



20th July 2021

NEF FUNDING AUTUMN TERM 2021

Dear Parent,

Your child will be eligible for Nursery Education Funding from the start of the term following his/her 3rd birthday. All children with birthdays between 1st April 2018 and 31st August 2018 therefore become eligible for this funding from Autumn Term 2021 onwards.

The funding allows parents to access up to 570 hours of universal free entitlement each year and working parents may also be eligible for the extended free entitlement which is for up to 1,140 hours each year. At Little Elms the free entitlement is stretched over all 52 weeks of the year as noted in the table below:

Universal Entitlement (15 hours)	Extended Entitlement (30 hours)	
570 hours funding stretched to 10.95 hours per week for 52 weeks	1,140 hours funding stretched to 21.90 hours per week for 52 weeks	15/30 HOURS

IMPORTANT NOTICE

If your child leaves the nursery during a stretch period (i.e. each stretch period lasts 1 year and is from the start date of your funding), then a reconciliation will be carried out on your account to ensure the hours given to you agrees to the council funding received, this may result in an additional charge or a credit being applied to your account.

Please visit this website. www.childcarechoices.gov.uk The guidance notes contain more details and I strongly encourage you to read this information carefully and follow the instructions to check if you are eligible for the extended entitlement.
www.childcarechoices.gov.uk

If you are eligible you will be given an 11-digit eligibility code beginning with 5000 by HMRC. This code will be valid for three months after which time you will be required to re-confirm your eligibility (you can expect to receive reminders from HMRC around the time that your code validity expires). It is your responsibility to make sure your code is reconfirmed on time. The nursery does not have access or authorisation to do this.

In order that your claim for universal and/or extended free entitlement can be processed and your free entitlement allocated to your fees for September 2021 you need to return the following documents to us **by 7th August 2021**

- Completed and signed parental declaration form;
- Your HMRC eligibility code if claiming extended hours
- Copy of your child's birth certificate;
- Copy of proof of address e.g. recent utility bill;
- Completed child characteristics/ethnicity code

PLEASE COMPLETE ALL HIGHLIGHTED SECTIONS, YOUR FUNDING APPLICATION COULD BE REJECTED IF THE INFORMATION REQUESTED IS NOT GIVEN. RETURN THIS CONTRACT TO YOUR NURSERY MANAGER WHO WILL NEED TO CHECK AND SIGN IT.

You may have been claiming funding in previous terms but please note that if you are now eligible for additional hours funding and/or your child increases or decreases sessions then you must complete a new parental declaration form in order that we can claim the adjusted amount from the Council.

We have been advised by the Council that there is an **absolute cut-off date of 31st August 2021** for obtaining or re-confirming the eligibility codes. If you **do not** obtain a valid code by this date then you **will not** be awarded funding for Autumn Term 2021. You will have to wait until the next term. Please therefore ensure that you remember to do this.

Allocation of funding:

Our invoices for **Pre-School children that are eligible for funding** are calculated on an actual session basis. We allocate specific hours on your weekly booking line to be free hours and charge you a total net fee including charged hours and free hours, this is as recommended by the Council Early Years.

At Little Elms we have decided to allocate the maximum of 570 hours universal funding at 10.95 hours per week for 52 weeks of the year. For those eligible for the additional hours funding, we have decided to allocate the maximum of 1,140 hours funding at 21.90 hours per week for 52 weeks of the year.

Please note that there are restrictions as per the Council Early Years:

- 1 A maximum of 10 hours in any one day,
- 2 Full free entitlement of 10.95 hours over a minimum of 2 days may be claimed.

Please contact me by e-mail if you require any further information or clarification.

Yours Sincerely

Marina Gordon
Funding Accountant
Marina.gordon@littleelmsdaycare.co.uk

Parental Declaration for 2, 3 and 4 year old Free Early Learning Entitlement Funding Claims

Step 1 : Child's Details

Child's Legal First Name <i>same as birth certificate</i>		Child's Legal Family Name <i>same as birth certificate</i>	
Name by which child is known <i>(if different from above)</i>			
Date of Birth		Male/Female	
Address		Postcode	

Step 1 complete? Tick here	
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Step 2 : Parent/guardian details – please complete for both parents *(any person with parental responsibility and who the child normally lives with)*

	Parent/Guardian 1	Parent/Guardian 2
Legal First name		
Legal Last Name		
Date of Birth		
Do you have Parental Responsibility?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
National Insurance Number		
National Asylum Support Service (NASS) Number		
Address		
	Postcode:	Postcode:

Step 2 complete? Tick here	
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Step 3: Child's Eligibility for extra funding

Early Years Pupil Premium (EYPP) *

The Early Years Pupil Premium is an extra sum of money (up to £300 a year) paid to your child's setting. This funding will be used to improve the teaching and learning, and provide extra money for facilities and resources so as to impact positively on your child's progress and development. For more information please speak to your setting or Families Information Service on 020 8921 6921.

Please tick criteria under which you may be eligible. The setting will be able to check for you if you are not sure. They will need your National Insurance number.

Benefits or Incom Looked After Chi Adopted from Ca Special Guardianship Or

Do you wish to apply for Early Years Pupil Premium (EYPP)*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Disability Access Fund Declaration

If your child is 3 or 4, is in receipt of child Disability Living Allowance and is receiving the free early learning entitlement, you may be eligible for the Disability Access Fund (DAF). DAF is paid to the child's early years setting as a fixed annual rate of £615 per eligible child. The funding is non-transferable and does not follow the child if there is a transition to another setting during the academic year.

Is your child eligible and in receipt of Disability Living Allowance (DLA)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If your child is splitting their free entitlement across two or more providers please nominate the main setting where the local authority should pay the DAF		
Setting Name		Address
		Postcode

Step 3 complete? Tick here

Step 4: Document Check

Your chosen provider will need to see proof of your child's date of birth.	Please tick which document you will provide this form: <input type="checkbox"/> <i>Birth certificate</i> <input type="checkbox"/> <i>Passport</i>	Document recorded by (name of staff member)	
		Date document recorded	

30 hours eligibility code (11 digit number)		30 hours code start date/...../.....
Children's Centre 2 year old placement form	Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of Children's Centre	

Step 4 complete? Tick here	<input type="checkbox"/>
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Step 5: Setting and attendance details

- You must agree and complete this Parental Declaration Form with each setting (including schools) your child attends for their free early learning entitlement of 15 universal and up to an extra 15 extended hours per week for 38 weeks (during term time or less hours stretched over more weeks). This is to ensure that funding is paid fairly to each of them.
- Your child can attend a maximum of two sites in a single day and if your child attends more than one setting, the funding will be distributed appropriately between the settings.

My child is only attending the following settings (include schools):

Setting Names	Please enter total free entitlement hours attended per day in a week							Total number of hours per week	Number of weeks per year (term time only 38 weeks or stretched eg 45/51 weeks)
	Mon	Tues	Weds	Thurs	Fri	Sat	Sun		
A:									

B:									
C:									
Total Daily Free Hours Attended									

Please note a maximum of 10 hours can be claimed per day in ½ hour increments

Step 5 complete? Tick here	<input type="checkbox"/>
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Step 6: Parent/Guardian with Legal Responsibility Declaration

PARENTAL /GUARDIAN DECLARATION

I (Name)

.....

of (Address)

.....

confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise (Name of each provider/s)

.....

.....

to claim free entitlement funding as agreed above on behalf of my child. I understand. In collecting my data for the purposes of checking my eligibility for the 2-year-old, or 3 & 4-year-old universal and extended free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) Royal Borough of Greenwich is exercising the function of a government department. Royal Borough of Greenwich is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Parent/Carer/Guardian with legal responsibility		Early Years Provider	
Signed		Signed	
Print name		Print name	
Date		Date	

Data privacy

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed
- The right to request a copy of the data
- The right to have it rectified if it is inaccurate

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or Royal Borough of Greenwich. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at: <https://ico.org.uk/your-data-matters/>

Step 6 complete? Tick here	
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IMPORTANT NOTE

Please note this form must be completed for all local authority funding claims including

- headcount/funding claim for 2, 3 and 4 year olds
- deprivation payments

- SEN Inclusion Funds
- Early Years Pupil Premium and
- Disability Access Fund.

You hold this copy as part of your records and it should be stored securely for local authority audits. Please upload to EYP Hub in the pupil record where funding is claimed through the EYP hub. You should not return this form to the local authority. Information on this form should be completed in pupil and parent fields on the EYP Hub.

Setting Name: _____

Child Legal Name: _____

Child Date of Birth: ____/____/20__ (day/month/year)



Department
for Education

Information provided on the ethnicity, language and nationality of recipients of funded EY places will be used to monitor inclusion strategies and other government and local initiatives.

Please answer the following questions:

Child's ethnicity: *as described by the parent/carer/guardian*

_____ Code

Child's Language: specific language of the child if the first language is other than English

_____ Code

Child's country of birth: the country in which the child was born, as stated by the parent / guardian or from the child's birth certificate or passport

_____ Code

Child's nationality: appear on the passport or European Economic Area (EEA) identity card. For children with Multiple or Dual Nationality more than one nationality may be recorded.

1. _____ Code

2. _____ Code

Note for Providers

'refused' – where the parent or guardian has refused to provide the information requested

'not yet obtained' - where the data has not been obtained by census day

'not known' - only to be used where a guardian or adoptive parent has taken care of a child and this information is not able to be accessed.

Please keep this record with the Parental Contract for use with your FEE claims.

Child level data – Ethnicity Codeset

Please obtain the information for the Child's Ethnicity from the parent/or guardian only
The parent/guardian may refuse to give this information, when you may record "REFU"

Child Ethnicity codeset

Main category	Sub-category	Approved extended categories	DfE main code	DfE extended codes	Comments
White	White - British	White - British	WBRI	WBRI	WBRI may not be used if any of the extended categories below (WCOR-WWEL) are used
	White - British	White - Cornish	WBRI	WCOR	
	White - British	White - English	WBRI	WENG	
	White - British	White - Scottish	WBRI	WSCO	
	White - British	White - Welsh	WBRI	WWEL	
	White - British	Other White British	WBRI	WOWB	If LAs collect information for "White - British" pupils using any of the extended categories above (WCOR-WWEL), this category must be used as a catch all for all other White pupils within the main "White - British" category. If used, cannot have category "White - British" (WBRI).
	White - Irish	White - Irish	WIRI	WIRI	
	Traveller of Irish heritage	Traveller of Irish heritage	WIRT	WIRT	
	Any other white background	Any other white background	WOTH	WOTH	WOTH may not be used if any of the extended categories below (WALB-WWEU) are used.
	Any other white background	Albanian	WOTH	WALB	Excluding Kosovan.
	Any other white background	Bosnian-Herzegovinian	WOTH	WBOS	
	Any other white background	Croatian	WOTH	WCRO	
	Any other white background	Greek/ Greek Cypriot	WOTH	WGRE	If LAs do not wish to distinguish between pupils of Greek and Greek Cypriot heritage they may place all Greek/ Greek Cypriot in this category. If used, cannot have categories (WGRK) or (WGRC).
	Any other white background	Greek	WOTH	WGRK	If used, cannot have category "Greek/ Greek Cypriot" (WGRE). If used, must also have category "Greek Cypriot" (WGRC).
	Any other white background	Greek Cypriot	WOTH	WGRC	If used, cannot have category "Greek/ Greek Cypriot" (WGRE). If used, must also have category "Greek" (WGRK).
	Any other white background	Italian	WOTH	WITA	
	Any other white background	Kosovan	WOTH	WKOS	
	Any other white background	Portuguese	WOTH	WPOR	
	Any other white background	Serbian	WOTH	WSER	
	Any other white background	Turkish/ Turkish Cypriot	WOTH	WTUR	If LAs do not wish to distinguish between pupils of Turkish and Turkish Cypriot heritage they may place all Turkish/ Turkish Cypriot in this category. If used, cannot have categories "Turkish" (WTUK) or "Turkish Cypriot" (WTUC).
Any other white background	Turkish	WOTH	WTUK	If used, cannot have category "Turkish/ Turkish Cypriot" (WTUR). If used, must also have category "Turkish Cypriot" (WTUC).	
Any other white background	Turkish Cypriot	WOTH	WTUC	If used, cannot have category "Turkish/ Turkish Cypriot" (WTUR). If used, must also have category "Turkish" (WTUK).	

Child level data – Ethnicity Codeset

Main category	Sub- category	Approved extended categories	DfE main code	DfE extended codes	Comments
White /cont	Any other white background	White European	WOTH	WEUR	If LAs do not collect information on White European pupils on the basis of country of origin or East/ West European, they may place all White European pupils here.
	Any other white background	White Eastern European	WOTH	WEEU	Including Russian, Latvian, Ukrainian, Polish, Bulgarian, Czech, Slovak, Lithuanian, Montenegrin and Romanian.
	Any other white background	White Western European	WOTH	WWEU	Including Italian, French, German, Spanish, Portuguese and Scandinavian.
	Any other white background	White other	WOTH	WOTW	If LAs collect information for "Any Other White Background" pupils using any of the extended categories above (WALB-WWEU), this category must be used as a catch all for all other White pupils within the main "Any Other White Background" category. If used, cannot have category (WOTH).
	Gypsy / Roma	Gypsy / Roma	WROM	WROM	This category includes pupils who identify themselves as Gypsies and or Romanies, and or Travellers, and or Traditional Travellers, and or Romanichals, and or Romanichal Gypsies and or Welsh Gypsies / Kaale, and or Scottish Travellers / Gypsies, and or Roma. It includes all children of a Gypsy ethnic background or Roma ethnic background, irrespective of whether they are nomadic, semi nomadic or living in static accommodation. It should not include Fairground (Showman's) children; the children travelling with circuses; or the children of New Travellers or Bargees unless, of course, their ethnic status is that which is mentioned above. Schools would use this where they do not wish to identify Gypsy and Roma pupils separately
	Gypsy/Roma	Gypsy	WROM	WROG	This category enables the separate identification of Gypsy pupils. Gypsy refers to: all pupils who identify themselves as Gypsies. This includes all children of a Gypsy ethnic background, irrespective of whether they are nomadic, semi-nomadic or living in static accommodation
	Gypsy/Roma	Roma	WROM	WROR	This category identifies the separate identification of Roma pupils. Roma refers to: all pupils who identify themselves as Roma or Romany, part of a diverse community of related groups whose ancestors are believed to originate from the Indian sub-continent but who have more recently migrated from Central and Eastern Europe. Many Roma speak a form of dialect of the Roman language as their first language and for many this is in addition to their national language (eg Czech or Romanian).
Gypsy/Roma	Other Gypsy/Roma	WROM	WROO	This category is for Gypsy/Roma who do not identify with one or the other of the above groups - eg pupils with mixed Gypsy/Roma heritage	
Mixed/Dual background	White and Black Caribbean	White and Black Caribbean	MWBC	MWBC	
	White and Black African	White and Black African	MWBA	MWBA	
	White and Asian	White and Asian	MWAS	MWAS	MWAS may not be used if any of the extended categories below (MWAP-MWAI) are used.
	White and Asian	White and Pakistan	MWAS	MWAP	
	White and Asian	White and Indian	MWAS	MWAI	
	White and Asian	White and any other Asian background	MWAS	MWAO	

Child level data – Ethnicity Codeset

Main category	Sub-category	Approved extended categories	DfE main code	DfE extended codes	Comments
Mixed/Dual background /cont	Any other mixed background	Any other mixed background	MOTH	MOTH	MOTH may not be used if any of the extended categories below (MAOE-MWCH) are used.
	Any other mixed background	Asian and any other ethnic group	MOTH	MAOE	
	Any other mixed background	Asian and Black	MOTH	MABL	
	Any other mixed background	Asian and Chinese	MOTH	MACH	
	Any other mixed background	Black and any other ethnic group	MOTH	MBOE	
	Any other mixed background	Black and Chinese	MOTH	MBCH	
	Any other mixed background	Chinese and any other ethnic group	MOTH	MCOE	
	Any other mixed background	White and any other ethnic group	MOTH	MWOE	
	Any other mixed background	White and Chinese	MOTH	MWCH	
	Any other mixed background	Other mixed background	MOTH	MOTM	If LAs collect information for "any other mixed background" pupils using any of the extended categories above (MAOE-MWCH), this category must be used as a catch all for all other Mixed/Dual background pupils within the main "any other mixed background" category. If used, cannot have category "any other mixed background" (MOTH).
Asian or Asian British	Indian	Indian	AIND	AIND	
	Pakistani	Pakistani	APKN	APKN	APKN may not be used if any of the extended categories below (AMPK-AKPA) are used.
	Pakistani	Mirpuri Pakistani	APKN	AMPK	
	Pakistani	Kashmiri Pakistani	APKN	AKPA	
	Pakistani	Other Pakistani	APKN	AOPK	If LAs collect information for "Pakistani" pupils using any of the extended categories above (AMPK-AKPA), this category must be used as a catch all for all other Pakistani pupils within the main "Pakistani" category. If used, cannot have category "Pakistani" (APKN).
	Bangladeshi	Bangladeshi	ABAN	ABAN	
	Any other Asian background	Any other Asian background	AOTH	AOTH	AOTH may not be used if any of the extended categories below (AAFR-ASRO) are used.
	Any other Asian background	African Asian	AOTH	AAFR	Including East and South African Asians.
	Any other Asian background	Kashmiri other	AOTH	AKAO	Kashmiri respondents not wishing to be classified under Asian Pakistani should use this category.
	Any other Asian background	Nepali	AOTH	ANEP	
Any other Asian background	Sri Lankan Sinhalese	AOTH	ASNL	If used MUST also have categories 'Sri Lankan Tamil' (ASLT) and 'Sri Lankan Other' (ASRO).	

Child level data – Ethnicity Codeset

Main category	Sub- category	Approved extended categories	DfE main code	DfE extended codes	Comments
Asian or Asian British /cont	Any other Asian background	Sri Lankan Tamil	AOTH	ASLT	All other Tamil pupils should be placed wherever appropriate in the categories above. If used MUST also have categories 'Sri Lankan Sinhalese' (ASNL) and 'Sri Lankan other' (ASRO).
	Any other Asian background	Sri Lankan other	AOTH	ASRO	If used MUST also have categories 'Sri Lankan Sinhalese' (ASNL) and 'Sri Lankan Tamil' (ASLT).
	Any other Asian background	Other Asian	AOTH	AOTA	If LAs collect information for "any other Asian background" pupils using any of the extended categories above (AAFR-ASRO), this category must be used as a catch all for all other Asian pupils within the main "any other Asian background" category. If used, cannot have category "any other Asian background" (AOTH).
Black or Black British	Black Caribbean	Black Caribbean	BCRB	BCRB	Including Antigua and Barbuda, Bahamas, Barbados, Dominica, Grenada, Guyana, Jamaica, St Kitts and Nevis, St Lucia, St Vincent & Grenadines, Trinidad and Tobago.
	Black - African	Black - African	BAFR	BAFR	BAFR may not be used if any of the extended categories below (BANN-BSUD) are used.
	Black - African	Black - Angolan	BAFR	BANN	
	Black - African	Black - Congolese	BAFR	BCON	
	Black - African	Black - Ghanaian	BAFR	BGHA	
	Black - African	Black - Nigerian	BAFR	BNGN	
	Black - African	Black - Sierra Leonean	BAFR	BSLN	
	Black - African	Black - Somali	BAFR	BSOM	
	Black - African	Black - Sudanese	BAFR	BSUD	Including Sudanese of Egyptian origin.
	Black - African	Other Black African	BAFR	BAOF	Including Black South African, Zimbabwean, Ethiopian, Rwandan and Ugandan. If LAs collect information for "Black - African" pupils using any of the extended categories above (BANN-BSUD), this category must be used as a catch all for all other Black African pupils within the main "Black - African" category. If used, cannot have category "Black - African" (BAFR).
	Any other Black background	Any other Black background	BOTH	BOTH	BOTH may not be used if any of the extended categories below (BEUR-BNAM) are used.
	Any other Black background	Black European	BOTH	BEUR	
Any other Black background	Black North American	BOTH	BNAM	Include Black North American and Canadian.	
Any other Black background	Other Black	BOTH	BOTB	If LAs collect information for "any other Black background" pupils using any of the extended categories above (BEUR-BNAM), this category must be used as a catch all for all other Black pupils within the main "any other Black background" category. If used, cannot have category "any other Black background" (BOTH).	
Chinese	Chinese	Chinese	CHNE	CHNE	CHNE may not be used if any of the extended categories below (CHKC-CTWN) are used.
	Chinese	Hong Kong Chinese	CHNE	CHKC	
	Chinese	Malaysian Chinese	CHNE	CMAL	
	Chinese	Singaporean Chinese	CHNE	CSNG	
	Chinese	Taiwanese	CHNE	CTWN	

Child level data – Ethnicity Codeset

Main category	Sub- category	Approved extended categories	DfE main code	DfE extended codes	Comments
Chinese /cont	Chinese	Other Chinese	CHNE	COCH	If LAs collect information for "Chinese" pupils using any of the extended categories above (CHKC-CTWN), this category must be used as a catch all for all other Chinese pupils within the main "Chinese" category. If used, cannot have category "Chinese" (CHNE).
Any other ethnic group	Any other ethnic group	Any other ethnic group	OOTH	OOTH	OOTH may not be used if any of the extended categories below (OAFG-OYEM) are used.
	Any other ethnic group	Afghan	OOTH	OAFG	
	Any other ethnic group	Arab other	OOTH	OARA	Include Palestinian, Kuwaiti, Jordanian and Saudi Arabian.
	Any other ethnic group	Egyptian	OOTH	OEGY	
	Any other ethnic group	Filipino	OOTH	OFIL	
	Any other ethnic group	Iranian	OOTH	OIRN	
	Any other ethnic group	Iraqi	OOTH	OIRQ	
	Any other ethnic group	Japanese	OOTH	OJPN	
	Any other ethnic group	Korean	OOTH	OKOR	
	Any other ethnic group	Kurdish	OOTH	OKRD	Include Kurdish pupils from Iraq, Iran and Turkey.
	Any other ethnic group	Latin/South/ Central American	OOTH	OLAM	Include all pupils from Central/ South America, Cuba and Belize.
	Any other ethnic group	Lebanese	OOTH	OLEB	
	Any other ethnic group	Libyan	OOTH	OLIB	
	Any other ethnic group	Malay	OOTH	OMAL	Including Malaysian other than Malaysian Chinese.
	Any Other Ethnic Group	Moroccan	OOTH	OMRC	
	Any other ethnic group	Polynesian	OOTH	OPOL	Including Fijian, Tongan, Samoan and Tahitian.
	Any other ethnic group	Thai	OOTH	OTHA	
Any other ethnic group	Vietnamese	OOTH	OVIE		
Any other ethnic group	Yemeni	OOTH	OYEM		
Any other ethnic group	Other ethnic group	OOTH	OOEG	If LAs collect information for "any other ethnic group" pupils using any of the extended categories above (OAFG-OYEM), this category must be used as a catch all for all other pupils within the main "any other ethnic group" category. If used, cannot have category "any other ethnic group" (OOTH).	
Refused	Refused	Refused	REFU	REFU	
Information not yet obtained	Information not yet obtained	Information not yet obtained	NOBT	NOBT	

