

Guidance for Schools

How to claim Early Years Pupil Premium



SURREY

Early Years Pupil Premium

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What is Early Years Pupil Premium?

Early Years Pupil Premium is additional funding for early years settings to improve the education they provide for disadvantaged 3 and 4 year olds.

Who can Claim Early Years Pupil Premium?

All providers delivering funded early education places will be eligible to receive the Early Years Pupil Premium.

What is the eligibility criteria?

Early Years Pupil Premium can be claimed if a child at the school is accessing free early education for 3 and 4 year olds and the child's parent or carer receives one of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided the family is not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on (paid for 4 weeks after a family stops qualifying for Working Tax Credit)

Or the child falls into one of the following groups:

- Looked after by the local authority
- Adopted
- Has left care through a special guardianship arrangement
- Is subject to a child arrangement order (previously known as a residence order)

How much will I be paid?

Early Years Pupil Premium is paid at a national rate of 53p for every free early education hour that an eligible child attends the school. Surrey County Council passes on the full rate to providers. Please see the following table for examples of children attending their full 15 hours of free early education a week.

Number of children	Amount each year
1 child	£302.10
5 children	£1510.50
10 children	£3021.00
15 children	£4531.50

Children will not need to access the full entitlement to be eligible for the Early Years Pupil Premium, schools will be paid on a pro rata basis.

What is my role in promoting the Early Years Pupil Premium to parents and carers?

You need to tell all parents about the Early Years Pupil Premium, highlight the benefits for their children and encourage eligible parents to let you know who they are. This should be voluntary, some parents will choose not to identify themselves as meeting the eligibility criteria.

The Early Years & Childcare Service (EYCS) has produced a sample letter which you can give to all your parents and carers and will make other materials you can use to promote Early Years Pupil Premium available on our web page at surreycc.gov.uk/eyp. Alternatively, the Department for Education has also produced a sample letter available at www.gov.uk called 'Early years pupil premium: Overview letter for parents'. As EYCS will only check eligibility for parents who indicate they are meeting the criteria for Early Years Pupil Premium we would request that if you choose to use the DfE sample letter that you delete the paragraph which refers to checking all parents and guardians.

You can use either of these or use your own method of communicating this information to your parents. You may want to advertise it on your website or in your school newsletter.

How do I claim Early Years Pupil Premium?

There are a few steps that you will need to carry out to claim the premium, these are:

Step 1

When you send your letter to parents and carers please include a copy of the Early Years Pupil Premium registration form. Parents should complete this form and return it to you.

Step 2

If a parent or carer has indicated that their child belongs to one of the following groups:

- Has been adopted from care
- Has left care through a special guardianship arrangement
- Has left care and is subject to a child arrangement order

You will need to have seen a copy of the parent or carers court order to check this is correct.

The free entitlement team will be able to check the eligibility of any children that have been identified as being looked after by the local authority.

Step 3

Enter the relevant details onto an Excel CSV file and email securely to eypp@surreycc.gov.uk

For all children schools must return this spreadsheet by 25th September 2015.

What happens next?

The EYCS will then check the family's eligibility through the Department for Work and Pension's Eligibility Checking System and will return the CSV file by email, showing you who has been identified as eligible and who has been returned as not eligible.

You will need to inform the child's parent or carer the outcome of the check and also record the child on on SIMS and census as eligible for free school meals or as adopted from care/special guardianship order/child arrangement order as appropriate. You will receive your payment in your termly budget adjustment.

You must retain evidence of the check for audit purposes.

The eligibility of children receiving the funding will be automatically checked again at the beginning of the academic year when the child is taking up their 4 year old entitlement.

How can I spend the Early Years Pupil Premium?

Schools can choose how they wish to spend the Early Years Pupil Premium but they should use evidence about what works when making this decision and it must raise the quality of their early years education offer.

The Education Endowment Foundation currently provides a teaching and learning toolkit, which is a summary of educational strategies and research to help teachers and schools decide how to use their resources to improve the attainment of disadvantaged children.

This toolkit is to be extended to cover early years to assist in identifying how best to spend the Early Years Pupil Premium.

Find out more

To find out more you can go to www.gov.uk and search Early Years Pupil Premium

or visit our web page at www.surreycc.gov.uk/eypp