those interested in possibly running a nursery)

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