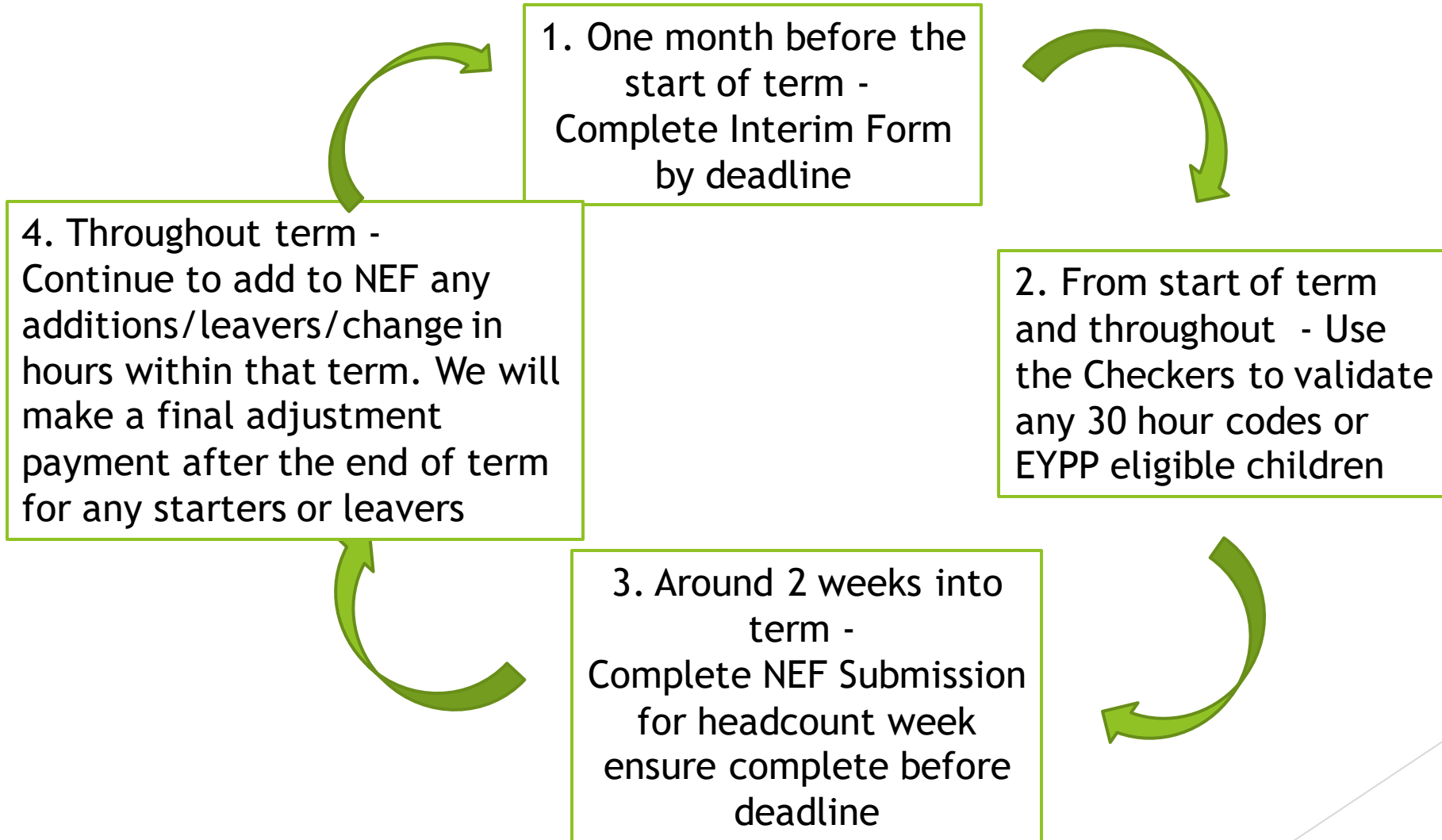


# NEF and Funding Process Training

June 2023  
Hannah Oliviero

# Termly / Funding Period Cycle



# 1. Interim Form

## 2022 Spring Term Interim Claim Form

Setting Name:

Age	Total Estimated Hours for Spring Term	Hourly Rate	Full Terms Funding
2 year old hours:	-	5.30	-
3 year old hours:		5.09	-
4 year old hours:		5.09	-
<b>Total</b>	-		-

**Please include extended hours (30 hours)**

Example of how to calculate the hours

5 two year old pupils attending 15 hours a week for 11 weeks =  $5 \times 15 \times 11 = 825$  hours

10 three year old pupils attending 15 hours a week for 11 weeks plus 5 three year old pupils attending 22 hours (extended) a week for 13 weeks (stretched)=  
 $10 \times 15 \times 11 = 1,650$  hours  
 $5 \times 22 \times 13 = 1,430$  hours  
 3,080 hours

You can choose to receive your funding in monthly instalments. To request monthly instalments please enter "Yes" here ----->	<b>No</b>
--	-----------

Payment by monthly instalment

Month	Payment Date By	Amount	Accumulative Total
January	23/12/2021	-	-
February	23/01/2022	-	-
March	23/02/2022	-	-

Payment standard arrangements

Month	Payment Date By	Amount	Accumulative Total
January	23/12/2021	-	-
February			
March	23/02/2022	-	-

The purpose of the Interim form is for Settings to estimate funded hours for the term so we can start to make payments to them before the NEF (big data collection) is submitted and so settings can select pay frequency.

This form is completed a month before the start of a new funding period and just auto calculates the funded hours and a payment schedule depending on the pay frequency chosen.

We are assuming at this point that any hours you add have been checked - so any 30 hour codes must be checked before you claim the hours for the term.

# 2. Checkers

## Extended Free Entitlement.


Check the 30 hour codes before you claim on your NEF. If you haven't checked the code, you cannot claim it on your NEF! We check this daily.

Code needs reconfirming but funding can be claimed for the Spring term as grace period has not expired.						Code Ok					
Code valid but if 2yr old at 1st January or if Validity start date is after 31st December then funding can not be claimed until the Summer term.						Code Ok but needs reconfirming soon.					
Either the grace period has expired, the validity start date falls after 31/12/2021 or the child does not meet the age criteria. Funding CAN NOT be claimed for the Spring term.						Last Checked:					
-----Parent details----- 30 Hour eligibility code (must be 11 digits)			-----Child details----- Child Forename Child Surname		Authorisation Have you received authorisation from the parents to use their details to check eligibility	-----PCC USE----- Validity Start Date Validity End Date Grace Period Date Eligibility Status Parent Needs to Reconfirm Code Childs Age at the beginning of funding period Enter a Y to remove a line from the return					
Example below: <a href="#">Early years setting provides the information in below</a> . Local authority provides the results in black.											
50002539572	NI65982X	17/05/2014	John	Doe	Yes	YYYYMMDD	YYYYMMDD	YYYYMMDD	TRUE	Y	3

Tip: If you want to remove children from your checker because they have left your setting - select Y in the 'Enter a Y to remove a line from the return'



# NEF Submission


  
**PETERBOROUGH CITY COUNCIL**

**NURSERY EDUCATION FUNDING SPRING 22 HEADCOUNT DATA**

Setting Name:  EY URN:  Forename:  Completed by:

Address:  PCC DFE:  Surname:

Post Code:  Tel:  Position:

Email:  Date:

**SPRING 22 Funding Summary**

Term	2 Year Old Basic Hourly Rate	3 & 4 Year Old Universal Base Rate	3 & 4 Year Old 30 Hours Free Entitlement	3 & 4 Year Base Rate Protection	Flexibility Funding	Deprivation	Early Years Pupil Premium			Total
SPRING 2022	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00

Universal Base Rate	£5.30	£4.60
Base Rate Protection		£0.00
Flexibility Rate		£0.00
Deprivation Rate		£0.25

**MAKE SURE YOU HAVE ONLY FILLED IN THE "COMPLETED BY" ABOVE PLEASE**

**Notes**

Before submitting this electronic return to Peterborough City Council, the above named setting have a parent / carer declaration form signed for each child Nursery Education Funding has been claimed for which is held at the setting for audit purposes.

Please complete by the following dates to receive your funding on time and the maximum amount of funded hours available per child per term:	Please note that if you are claiming extended hours then the amounts could be double those shown	Maximum funded hours available (Termtime)	Maximum funded hours available (stretched)	Return to be submitted by
Summer 2021		195	242	20 May 2021

Summary | Setting details | NEF Submission | Sheet3 | Sheet2 | Non-Funded Children | Eligibility Ch ...

The purpose of the NEF is to get the accurate funding figure for the children at your setting that term.

The NEF also supplies the data for Census - this data determines the funding allocated to Peterborough Early Years from DfE - so REALLY important!

# NEF page 1 Summary

PETERBOROUGH  
CITY COUNCIL

**NURSERY EDUCATION FUNDING SPRING 22 HEADCOUNT DATA**

Setting Name   
 Address   
 Post Code

EY URN   
 PCC DFE   
 Tel   
 Email

Completed by:  
 Forename   
 Surname   
 Position   
 Date

**SPRING 22 Funding Summary**

Term	2 Year Old Basic Hourly Rate	3 & 4 Year Old Universal Base Rate	3 & 4 Year Old 30 Hours Free Entitlement	3 & 4 Year Base Rate Protection	Flexibility Funding	Deprivation	Early Years Pupil Premium			Total
SPRING 2022	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00

Universal Base Rate	£5.30	£4.60
Base Rate Protection		£0.00
Flexibility Rate		£0.00
Deprivation Rate		£0.25

**MAKE SURE YOU HAVE ONLY FILLED IN THE "COMPLETED BY" ABOVE PLEASE**

**Notes**

Before submitting this electronic return to Peterborough City Council, the above named setting have a parent / carer declaration form signed for each child Nursery Education Funding has been claimed for which is held at the setting for audit purposes.

Please complete by the following dates to receive your funding on time and the maximum amount of funded hours available per child per term:	Please note that if you are claiming extended hours then the amounts could be double those shown	Maximum funded hours available (Termtime)	Maximum funded hours available (stretched)	Return to be submitted by
Summer 2021		195	242	20 May 2021

Summary | Setting details | NEF Submission | Sheet3 | Sheet2 | Non-Funded Children | Eligibility Ch ...

Please complete the following boxes:  
 Completed By;  
 Forename, Surname,  
 Position i.e. Nursey  
 Manager and Date  
 Completed

Please also check the telephone number and email address is correct

This page is good to come back to once you have completed your data entry to check the total figure matches or is similar to what you expected / estimated on your interim

# NEF page 2. Setting Details

Setting Name	<input type="text" value="0"/>	EY Category	<input type="text"/>	EY Provider Category Other	<input type="text"/>
Childminder Provider Category	<input type="text"/>	Type of EY Setting	<input type="text"/>	EY Setting Type Other	<input type="text"/>
EY Day Care	<input type="text"/>	EY Day Care Other	<input type="text"/>	Maintained School Relationship	<input type="text"/>
Other Establishment Partnership	<input type="text"/>	<b><u>PLEASE NOTE ALL FIELDS MUST BE COMPLETED OTHERWISE PAYMENT MAYBE DELAYED.</u></b>			

NURSERY EDUCATION FUNDING SETTING DETAILS - PLEASE COMPLETE ALL THE FIELDS						
				Open from	Close time	
Total Staff at provider who work with children aged under 5	<input type="text"/>	Number of days open each week	<input type="text" value="0.00"/>	Monday	<input type="text"/>	
Number of Staff with a full and relevant early years Level 2 qualification	<input type="text"/>	Number of hours open each week	<input type="text" value="0.00"/>	Tuesday	<input type="text"/>	
Number of Staff with a full and relevant early years Level 3 qualification and not in management	<input type="text"/>	Number of weeks open each year	<input type="text"/>	Wednesday	<input type="text"/>	
Number of Staff with a full and relevant early years Level 3 qualification and in management	<input type="text"/>	<b>Number of children by age</b>		Thursday	<input type="text"/>	
Number of staff with qualified teacher status	<input type="text"/>		Total number of 2 year olds (Funded & Non-Funded)	<input type="text" value="-"/>	Friday	<input type="text"/>
Number of staff with early years professional status	<input type="text"/>		Total number of 3 year olds (Funded & Non-Funded)	<input type="text" value="-"/>	Saturday	<input type="text"/>
Number of staff with early years teacher status	<input type="text"/>		Total number of 4 year olds (Funded & Non-Funded)	<input type="text" value="-"/>	Sunday	<input type="text"/>

**NOTES:**

Information about staff in this survey should relate to those who have been present in the week beginning 21st September. If unusual circumstances occur that week (ie if premises were unavailable), please record usual staffing levels. **MAKE SURE YOU INCLUDE YOURSELF IN ANY STAFF NUMBERS IF WORKING WITH CHILDREN AGED UNDER 5**

**IF YOU REQUIRE ADDITIONAL CLARIFICATION PLEASE CHECK THE GOVERNMENT GUIDANCE <https://www.gov.uk/government/publications/early-years-census-2017-guide>**

This information is collected for the early year census return to government and must be accurate. The form has been pre-populated with your previous response. If any of your details have changed please update the form accordingly. When clicking into any of the cells a drop down box will appear which provides you with further information to help your complete the return. Do not complete any boxes shaded grey.

The opening hours and weeks informs the flexibility funding calculation, so please ensure these are correct.



# NEF page 2. NEF Submission



Spring 2022 NEF Submission

Setting Name:

2Yr old UPN	Early Years Pupil Premium UPN	11 Digit Code	Forename	Surname	Middle Name	DOB	Gender	Ethnicity	House Number	House Name	Street Name

Tip: All these boxes need to be completed in order for the funding to be calculated.

Column Heading	Input required
2Yr old UPN	Please enter a 2yr old URN if claiming funding for a qualifying 2 year old or an Early Year Pupil Premium (EYPP) UPN if claiming EYPP for a qualifying 3 or 4 year old.  The 2yr old URN is a unique ref supplied by 2yr old funding officer to confirm payment. Only enter if missing and one has been supplied to you. 2yr olds without this number will be rejected.
Early Years Pupil Premium UPN	The Early Year Pupil Premium (EYPP) UPN is a unique ref supplied by the Schools & Settings
11 Digit Code	This is the code obtained and confirmed for the additional 15 hours enabling up to 30 hours funding.
Forename	The child's first name
Surname	The child's last name
Middle Name	The child's middle name
DOB (Date of Birth)	The child's date of birth should be entered in the following format: DD/MM/YYYY
Gender	Use the drop down menu to select either M for Male or F for Female.
Ethnicity	Please select the child's ethnicity from the drop down menu.
House Number	Enter the house number of the primary address at which the child resides. If the house has a name instead of a house number then please leave this field blank.
House Name	Enter the house name of the primary address at which the child resides. If the house has a number instead of a house name then please leave this field blank.
Street Name	Enter the street name of the primary address at which the child resides.
Post Code	Enter the post code of the primary address at which the child resides.
Start Date	The date the child started at you setting. This must be completed to establish number of weeks claimed.
Leave date	The date the child left the setting or about to leave the setting.

<b>For office use only</b>			
First day of funding period	01 Jan 22	Stretched wks	13
Last day of funding period	31 Mar 22	Term time wks	11

Spring Term													
Actual Hours Per Week	Basic Entitlement - Are you stretching	Basic Entitlement - Funded Hours Per Week	Basic Entitlement - Actual Weeks in Term	Basic Entitlement - Funded Hours per Term	Extended Entitlement - Are you stretching	Extended Entitlement - Funded Hours Per Week	Extended Entitlement - Actual Weeks in Term	Extended Entitlement - Funded Hours per Term	EYPP Qualification Criteria	3/4/2 Year old / Does not qualify	Qualifies for Deprivation	Notes	Basic Rate Funding
			0	0			0	0					£0.00
			0	0			0	0					£0.00
			0	0			0	0					£0.00
			0	0			0	0					£0.00
			0	0			0	0					£0.00
			0	0			0	0					£0.00
			0	0			0	0					£0.00
			0	0			0	0					£0.00

You need to enter the data in the yellow boxes here. The grey boxes will calculate the hours. Actual hours per week is how many hours the child attends your setting, both funded and any extra. Then enter a Y or N for if the child is stretching their hours (N for term time only and Y for all year through)

Basic entitlement is for the universal 15 hours per week (or 11 hours per week if stretching)

Extended entitlement is for children with 30 hour codes and is for the additional 15 hours per week (or 11 if stretching).

If you get a red note in the 'Notes' column, you will need to look at the error it has displayed and correct this for funding to be calculated.

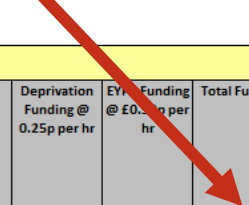
Autumn Term															
PostCode (there MUST be a space between the 1st and 2nd part of the postcode)	Start Date	Leave Date	Actual Hours Per Week	Basic Entitlement - Are you stretching	Basic Entitlement - Funded Hours Per Week	Basic Entitlement - Actual Weeks in Term	Basic Entitlement - Funded Hours per Term	Extended Entitlement - Are you stretching	Extended Entitlement - Funded Hours Per Week	Extended Entitlement - Actual Weeks in Term	Extended Entitlement - Funded Hours per Term	EYPP Qualification Criteria	3/4/2 Year old / Does not qualify	Qualifies for Deprivation	Notes
PE1 2AA	01/09/2022		32	N	15	14	210	N	15	14	210		3	Y	

In the above example the child is attending a setting 32 hours per week term time only.

Therefore the Universal hours are entered under 'Basic Entitlement - Funded hours per week' and the extended hours are entered under 'Extended Entitlement Funded hours per week' together they total the 30 funded hours per week.



Check here that the funding has been calculated



						Headcount week attendance record													
						Monday			Tuesday			Wednesday			Thursday			Friday	
Basic Rate Funding	Basic Rate Protection Funding @ £0	Flexibility Funding @ £0.00	Deprivation Funding @ 0.25p per hr	EYF Funding @ £0.50 per hr	Total Funding	Start	Finish	Total	Start	Finish	Total	Start	Finish	Total	Start	Finish	Total	Start	Finish
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			0:00			0:00			0:00			0:00		
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			0:00			0:00			0:00			0:00		
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			0:00			0:00			0:00			0:00		
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			0:00			0:00			0:00			0:00		
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			0:00			0:00			0:00			0:00		
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			0:00			0:00			0:00			0:00		
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			0:00			0:00			0:00			0:00		
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			0:00			0:00			0:00			0:00		
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			0:00			0:00			0:00			0:00		

This section must be completed for every funded child with start and finish time for each day they attend

Tip - When you think you have completed the NEF, go back to the summary page and just check the total sum calculated for the term so you can ensure the funding you are expecting is what has been calculated.

# NEF Page 3. Non Funded Children

Headcount week attendance record																		
Name (optional)	DOB	Age	Postcode	Monday			Tuesday			Wednesday			Thursday			Friday		
				Start	Finish	Total	Start	Finish	Total	Start	Finish	Total	Start	Finish	Total	Start	Finish	Total
John Smith	05/01/2010		PE2 4PQ	09:00	16:00	7:00	12:00	18:00	6:00	10:00	12:00	2:00	13:30	17:30	4:00	10:00	14:00	4:00
						0:00			0:00			0:00			0:00			0:00
						0:00			0:00			0:00			0:00			0:00
						0:00			0:00			0:00			0:00			0:00
						0:00			0:00			0:00			0:00			0:00
						0:00			0:00			0:00			0:00			0:00
						0:00			0:00			0:00			0:00			0:00
						0:00			0:00			0:00			0:00			0:00
						0:00			0:00			0:00			0:00			0:00

This is important to plan and understand the number of children in Peterborough and where they live. Therefore please complete the following details for all nonfunded children; DOB, Postcode and start/finish time

# Common NEF Errors

- ▶ Duplicate funding: If a child is starting at your setting and has previously attended a different setting, please check with the previous setting what date the notice period ends. Alternatively, you can email the nursery funding email and we can contact the previous setting for you. Parents have to give settings one month notice in which the setting is entitled to claim the funding, even if the child has not attended. You will not be able to claim funding within a different setting's notice period.
- ▶ 11 digit code not validated: Any extended entitlement codes entered onto the NEF must have been through the checker first so we have a record of the entitlement to cross check.
- ▶ Attempting to complete on a phone - you will need a laptop/Chromebook or similar to complete this
- ▶ Dates - Please double check you have entered correct dates and are entering the information on the correct term form.
- ▶ Ensure you enter leave dates from any children who have left your setting to avoid overfunding claims.

# SEN Funding

- ▶ Setting to fill out a request for support in the setting from the Early years and childcare team. Eligibility criteria for EY SEN funding is that the child must be in receipt of a funded entitlement and be on the Early Help Pathway.
- ▶ The manager or setting-based SENCO should complete a funding request form and return to the Early Years and Childcare Team
- ▶ The request will then go to a panel meeting and a banding will be awarded per child claiming
- ▶ Setting will receive confirmation of the outcome of the meeting and what band has been awarded
- ▶ Only once the hours have been confirmed by the panel can you then fill out a SEN claim form on your SharePoint each term.



# DAF Funding

- ▶ DAF is a one-off payment of £828 and can only be claimed once yearly.
- ▶ You will need to see proof of DLA and retain a copy of the letter in your files for audit.
- ▶ If a setting has already claimed DAF for the year for a child and the child leaves that setting and comes to your setting, we cannot pay another DAF payment until the anniversary of the payment has passed.
- ▶ To claim for a new child use the DAF funding link, emailed to you
- ▶ Complete the DAF claim form as and when a claim arises.
- ▶ These will be checked intermittently and funding will be processed throughout the term.

# Early Years Funding Process Overview

- ▶ Funding periods (terms) are Spring, Summer and Autumn
- ▶ A month before term an Interim Claim Form will be uploaded to the settings SharePoint. On here you will need to calculate the number of hours for the coming term for 2, 3 and 4 year olds and the funding total for the term will be generated. This form will need to be completed before the deadline set to ensure there is no delay to payments being made. These will not be looked at again after deadline so if you make any changes you will need to email [nurseryeducationfunding@peterborough.gov.uk](mailto:nurseryeducationfunding@peterborough.gov.uk) to let us know to check the amendments. If you select standard payment arrangements, you will receive an interim payment of 60% of the total funding, the remaining 40% will be paid toward the end of the funding period based on the NEF submission. If you select monthly payments, you can see the payment dates on your Interim form.
- ▶ A daily/weekly task will be to enter new children onto the checker forms in SharePoint to confirm entitlement for EYPP and Extended free entitlement. Results for these will be uploaded every few days. You should always check a 30 hour code for eligibility before you claim this on your NEF.
- ▶ The NEF will be uploaded to SharePoint and must be completed by the setting before the deadline set. If the setting acquires new children throughout the term, they should be added to the NEF as soon as possible so any final adjustments can be made. At the end of the funding period we will collate the NEFs again and make any final payments adjustments. The NEF data is essential to accurately calculate the funding due, ensure there are no duplicate claims from other settings and inform Census data, which determines the amount of funding Peterborough receive the following year for Early Years.
- ▶ SEN and DAF claim links will also be on SharePoint to be filled out as and when a claim arises. These will be checked intermittently and funding will be processed throughout the term. If you believe you need to claim SEN or DAF and do not have a link to a form in your SharePoint folder, you will need to email us to upload one.
- ▶ DAF is a one-off payment of £828 and can only be claimed once yearly. You will need to see proof of DLA and retain a copy of the letter in your files for audit. If a setting has already claimed DAF for the year for a child and the child leaves that setting and comes to your setting, we cannot pay another DAF payment until the anniversary of the payment has passed.
- ▶ SEN funding is decided by the SEN panel where a funding band for the child.