

Guidance for Private, Voluntary and Independent Early Years Providers

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 by the childcare provider if a child at their setting 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
- Has left care and 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 their setting. 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, providers 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.

To help providers, the Early Years & Childcare Service (EYCS) has produced a sample letter to 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'.

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, in newsletters or through social media.

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 see 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

Return all completed Early Years Pupil Premium registration forms which indicate that a child might be eligible to the Free Entitlement Team, Early Years & Childcare Service, Fairmount House, Bull Hill, Leatherhead, Surrey KT22 7AH.

All the documents required to claim Early Years Pupil Premium are available on our web page www.surreycc.gov.uk/eypp and should be submitted by the deadline date each term. The deadline date for submitting Early Years Pupil Premium registration forms for the Autumn term is **21st September 2015**. Deadline dates for future terms will be included in the Local Code of Practice 2015-2016.

We will accept Early Years Pupil Premium registration forms one term in advance of the child's eligibility but we will only contact you at the beginning of the term the child becomes eligible.

What happens next?

We will then check the family's eligibility through the Department for Work and Pension's Eligibility Checking System and send you a list showing whether children were found to be eligible or not by post. You will then need to inform the child's parent or carer the outcome of their application.

Payments will be made soon after the end of each term and the remittance advice will state EYPP and the amount will be displayed on a separate line. We will produce a list giving you the children's names and amount paid.

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 do I account for Early Years Pupil Premium?

It is important to ensure that the allocation for Early Years Pupil Premium is accounted for separately as a ring fenced or restricted fund so that on any financial reporting it is clear what income you have and how that has been spent.

Payments from the EYCS will be identified as Early Years Pupil Premium so creating a separate income line on your accounts and a separate expenditure line will help you to manage the cashflow.

As Early Years Pupil Premium will vary dependant on the children attending each term, you should be aware that your budget could fluctuate. You should ensure that any income received is spent on activities or enrichment that will support the needs of disadvantaged children. Although the

payments are linked to specific children, the activities or enrichment may well support all children in your setting.

Early years providers have the freedom to decide how to make use of the funding but the overall aim is to close the attainment gap between the disadvantaged children and their peers. Keeping good records that link your actual income and expenditure to your action planning for the Early Years Pupil Premium will support the evidence you will gather for Ofsted.

How can I spend the Early Years Pupil Premium?

Early years providers 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.

When planning how to spend the funding you should consider the following areas:

- How Early Years Pupil Premium will affect children with additional needs
- Value for money initiatives to allow vulnerable children to progress
- Leadership of the Early Years Pupil Premium
- The quality of provision for early language and literacy
- The quality of practice such as continued professional development
- Professional dialogue, debate and learning from each other
- The physical environment
- Parents' involvement and engagement
- The home learning environment

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 for early years providers to assist them in identifying how best to spend the Early Years Pupil Premium. This is due to be available in February 2015.

To further support early years providers the EYCS has also produced a toolkit which can be found on our web pages www.surreycc.gov.uk/eypp

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