



APPLE BLOSSOM KINDERGARTEN

EARLY YEARS PUPIL PREMIUM

Apple Blossom Kindergarten/Manchester Steiner Ltd.

Information Pack for Providers

What is Early Years Pupil Premium?

The Early Years Pupil Premium (EYPP) is an additional amount of funding for early years settings to improve the education they provide for disadvantaged 3 and 4 year olds. Providers can receive up to £302.10 a year per child. You, as providers, are responsible for the use of the funding but must be able to evidence how this has been spent and how the child has benefitted from this. The EYPP paid to providers will be based on the same number of hours that eligible children are funded under the Free Entitlement (FE).

How will this affect me?

If a child is eligible for the EYPP, this should not affect the way in which the free 15 hours is offered at your nursery. You will not need to change or disrupt any of the attending children's routines, but you will need to speak to parents at your setting and inform them of the extra funding. Parents will need to be informed that they do not receive any money, but it will be spent within the nursery environment to help improve the outcomes for their child.

You are encouraged to emphasise this opportunity with parents as this may mean an additional £302 per child. You will find the criteria for the EYPP similar to that for the two year old FE funding, which may result in the majority of your eligible two year olds becoming eligible for EYPP when they turn 3. The attached checklist is the criteria a child / family must meet, and you may notice this is similar to the original criteria for two year old funding which was in place in 2013.

An example of the EYPP in terms of finances is;

If you have 10 eligible EYPP children – this will be

$0.53p \times 15 \text{ hours} \times 13 \text{ weeks} = \text{£}103.50 \text{ per child} \times 10 \text{ children} = \text{£}1033.50 \text{ per term.}$

What do I need to do?

Manchester City Council will be moving to an electronic EYPP checking system from September 2015. However, before we can implement this change, we will be using a similar process to what you currently do for checking two year old eligibility.

You will be expected to retain copies of the paper evidence which entitles a child to access the EYPP funding. You will find a checklist of eligibility at the end of this document.

At the end of the current term (Summer 2015) we will be auditing providers to ensure correct evidence is kept for each child.

What changes do I need to make?

To prepare for the online eligibility system being introduced from September, you are required to now start collecting the additional information needed to confirm eligibility. You are asked to amend your current registration / application forms to collect parents' national insurance numbers, parents' dates of birth and surnames, for us to do a check and for you to use the details to confirm eligibility.

Please note failure to provide appropriate evidence of eligibility may result in funding being reclaimed.

How do I inform MCC of eligible children and how will I receive payment?

As you are now using the electronic portal for the FE, you will have been informed how to download and use the excel spreadsheet function to report on two year old eligibility, and we are asking you to use the same method to identify EYPP children. Within the same spreadsheet, please label a blank column as 'EYPP' and, for all those who are eligible, please insert a 'y' in the column and return this to us via post or encrypted email (Egress). Once we have received this, we will be able to process the payment.

Please see the following for an example of how your spreadsheet should look;

4	Funded Service														
7	Funding Peri	Financial Year	Funding Peri	Funding Period End Date											
8	Spring 2015	2014	01/01/2015	31/03/2015											
9															
10	Forename	Surname	Date of birth	Funding Age	Start Date	Leaving Date	Weeks Attended for term	Average Hours Attended per week	Hours Attended for term	Hours Funded per week	Hours Funded for term	Shared Funding	Eligibility Code	EYPP	Parental Signature
11	Example	One	01/03/2012	2	01/01/2015		12	15	180	15	180	No	E		
12															
13															
14															
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Payment for EYPP is separate to FE funding and you will find the payment made as an additional payment towards the end of the term.

How should the EYPP funding be spent?

All expenditure will need to be monitored and evidenced to show how the child or the nursery have benefitted from the funding. You will also find Ofsted will want evidence on how the funding has improved a child's outcome and of the impacts achieved.

What promotion material is available?

Manchester City Council is aiming to help promote the EYPP to parents, and we are hoping to produce posters and leaflets for you to display in your setting. However, we strongly encourage you to produce your own marketing material to help encourage parents to take up this funding by providing evidence of eligibility. You may also find it useful to write to families with a 3 or 4 year old child at your setting, informing them of the additional funding.

Information is available on the MCC website and also on the webpage for the Department of Education.

Checklist for Early Years Pupil Premium

This is for your information only - Please do not return to Free Entitlement Team

Parent has confirmed and brought in evidence of being in receipt of one of the below:

- Income Support (IS)
- Income-based Jobseekers Allowance (IBJSA)
- Income related employment and support allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Guaranteed element of State Pension Credit
- Child Tax Credit and have an annual income not exceeding £16,190
- Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit
- They have been in local authority care for one day or more in England or Wales
- They have been adopted from care in England or Wales
- They have left care under a special guardianship order or residence order in England or Wales
- A current statement of special educational needs (SEN) or an education, health and care plan

Please retain parent's national insurance number, date of birth, and surname in order for us to complete our audit process. Failure to provide this information may result in funding being reclaimed.

Useful information

More information is available on the following websites. You will also find template letters for you to use for the parents at your setting;

<http://www.foundationyears.org.uk/2015/02/early-years-pupil-premium-guidance-for-providers/>

<https://www.gov.uk/government/publications/early-years-pupil-premium-model-document-and-letter-for-parents>

Information is also available on the MCC Website;

www.manchester.gov.uk/freechildcare