

Royal Borough of Greenwich Children's Services

Agreement with Early Years & Childcare Ofsted registered providers for delivering early years and childcare places including funded early learning places for under twos, two, three and four year olds for academic years 2023/24 and 2024/25 (updated Feb and April 2024)

Section 1: Overview

- 1.1 Local authorities have a statutory duty to secure sufficient, high quality, accessible early education and childcare provision to improve outcomes for all children irrespective of background or family circumstances. This promotes improved outcomes for children, but also supports parents' access to employment or training and contributes to the drive to reduce poverty.
- 1.2 Section 12 of the Childcare Act 2006 places a duty on the local authority to provide information, advice and assistance to parents and prospective parents.
- 1.3 This provider agreement adheres to the Department for Education expectations on what should be included in provider agreements and refers to early years provision free of charge (sections 7 and 7A of the Childcare Act 2006) and free childcare (section 2 of the Childcare Act 2016) as the 'free entitlement(s)' or 'free hours' or a 'free place' or 'funded place' or 'free early learning entitlement place'.
- 1.4 The agreement applies to all Ofsted registered early years and childcare providers including those offering free or funded early years entitlement for
- children aged from 9 months and over of eligible working parents and carers from September 2024 (15 hours)
 - children aged from 9 months of working parents and carers from September 2025 (30 hours)
 - the most disadvantaged 2-year-olds eligible under Together for Twos (15 hours)
 - children aged 2 years old of eligible working parents and carers from April 2024 (15 hours)
 - all children aged 3 and 4 years old (15 hours)
 - children aged 3 and 4 years old of eligible working parents and carers currently (30 hours)
- In safeguarding, welfare, and quality of education, staff wellbeing, parent partnership and business propriety matters, this agreement refers to all children in the care of registered providers in Royal Greenwich delivering provision whether they are "funded" children or privately fee-paying.
- 1.5 The agreement has been informed by the DfE statutory guidance and model agreement and in consultation with early years providers and the local authority and is intended to bring greater consistency and clarity to all types of providers.
- 1.6 This document does not provide guidance on how providers operate their private businesses, including charges for provision over and above a child's free hours providing that purchase of additional hours of provision or additional services does not impact the parent's access to take up their child's free place and charges do not constitute a 'top up' ie the difference between the local authority funding rate and the provider's rates for fee paying/chargeable hours or places.
- 1.7 This agreement will be kept under review and updated as necessary to reflect changes in legislation, departmental guidance and local authority process.
- 1.8 **Who is the provider agreement for?**

This agreement is for:

- The local authority
- Early years providers who are referred to as ‘providers’ and include: - Early years providers including childminders registered on the Ofsted Early Years Register; Childminders registered with a childminder agency that is registered with Ofsted; Independent Schools and Academies taking children under 5 and which are exempt from registration with Ofsted as an early years provider.
- Maintained Nursery Schools and Primary Schools delivering early years free/funded entitlement places including where applying for SEND Inclusion Funding and Disability Access Fund. *(For the maintained sector, this agreement does not replace any other local authority agreed practices and processes).*

The Parental Declaration is for

- Early years and childcare providers including maintained schools as set out above
- Parents, carers and guardians

Legal framework and statutory guidance

1.9 This agreement sets out the local authority’s expectations on delivery of the free/funded entitlements. It is not otherwise intended to replace, supersede or negate the requirements or expectations set out in legislation, other published statutory guidance and government advice and using this provider agreement does not prevent the local authority from exercising its statutory powers to include other requirements.

1.10 Providers must fully comply with all relevant legal obligations including planning, building control, health and safety, fire and emergency evacuation, food safety, public liability insurance, employment rights, payment of London Living Wage, workplace pension arrangements and systems of infection control.

1.11 The following frameworks and legislation underpin this agreement:

- Early Education and Childcare, Statutory Guidance for Local Authorities
<https://www.gov.uk/government/publications/early-education-and-childcare--2>
- Childcare Act 2006
<http://www.legislation.gov.uk/ukpga/2006/21>
- Childcare Act 2016
<http://www.legislation.gov.uk/ukpga/2016/5/enacted>
- Children’s Acts 1989 and 2004
<http://www.legislation.gov.uk/ukpga/1989/41/contents>
<http://www.legislation.gov.uk/ukpga/2004/31/contents>
- Equality Act 2010
<http://www.legislation.gov.uk/ukpga/2010/15/contents>
- School Admissions Code 2014
<https://www.gov.uk/government/publications/school-admissions-code--2>
- Statutory Framework for the Early Years Foundation Stage 2021
<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>
- Local Authority (Duty to Secure Early Years Provision Free of Charge) Regulations 2014
<http://www.legislation.gov.uk/uksi/2014/2147/contents/made>
- The Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016
<http://www.legislation.gov.uk/uksi/2016/1257/contents/made>
- Special Educational Needs and Disability Code of Practice: 0 to 25 years
<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>
- Data Protection Act 2018
<http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>
- Education Inspection Framework Guidance and accompanying handbooks
<https://www.gov.uk/government/collections/ofsted-handbooks-and-frameworks>
- Early years and childcare provider enforcement policy by Ofsted

<https://www.gov.uk/government/publications/early-years-and-childcare-ofsted-enforcement-policy>

- Working Together to Safeguard Children
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- Keeping Children Safe in Education 2023
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

1.12 The local authority reserves the right to unilaterally vary the agreement to reflect changes in legislation, departmental guidance and local authority processes

1.13 All providers and the local authority will fully adhere to the legal and statutory requirements and guidance

1.14 All references to legislation will be to that legislation as amended from time to time without express change in this agreement

Section 2

Key local authority responsibilities

2.1. The local authority has a duty to secure a high-quality free early learning entitlement and childcare place for every eligible child in Royal Greenwich.

2.2. The local authority will work in partnership with providers to agree how to deliver high quality free early learning entitlement and childcare places.

2.3. The local authority will be clear about their role and the support on offer locally to meet the needs of children with special educational needs and/or disabilities (SEND) as well as their expectations of providers through the Local Offer.

2.4. The local authority will contribute to the safeguarding and promote the welfare of children and young people in Royal Greenwich.

2.5. The local authority will keep and publish a directory of providers for parents and professionals working with families.

2.6. The local authority will seek to ensure processes and expectations of the delivery of free early learning entitlements and childcare are in a clear and transparent framework.

2.7. The local authority will confirm arrangements for monitoring adherence to the legal and statutory requirements and guidance.

2.8. The local authority will provide instruction of how funding is claimed, accounted for, recorded for audit purposes and administered.

2.9. The local authority will set out a clear process for resolving any disputes.

Key provider responsibilities

2.10. The provider must comply with all relevant legislation.

2.11 The provider must take out and maintain adequate levels of insurance and meet requirements at all times.

2.12. The provider will deliver the free early learning entitlements consistently to all parents, whether in receipt of 15 or 30 hours and regardless of whether they opt to pay for optional services or consumables.

This means that the provider will be clear and communicate to parents' details about the days and times that they offer free early learning entitlement places, along with their itemised hours, services and charges. Funded hours must be free at the point of delivery and appear on any invoices as 15 (or 30) hours x £0.00. Those children accessing the free early learning entitlements should receive the same quality and access to provision with particular regard to the Equality Act 2010.

2.13. The provider must follow the EYFS and have clear safeguarding policies and procedures in place that link to and align with the local authority's guidance for recognising, responding, reporting and recording suspected or actual harm, neglect or abuse.

2.14. The provider must have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements must include a clear approach to identifying and responding to SEND. Providers must identify internal resources to make reasonable adjustments and make information available about their SEND offer to parents. Where additional funding is required to meet the needs, providers should consider making an application for SEND Inclusion Funding and the Disability Access Fund (if the child is age eligible and in receipt of Disability Living Allowance) to deliver effective support and work in close partnership with the local authority SEND support services.

2.15. The provider will have clear and transparent parental agreements, admissions policy, charging policy and/or fee structure, and sample receipt and invoices which are published on provider website (where the provider has a website), made available to parents or signposted to on the Family Services Directory. These documents must be shared directly with the local authority for transparency to ensure compliance for auditing and will not be published. Any provider published samples should be redacted of any sensitive or identifiable information relating to banking details and addresses. The provider must provide parents with clear and transparent itemised invoices and/or receipts which have the provider's full details.

2.16. The provider will ensure all parents complete any setting registration forms, agreements and Parental Declaration attached in Annex A which is shared with the local authority.

2.17. The provider will support parental choice and neighbouring borough children to access their free early learning entitlement place in the setting following confirmation with the local authority in which the setting is located that there is a cross-borough agreement in place. The provider will liaise with the local authority to confirm eligibility and ensure compliance with local procedures in advance for all vulnerable two-year-old placements under Together for Twos.

2.18. The provider will be supported and encouraged to engage with and attend local authority training or briefings where offered for free and where invited including to welcome induction, child development, Ofsted preparedness, Special Education Needs, equality, diversity and representation, peer networks and forums, and specialised safeguarding.

Section 3

Safeguarding

3.1. The local authority has overarching responsibility for safeguarding and promoting the welfare of all children and young people in Royal Greenwich. The local authority has a number of statutory functions under the 1989 and 2004 Children Acts which make this clear, and the ['Working Together to Safeguard Children'](#) guidance sets these out in detail.

3.2. The provider must follow the [Early Years Foundation Stage](#) (where applicable) and all providers must have clear safeguarding policies and procedures in place that are in line with local guidance and procedures for responding to and reporting suspected or actual harm, abuse and neglect.

3.3. The provider must ensure that safer recruitment and vetting of staff takes place and must carry out DBS checks and regular suitability checks. The provider and their staff should subscribe to DBS update service. Additionally, disqualification by association checks must be carried out where childcare is provided in domestic settings (for example where childminding is provided in the home) or under registration on domestic premises, including where an assistant works on non-domestic premises up to 50% of the time under a domestic registration.

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>

3.4. The provider must ensure all staff have regular and up to date training to identify signs of harm, abuse and neglect. The provider must have regard to '[Working Together to Safeguard Children](#)' guidance including all updates. It is strongly recommended that the provider undertakes Greenwich Safeguarding Children Partnership training with the local authority Early Years and Childcare Advisors. Booking is available through [Early Years and Childcare Training Portal](#)

<https://servicestoschools.royalgreenwich.gov.uk/courses/list?category=pvi>



3.5. The provider must have robust safeguarding policies and procedures in place that are in line with Greenwich Safeguarding Children Partnership documents including thresholds, Interagency Escalation Policy and Whistleblowing.

<https://www.greenwichsafeguardingchildren.org.uk/wp-content/uploads/2019/10/GSCP-Thresholds-for-website.pdf>

<https://greenwichsafeguardingchildren.org.uk/wp-content/uploads/2021/07/Thresholds-Flowchart.pdf>

<https://www.greenwichsafeguardingchildren.org.uk/policies-practice-guidance/resolving-disputes/>

The Greenwich Safeguarding Children Partnership contains links to relevant and up to date policies, practice and guidance.

<https://www.greenwichsafeguardingchildren.org.uk/>

3.6. The provider must have a suitable, named and designated person as designated safeguarding lead who takes responsibility for safeguarding and child protection. The provider must also have an appropriately trained deputy designated safeguarding lead. The designated safeguarding lead must be available during all opening hours for staff to discuss safeguarding concerns. In childminder provision, the childminder takes on the responsibility of designated safeguarding lead person.

3.7. The provider must ensure that designated safeguarding lead person and deputy undertakes full training every two years and refresher training at least annually. Providers are expected to undertake local safeguarding training which is quality assured by [Greenwich Safeguarding Children's Partnership through Early Years and Childcare Service](#). The lead designated safeguarding person is expected to participate in the local authority's Safeguarding Forum held on a termly basis where practicable.

3.8. The provider will inform the Local Authority and Ofsted immediately in a timely way and without delay, and no later than 14 days, if an allegation is made or concern raised against a staff member or a private life matter arises in relation to any member of staff which may impact on their suitability and all practitioners must be aware of reporting procedures where an allegation involves more senior staff such as the manager, proprietor and Designated Safeguarding Lead. Concerns and allegations in circumstances in which staff member has not been identified or named must also be shared.

Providers must notify and copy in childcare-support@royalgreenwich.gov.uk as per local procedures and engage with post investigation lessons learned reviews which may be undertaken virtually or in person.

http://www.londoncp.co.uk/chapters/alleg_staff.html

childrens-LADO@royalgreenwich.gov.uk 020 8921 3930

enquiries@ofsted.gov.uk 0300 123 1231

childcare-support@royalgreenwich.gov.uk 020 8921 3877

3.9. The provider will consult with and make swift referrals without delay to Multi-Agency Safeguarding Hub (MASH) and Early Help (shared Front Door in terms of consultation or referral) where appropriate and take on the lead professional role when required to safeguard the needs of the child and promote the child's welfare.

mash-referrals@royalgreenwich.gov.uk 020 8921 3172

MASH / Early Help Consultation Line 020 8921 2267

3.10. The provider must engage in child centred meetings such as team around the child, child in need meetings and child protection case conferences relating to children in the provision.

3.11. The provider must maintain accurate and up to date records of child's details, the details of all adults with parental responsibility, legal guardianship and who normally resides with the child. The provider must have emergency contact details for at least 2 adults.

3.12. The provider must maintain accurate records of absence of all children and have an absence policy. The provider must notify the local authority of the absence of any child subject to an early help assessment, child in need/ team around the child or child protection plan and any other child where that absence is unexplained, prolonged or occurs regularly or where the provider has concerns.

Section 4

Eligibility

4.1. The provider must check original copies of documentation to confirm a child has reached the relevant eligible age on initial registration for all free early learning entitlements and record date, document type and person checking. The provider must retain paper or digital copies of documentation to enable the local authority to carry out audits and fraud investigations. Copies of documentation must be stored securely and deleted when there is no longer a good reason to keep the data. Please refer to the data privacy guidance set out in Annex A: Parent declaration, Step 6. The Parental Declaration must be stored and shared with the local authority on request. All relevant information must be fully and accurately completed

in pupil and parent/guardian fields including dates of birth and national insurance details to check eligibility for all funding streams.

Child's date of birth (when child turns 9 months old, 2 or 3 years old)	When parents must check eligibility and receive eligibility code	When child can take up free or funded entitlements (the term after they turn relevant age)
1 April – 31 August	1 April – 31 August	1 September – 31 December
1 September – 31 December	1 September – 31 December	1 January – 31 March
1 January – 31 March	1 January – 31 March	1 April – 31 August

4.2. The provider will offer places to eligible disadvantaged or vulnerable two-year-olds under the Together for Twos criteria on the understanding that the child remains eligible under two-year-old place until they become eligible for the universal entitlement for three- and four-year-olds which is the term after their 3rd birthday. The provider must fully comply with local authority processes for placement of eligible Together for Twos children. For Together for Twos low income or in receipt of benefits criteria, parents and carers must apply via the [Synergy portal for parents](#) or via the QR code below and supply provider with 6 digit code. For non – economic criteria, providers must have a completed Parental Declaration form together with documentary evidence as set out in local processes.



4.3. The local authority will ensure that a child has a free early learning entitlement place no later than the beginning of the term following both the child and the parent (where working parents entitlements) meeting the eligibility criteria.

4.4. Alongside the eligibility code, which is the child's unique 11-digit number for working parents entitlements, and original copies of documentation (see 4.1.), a provider must acquire written consent from, or on behalf of, the parent to be able to receive confirmation and future notifications from the local authority of the validity of the parent's eligibility code. The provider must use the Parental Declaration form for this purpose.

4.5. The provider must verify the eligibility code with the local authority on completion of Parental Declaration form which gives consent prior to offer and take up of a funded place. This must be carried via the provider portal or eligibility checker form by all providers. History of checks and eligibility decisions must be maintained to aid tracking of code validity and expiration.

4.6. The local authority will confirm the validity of eligibility codes to allow providers to offer places for eligible children aged 9 months and above. The local authority will provide a validity checking service, via a provider portal or eligibility checker form to providers to enable them to verify the eligibility code. The Eligibility Checking Service (ECS) allows all local authorities to make instant checks for code validity. The provider portal must be used for eligibility checks by all providers including maintained schools with nursery classes and maintained nursery schools. Funding claims returns including EYPP and the Census by childminders and private, voluntary and independent providers must be via the provider portal.

4.7. Thereafter, the local authority will complete audit checks to review the validity of eligibility codes for children who qualify for working parents entitlements at 6 fixed points in the year, both at half-term and at the end of the term across the year. The provider must keep a track of reconfirmation due dates (ie validity end dates) and grace period end dates following their own checks and the provider portal. The parent should receive reminders into secure messages section of their government gateway however, the

provider must notify the parent of reconfirmation due date and must act where the parent fails to reconfirm on time.

Table A: Date Parent receives ineligible decision on reconfirmation:	LA audit date:	Grace Period End date:
1 Jan – 10 Feb	11 February	31 March
11 Feb – 31 March	1 April	31 August
1 April – 26 May	27 May	31 August
27 May – 31 August	1 September	31 December
1 September – 21 October	22 October	31 December
22 October – 31 December	1 January	31 March

The Grace Period

4.8. A child will enter the grace period when the child’s parents cease to meet the eligibility criteria set out in the Childcare (Free of Charge for Working Parents) (England) Regulations 2022, as determined by HMRC (or where the child is in foster care, the responsible local authority) or a First Tier Tribunal in the case of an appeal.

4.9. The local authority will access information about whether a child has ceased to meet the eligibility criteria and entered the grace period via the Eligibility Checking Service. The grace period end date will automatically be applied to eligibility codes.

4.10. The local authority will continue to fund a place for a child who enters the grace period as set out in the Early Education and Childcare Statutory guidance for Local Authorities 2023.

4.11. The provider must notify the parent of the end grace period date and that the working parent entitlement part of the place will no longer be funded after that date.

4.12. The provider must track validity end dates and grace period dates and ensure parents reconfirm no later than the validity end date, and reconfirm within the grace period depending on their circumstances.

4.13 A working parent entitlement place cannot be taken up during the grace period.

4.14 Where a child is no longer eligible for working parent entitlement, the provider must check if the child is eligible under the Together for Twos criteria.

Flexibility

4.13. Provision must be offered within the national parameters on flexibility as set out in Section A2 of Early Education and Childcare Statutory guidance for Local Authorities.

4.14. The provider will work with the local authority and share and publish information about the times and periods at which they are able to offer free entitlements to support the local authority to secure sufficient stretched and flexible places to meet parental demand in the local authority. The provider will also make clear and accurate information about their offer and admissions criteria available to parents at the point the child first accesses provision at their setting.

4.15. The provider will require parents to complete Parental Declaration for free early learning entitlements, SEND Inclusion Fund support, the Early Years’ Pupil Premium and Disability Access Fund.

4.16. The provider will notify the local authority where the child receives free early learning entitlement at multiple providers with details of hours and days attended. Parents can access extended entitlement through up to two different providers on two sites per day.

4.17. The local authority will not double fund any part of the free early learning entitlements and will expect providers to confirm apportionment of hours between providers with the parents through a Parental Declaration so that funding is fairly distributed.

4.18. The provider will ensure children are able to take up their full entitlement to early learning at times that best support their learning, which fit with the needs of parents, as long as the free entitlement total of 570 universal hours or 1140 extended hours per academic year (spread over each term) is not exceeded and the parent pays for any hours in excess. The payment of funding model does not affect the provider's choice of delivery model. The local authority funding model enables stretched all year provision with ease of administration for providers, parents and the local authority.

4.19. The provider will ensure that where a child is taking up the entitlement at multiple providers, the providers must agree the apportionment of funding to be claimed ensuring no more than 570 universal or 1140 working parent entitlement hours a year where taken as term time only (38 weeks) or where stretched to all year round. The hours cannot be concentrated into one term and must be stretched throughout the three termly periods.

4.20. The provider will ensure that children have the option of taking their early learning entitlement place over no fewer than 38 weeks a year or a pattern of hours that stretch their child's entitlement by taking fewer hours a week over more weeks of the year. The provider must ensure that a child receives their full entitlement unless the parent opts to take less than their funded entitlement hours. The provider must not make a funding claim exceeding the number of actual hours taken up by the child.

4.21. The provider will ensure that children are able to access their early learning entitlement place flexibly. This can be 5 or 10 hours per day over 3 days of the week or 3 or 6 hours per day over 5 days of the week; or, where required and practicable, alternative patterns of take up which are agreed with the parent.

4.22. The provider will ensure free early learning entitlement hours will only be provided between 6am and 8pm and may be provided on any day of the week.

4.23 The provider will ensure that no session is longer than 10 hours taking into account the needs of individual children.

4.24 The provider must ensure parental choice is supported for working parents entitlement between 16 and up to no more 30 hours per week where term time only. Where parents request any of the free early learning entitlements to be stretched for all year round provision, the provider will ensure that where the hours are stretched, the funding claimed must not exceed allocated hours per term.

4.25. The provider must not require parents to reserve a place each term once a free early learning entitlement place has been offered and take up has been agreed with parent. The provider will ensure the place is available up until the child is no longer eligible and/or the parent is no longer eligible under working parents or Together for Twos entitlements.

Section 5

Partnership working

5.1. Partnerships will be supported by local authorities on four levels between:

- The local authority and providers
- Providers working with other providers, including childminders, schools and after school or holiday providers
- Providers and parents

- The local authority and parents

5.2. The local authority will promote partnership working by facilitating forums between different types of providers offering early learning entitlements, including childminders and schools, across all sectors and encourage more providers to offer flexible provision, alongside other providers and to support programmes such the Healthy Early Years London programme. All providers are expected to work together to share information and challenges, ensure continuity of care, consistency of quality and supported transitions. Childminders will be supported to send representatives and meetings will be arranged flexibly.

5.3. The provider will discuss and work closely with parents to agree how a child’s overall care will work in practice when their free early learning entitlement is split across different providers, such as at a maintained provision and a childminder, to ensure a smooth transition for the child.

5.4. The provider will require the parent to complete the Parental Declaration form to monitor take up free early learning entitlements, EYPP and Disability Access Fund at each provision where children are at multiple provision to ensure there is no double funding.

5.5. The provider will use the Early Years Transfer Information form to support transitions and information sharing from one provider to another as children progress through the EYFS.

5.7. The provider will signpost parents and carers to parent facing portals for applying for Together for Twos, working parents entitlements and Tax Free Childcare where eligible under economic criteria.



<https://tinyurl.com/Together-for-Twos>



Get an **estimate** of how much help you can get with Tax-Free Childcare and other offers.

<https://www.gov.uk/childcare-calculator>

<https://www.gov.uk/apply-for-tax-free-childcare>

<https://www.gov.uk/apply-free-childcare-if-youre-working>



<https://www.childcarechoices.gov.uk/>

Section 6

Special Educational Needs and Disabilities

6.1. The local authority will strategically plan support for children with special educational needs and/or disabilities (SEND) to meet the needs of all children in their local area as per the Special Educational Needs and Disability code of practice: 0 to 25 years (January 2015).

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

6.2. The provider must ensure proprietors and all staff members are aware of their duties in relation to the SEND Code of Practice 0-25 and the Equality Act 2010.

6.3. The local authority will be clear and transparent about the support on offer in their area, through the Local Offer, so parents and providers can access that support.

6.4. The provider will ensure that there is a designated SENCO. The Early Years Inclusion Service will provide advice and support to the groupcare providers (*other than maintained and non-maintained schools*).

For further information on the Early Years Inclusion Service , please click on the links below

[Early Years Inclusion Service - Children's Services | Greenwich Community Directory](#)

Links are available on the main service page for additional information and resources

6.5. The provider will be clear and transparent about the SEND support on offer at the setting and make information available about the offer to support parents to choose the right setting for their child with SEND.

6.6. The local authority will have a SEND Inclusion Fund. The purpose of the SEND Inclusion Fund is to enable children with special educational needs or disabilities, or emerging special needs or disabilities, to access and engage in their free early learning entitlement.

6.7. The local authority will provide a banding system of support tailored to meets the needs of the child as identified. The provider must submit an initial application and a termly reviews with supporting evidence in good time. The local authority will usually make a decision within 2 weeks of the application where all mandatory evidence has been submitted. For further information on the local authority offer and downloadable resources, please follow this link

[Early Years Special Educational Needs \(SEN\) Inclusion Funding - Children's Services | Greenwich Community Directory](#)

6.8. The local authority would expect providers to make an application for a Needs Assessment for an Education, Health and Care (EHC) Plan after a period of the interim funding from the SEND Inclusion Fund if the child continues to have a high level of need.

6.9. Where the child is eligible for Disability Access Funding, this must be indicated on the Parental Declaration form and providers must follow process as set out by the local authority to apply. For further information on the Local Authority offer and downloadable resources, please follow this link

[Disability Access Fund \(DAF\) Early Years Special Educational Needs \(SEN\) Inclusion Funding - Children's Services | Greenwich Community Directory](#)

6.10. Providers must record on the pupil record where a child is receiving any SEND support for Census

purposes and provide relevant documents.

6.11. The rates of funding, criteria and process for application will be set out by the local authority.

6.12. Providers must submit invoices in the required format and according to the process as stated in the letter notification of funding approval.

6.13. Providers should signpost parents and carers who seek additional support and advice to the [Local Offer](#) and to Greenwich [SENDIASS](#) (Special Educational Needs and Disability information, advice and support service)

Supporting children experiencing disadvantage

6.13. The local authority will promote equality and inclusion, particularly for disadvantaged families, children in our care (looked after children) and children in need by removing barriers of access to free early learning entitlement places and working with parents to give each child support to fulfil their potential.

6.14. The provider must ensure that they have identified the disadvantaged children in their setting as part of the process for checking Early Years Pupil Premium (EYPP) eligibility by requiring parents to complete Parental Declaration form and by carrying out a termly checks on the provider portal.

6.15. Providers must apply for and use the EYPP to provide opportunities within their setting to improve (directly or indirectly) outcomes for vulnerable and disadvantaged groups of children with regard to the Equality Act 2010 and share examples of good practice with the local authority.

6.16. Providers will agree to pledges set out in the Equality and Equity Charter to promote the values of equality, diversity, and inclusion and unlock opportunities for all children. Sign up here to the [Equality and Equity Charter](#) – by clicking on highlighted link or scanning the QR code



<https://www.royalgreenwich.gov.uk/xfp/form/677>

6.17. From April 2024, there may be some circumstances where households meet the eligibility criteria for both the disadvantaged two-year-old entitlement (Together for Twos) and the working parent entitlement. In these circumstances, the childcare should be provided under the disadvantaged 2-year-old entitlement (Together for Twos). The child will remain on the disadvantage entitlement until they become eligible for the universal entitlement for 3- and 4-year-olds or 30 hours free childcare for 3- and 4-year-olds if they meet the eligibility criteria. Therefore, households will not lose eligibility for their 15 hours free early education, as is currently the case for the disadvantage entitlement. Nor will parents need to reconfirm Together for Twos every 3 months as with working parents entitlements.

6.18. From September 2025, when the working parent entitlement increases to 30 hours, where households meet the eligibility criteria for both 2-year-old entitlements, they should be recorded as taking up 15 hours of the disadvantage entitlement (Together for Twos) and 15 hours of the working parent entitlement. They will need to reconfirm eligibility every 3 months for the working parent entitlement and from September 2025, they will not be defaulted automatically onto the disadvantage entitlement should they lose eligibility for the working parent entitlement.

Section 7

Quality

7.1. The Early Years Foundation Stage (EYFS) statutory framework is mandatory for all schools that provide early years provision and early years providers registered with Ofsted or with an Ofsted-registered Childminder Agency in England. The EYFS sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe.

7.2. Ofsted are the arbiter of quality for all free early learning entitlements and Ofsted and inspectorates of independent schools have regard to the EYFS in carrying out inspections and report on the quality and standards of provision. Providers must notify the local authority prior to or on receiving an Ofsted notification of inspection, unannounced inspection or regulatory visit.

7.3. The local authority has a legal duty to provide information, advice and training on driving up quality and meeting the requirements of the EYFS, meeting the needs of children with SEND and on effective safeguarding and child protection for providers particularly those who are judged less than 'Good' by Ofsted or newly registered providers.

7.4. Provision must be offered in accordance with the national parameters on quality as set out in Section A3 of Early Education and Childcare Statutory Guidance for Local Authorities and the EYFS statutory framework.

7.5. The local authority will fund early learning places in provision graded 'good' or 'outstanding' by Ofsted where recommendations are fully met and there are no outstanding welfare requirements or safeguarding concerns and the provider has fully engaged with any review processes.

7.6. The local authority will only fund Together for Twos places in provision graded 'requires improvement' where there is not sufficient, accessible 'good' or 'outstanding' provision; and where a parent has directly confirmed that it is their parental choice to take up early learning entitlement place at that provision; and where the provider is willing to accept challenging programme of support to improve quality.

7.7. The local authority will fund providers with an Ofsted inspection judgement of 'met' until their Ofsted quality inspection judgement is published where the provider accepts and demonstrates practice which reflects the support, information, advice and training from the local authority.

7.8. The local authority will only fund places for three and four year olds at any provider graded 'requires improvement' by Ofsted if a parent has directly and independently confirmed that it is their parental choice to take up early learning entitlement place at that provision and only where the provider engages fully in a 'Spotlight' process and accepts the challenging support programme of information, advice and training from the local authority up until the provider secures a good or better Ofsted inspection outcome and at least 6 months thereafter.

7.9. The local authority will fund providers with exemptions from the Early Years Foundation Stage if a parent has directly and independently confirmed that it is their parental choice to take up early learning entitlement place at that provision and only where the provider accepts support of information, advice and training from the local authority.

7.10. The local authority will require any provider who is graded as 'inadequate', 'requires improvement' or 'not met' by Ofsted to fully engage with the Local Authority Childcare & Early Learning Monitoring Meeting (LACELMM) or Spotlight process where a challenging programme of training and quality improvement is agreed and monitored up until the provider secures a good or better Ofsted inspection outcome and at least 12 months thereafter.

7.11 Where a provider is graded 'inadequate', 'not met' or 'requires improvement' in successive inspections, the provider will engage with the local authority in a monitoring process up until the provider secures a good or better Ofsted outcome and for a period of at least 18 months thereafter.

7.12. The local authority will withdraw funding from any provider inspected and rated inadequate. The provider will support children's transitions into alternative provision with the support of Families Information Service. Funding will be reviewed once the provider has been re-inspected and becomes good or better, the report published on the Ofsted website and a full scope visit has been completed by the Early Years and Childcare service.

7.13. The local authority will require any provider who is subject to a complaint or safeguarding concern or allegation raised to Ofsted or the local authority; an Ofsted or LA (DO) investigation; received welfare requirements notice and actions identified by Ofsted; been suspended or where registration cancellation has been considered by Ofsted, to fully engage with the Local Authority Childcare & Early Learning Monitoring Meeting (LACELMM) process where a challenging programme of training and quality improvement is agreed and monitored. Where a complaint or concern is made to Ofsted or LADO, there will be "step-down" of the matter to the Early Years and Childcare Service, and where this happens, providers are required to engage in discussion and improvements including a virtual meeting and/or a site visit as appropriate.

Section 8

Business planning

8.1. The local authority will clearly set out the documentation that is required from providers to support payment and delivery of free early learning entitlements and the timetable which providers should follow when completing the setting and pupil records, submitting eligibility checks, making timely funding claims and census returns via the provider portal. All providers must complete a bank details form and provide letter headed document with bank details where they are groupcare setting. These documents must be returned to eyc-funding@royalgreenwich.gov.uk

8.2. The local authority will charge providers a fee for providing late or incomplete information and funding claim submissions leading to additional administration in the processing of free early learning entitlements. Any charges will be reasonable and proportionate to the inconvenience or costs incurred to the local authority as a result of the lateness or inaccuracy. The discretionary charges will be up to 5% of the value of the claim, invoice or debt.

8.3. The provider must ensure they submit timely and accurate information, including, but not limited to, headcount data, census data, parental declarations and invoices, as per the financial guidelines of the local authority. Failure to do so may result in inaccurate, delayed or suspended funding. Childminder roles are subject to IR35 checks and as such operate under the off-payroll working rules. Childminders are responsible for making their own declarations to HMRC.

8.4 The provider should maintain accurate financial and non-financial records relating to free entitlement places and should give the local authority access on reasonable notice to all financial and non-financial records as part of an audit relating to free entitlement places funded under the provider agreement, subject to confidentiality restrictions. The local authority will carry out annual audits which are proportionate or sooner where concerns and/or complaints arise or the provider is adjudged less than good by Ofsted.

8.5. Providers must attend where they are invited to a specific business planning and financial stability workshop or meeting where the local authority has concerns about the sustainability of their business

model. All new providers must attend an 'induction' and 'getting it right' briefing with the local authority on Ofsted registration.

Charging

8.6. Local authority funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the cost of meals, other consumables, additional hours or additional services.

8.7. The provider can charge for meals and snacks as part of a free entitlement place and they can also charge for consumables such as nappies or sun cream and for services such as trips and musical tuition. Providers must be mindful of the impact of additional charges, especially on the most disadvantaged or low income parents. Where parents are unable to pay for meals and consumables, providers who choose to offer the free entitlements are responsible for setting their own policy on providing parents with options for alternatives to additional charges, including waiving or reducing the cost of meals and snacks or allowing parents to supply their own meals. These charges must be voluntary for the parent and must not be a condition of accessing any free entitlement place.

8.8. The provider will deliver the free entitlements consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for additional hours, services, meals, consumables or any other items.

8.9 The provider must not insist that a parent pays for additional hours in excess of the funded hours. Providers must be clear with parents prior to the parents taking up their free entitlement place with the provider on the pattern of funded hours they are able to offer. Parents must not be required to take up any additional hours as a condition of taking up their free entitlement place – for example in a 10 hour day, where 6 hours per day are free entitlement, the provider cannot insist that the parents takes up and pays for the additional 4 hours as a condition.

8.10. The local authority may intervene where parents choose to purchase additional hours of provision or additional services where it is condition of accessing the free entitlement or where a parent complaint is received, or where the parent's ability to take up their child's free place is affected. The provider will be completely transparent about any additional charges and itemise them clearly in receipts and invoices.

8.11. The provider will publish their admissions criteria and ensure parents understand which hours and sessions may be taken as free provision. Not all providers will be able to offer fully flexible places, but providers should work with parents to ensure that as far as possible the pattern of hours are convenient for parents' working hours.

8.12. The provider will require parents to complete a Parental Declaration form and sign an agreement which sets how the hours will be delivered and the details of any additional charges.

8.13. The provider may charge parents a deposit to secure their child's free place but must refund the deposit in full to parents within a reasonable time scale and no later than the next headcount payment following child's start date.

8.14. The provider must not charge parents "top-up" fees or "sustainability" charges (the difference between a provider's normal charge to parents and the funding they receive from the local authority to deliver free places) or require parents to pay a registration fee as a condition of taking up their child's free place.

8.15. The provider must ensure their invoices and receipts are clear, transparent and itemised, allowing parents to see that they have received their free entitlement completely free of charge and clearly

understand fees for separate costs such as any additional hours, consumables and services. Funded hours must be free at the point of delivery and appear on any invoices as 15 (or 30) hours x £0.00.

8.16. The provider will also ensure that receipts and invoices contain their full details including address and Ofsted Unique Reference Number so that the provider can be clearly identified.

8.17. The provider will ensure charges are not made in advance in order for the free entitlement cost to be refunded at a later date.

8.18. The provider must return a copy of their charging and admissions policies and their parent agreement together with any fee schedules to the local authority as part of the business compliance process and these will be subject to confidentiality. Providers must make available or signpost to these documents (redacted of personal information or samples) for parents to ensure transparency, enabling parents to make informed choices.

Funding

8.19. The provider will accurately complete and submit funding claims and other necessary data returns including Early Years Pupil Premium (EYPP) and Census by the agreed date to support the local authority to make payments. This must include all information requested by the Parental Declaration form including parental data.

8.20. Funding claims, headcount and census are carried out once a term and a termly funding claim return must be made by dates determined by DFE which are communicated to providers in advance. A funding claim for any pupil is a declaration by the provider that the pupil is expected to be in attendance and on roll at the provision during headcount/census week in which the headcount/census date falls.

8.21. 50% advance payment will be made to all non-maintained groupcare providers, including maintained providers with two-year-olds, based on an estimate taking into account the previous term's claim. When the funding claim period opens, providers can prepare funding claim submissions based on pupils likely to be in attendance on headcount/ census day of the relevant term. Eligibility for working parents entitlements, universal entitlements and Together for Twos must be checked before claiming funding – this includes age, income and valid eligibility codes and any other documentary evidence.

100% advance ahead of headcount date will be paid to childminders on the strict condition that all claims for pupils will be thoroughly checked and verified by childminders at headcount/census date as accurate. The funding portal opens at the start of the term and childminders may submit an immediate claim. Advances will only be paid during the relevant term to which the funding is related. Please note that payments are made by Central Payments which are external to the Children's Services and have terms of payment of up to 30 days after final processing of the claim.

Any final balances will be paid after headcount/census date when the funding claim period has closed. On or after headcount /census date, all claims and pupil attendances must be verified as accurate.

Pupils no longer at the setting on headcount/census date must be removed and the claim reduced. Pupils starting before the funding claim period closes (usually 2 weeks after headcount or census day) may be added to the main claim with start date clearly recorded.

The provider must notify the local authority when a pupil leaves the setting. Any overpayment of funding must be fully refunded immediately. In principle, funding follows the pupil and providers must not deduct any monies owing by the parents from local authority funding.

Any late starters or leavers, after funding claim period has closed must be notified directly to eyc-funding@royalgreenwich.gov.uk

<p>Autumn 2023: 1 September to 31 December School Term Dates: Monday 4 September to Thursday 21 December 2023 (less 2 INSET days)</p>	
<p>Main Funding Claim Period Open for Submission From Friday 8 September to Friday 13 October 2023</p> <p><i>Please submit main claim by headcount date and any amendments no later than one week</i></p>	
<p>Autumn 2023 Headcount Day <u>Thursday 5 October</u></p>	<ul style="list-style-type: none"> • Pupils <u>must</u> be in your setting on Thursday 5 October to make a funding claim • All amendments must be submitted by Friday 13 October • Any late starters and leavers during the term after headcount <u>must</u> be notified to eyc-funding@royalgreenwich.gov.uk by email
<p>Spring 2024: 1 January to 31 March School Term Dates: Monday 8 January to Thursday 28 March 2024</p>	
<p>Main Funding Claim Period Open for Submission From Monday 8 January to Friday 26 January 2024</p> <p><i>Please submit main claim and census by headcount date and any amendments no later than one week</i></p>	
<p>Spring 2024 Headcount * EY Census Day <u>Thursday 18 January</u></p>	<ul style="list-style-type: none"> • Pupils <u>must</u> be in your setting on Thursday 18 January to make a funding claim • All amendments must be submitted by Friday 26 January • Any late starters and leavers during the term after headcount <u>must</u> be notified to eyc-funding@royalgreenwich.gov.uk by email
<p>Summer 2024: 1 April to 31 August School Term Dates: Monday 15 April to Wednesday 24 July (less 3 INSET days)</p>	
<p>Main Funding Claim Period Open for Submission From Monday 15 April to Monday 20 May 2024</p> <p><i>Please submit main claim by headcount date and any amendments no later than one week</i></p>	
<p>Summer 2024 Headcount Day <u>Thursday 16 May</u></p>	<ul style="list-style-type: none"> • Pupils <u>must</u> be in your setting on Thursday 16 May to make a funding claim. Please submit main claim by this date. • All amendments must be submitted by Monday 20 May • Any late starters and leavers during the term after headcount <u>must</u> be notified to eyc-funding@royalgreenwich.gov.uk by email

Autumn 2024: 1 September to 31 December
School Term Dates: Monday 2 September to Friday 20 December 2024 (less 5 INSET days)

Main Funding Claim Period Open for Submission
From Monday 2 September to Friday 11 October 2024

Please submit main claim by headcount date and any amendments no later than last date indicated

**Autumn 2024
Headcount Day**

Thursday 3 October

- Pupils must be in your setting on **Thursday 3 October** to make a funding claim
- All amendments and claims must be submitted by Friday 11 October
- Any late starters and early leavers during the term must be notified to eyc-funding@royalgreenwich.gov.uk by email

Spring 2025: 1 January to 31 March
School Term Dates: Monday 6 January to Friday 4 April 2025

Main Funding Claim Period Open for Submission
From Monday 6 January to Friday 31 January 2025

Please submit main claim and census by headcount date and any amendments no later than last date indicated

**Spring 2025
Headcount
* EY Census Day**

Thursday 16 January

- Pupils must be in your setting on **Thursday 16 January** to make a funding claim
- All amendments must be submitted by Friday 31 January
- Any late starters and early leavers during the term must be notified to eyc-funding@royalgreenwich.gov.uk by email

Summer 2025: 1 April to 31 August
School Term Dates: Tuesday 22 April to Tuesday 22 July

Main Funding Claim Period Open for Submission
From Monday 21 April to Friday 23 May 2025

Please submit main claim by headcount date and any amendments no later than last date indicated

**Summer 2025
Headcount Day**

Thursday 15 May

- Pupils must be in your setting on **Thursday 15 May** to make a funding claim. Please submit main claim by this date.
- All amendments must be submitted by Friday 23 May
- Any late starters and leavers during the term must be notified to eyc-funding@royalgreenwich.gov.uk by email

8.22. With regard to exceptional circumstances related to Covid 19 or any other emergency situations, for example in the event of a local lockdown, providers may be asked to remain open only for priority groups, ie children of critical workers and all vulnerable children. Where a provider closes to priority children, funding will follow those children into alternative provision to avoid double funding. Where funding has been paid in advance, the local authority will raise an invoice to have the funding refunded and paid to the alternative provider.

8.23. Late returns, inaccurate or incomplete claims ie where eligibility checks have not been properly carried out, Together for Twos placement or Parental Declaration forms are not completed, or where Census data is not added or fully and accurately completed, will incur penalty charges and may result in delays in funding payments. The discretionary charges will be up to 5% of the value of the claim, invoice or debt.

8.24. Once claims have been processed within Children’s Services, the local authority Central Payments team will settle invoices within 30 days.

8.25. The maximum of 570 hours for two-year-old and universal entitlements or 1140 hours for extended entitlement per academic year is claimed across the three terms as per payment funding model. This means providers are paid up to 180 or 210 hours (depending on length of term) for entitlements which are 15 hours per week for 38 weeks or up to 360 or 420 hours for working parents entitlements per term for term time only or stretched places where the parent has opted to take up their full entitlement only. Where the full entitlement is taken up providers will be paid up to 14 weeks in Autumn term, up to 12 weeks in both Spring and Summer terms.

8.26. Payment of funding model – paid termly so 3 times per academic year.

Entitlement hours - term time or stretched all year round	Provider must not claim more hours per term for 38 weeks* <i>*Term length may vary due to timing of Easter - it is usually 14, 12, and 12 weeks</i>	
570 hours Universal Together for Twos Working Parents (15 hours)	Up to 15 hours per week 210 hours Autumn term (14 weeks) 165 hours Spring term (11 weeks) 195 hours Summer term (13 weeks)	Up to 15 hours per week 210 hours Autumn term (14 weeks) 180 hours Spring term (12 weeks) 180 hours Summer term (12 weeks)
1140 hours Working Parents (30 hours)	Up to 30 hours per week 420 hours Autumn term (14 weeks) 330 hours Spring term (11 weeks) 390 hours Summer term (13 weeks)	Up to 30 hours per week 420 hours Autumn term (14 weeks) 360 hours Spring term (12 weeks) 360 hours Summer term (12 weeks)

8.27. The payment of funding model does not preclude providers from delivering a stretched model over more weeks. For example, providers may deliver over 50 weeks where manageable with parental demand and planning of sessions. Each funding period runs from 1 September to 31 December, 1 January to 31 March and 1 April to 31 August - a stretched offer can be taken within each period as long as no more than 570 or 1140 hours are delivered to the child over one academic year. Please note if a child is accessing term time only offer, you must adhere to local authority published term dates including allowance for **five INSET days**.

8.28. The local authority payments must cover the provision of the free early learning entitlement over the whole stretched offer period. The provider must not double charge the local authority or the parent. The

provider may charge the parent for extra hours of care over and above the 570 hours or 1140 hours of working parent entitlements in the academic year (and 180/210 or 360/420 hours in any one term). Where parents want to claim all of their hours, irrespective of the stretched offer, providers may claim the full entitlement hours as long all of the hours are delivered to the children. Please note that each academic year has an allowance for 5 INSET days which are not funded.

Example of practical delivery of hours and hours that must be made up to parents if full funding claimed

Entitlement	38 weeks <i>Term time only</i>	51 weeks <i>Stretched</i>	Hours to make up	48 weeks <i>Stretched</i>	Hours to make up
570 hours	15 x 38 = 570	11 x 51 = 561	570 – 561 = 9	11 x 48 = 528	570 -528 =42
1140 hours	30 x 38 = 570	22 x = 1122	1140-1122 = 18	22 x 48 = 1056	1140 -1056 = 84

8.29. Funding claim including EYPP returns must be fully completed with accurate information in all required fields. Inaccurate or incomplete information and /or failures to provide accurate and timely returns may result in delay and a late submission penalty. Every potentially eligible pupil must be checked for their entitlement.

8.30. The local authority operates a cut-off date for funding claim returns. Providers must ensure that the child is attending their setting before that date, so they may be included in the funding claim return and the free early learning entitlement place is funded.

8.31. The local authority will not double fund any free early learning entitlement places. Children who join the setting after the headcount/census return and after the closing of funding claim period closed may still be eligible for funding. The claim must be submitted directly to eyc-funding@royalgreenwich.gov.uk on a late starter form. Where working parent entitlement codes have not been verified prior to headcount/census date, the child will be eligible to take up the place in the following term. If the code has been verified previously by another provider or in another local authority, the provider must contact the local authority directly by email or telephone to confirm eligibility and start date. All codes must be reconfirmed every 3 months and re-verified to check that the code is still eligible.

8.32. Providers must notify the local authority as soon as reasonably practicable to confirm details of any child who applies to join the setting after funding claim return date. The local authority will check to ensure that a claim has not been submitted by any other provider for the same child.

8.33. Providers must require parents to complete a Parental Declaration for all children claiming any early learning entitlements, store and keep record for a reasonable period and these must be made available to the local authority on request. Where the child is attending multiple provisions, the provider must confirm the apportionment of hours between different providers; or confirm start and agreed end dates or that notice is to be given with an anticipated end date which precedes the date of transfer from one provider to the next provider.

8.34. Providers will be expected to split the funding for any child moving between providers during the term either before or after the headcount/census return date. The local authority will facilitate agreement between providers where agreement as to the division of funding cannot be reached.

8.35. Where a child accessing free early learning entitlement has not attended the setting for two or more weeks or has left, the provider must immediately notify the local authority on eyc-funding@royalgreenwich.gov.uk within 14 days of a child leaving. Please note that the provider must have regard to safeguarding and an absence policy with respect to all absences.

8.36. Payment rates
2023/24

Per Pupil	Hourly Funding Rate
Together for Twos	£7.06 per hour
3 and 4 year olds	£5.72 per hour
Deprivation supplement	39p per hour
Early Years Pupil Premium for 3 and 4 year olds	53p per hour

2024/25

Per Pupil	Hourly Funding Rate
Under 2s	£14.04 per hour
2 year olds	£10.30 per hour
3 and 4 year olds	£6.46 per hour
Deprivation supplement	36p per hour
Early Years Pupil Premium for 3 and 4 year olds	68p per hour

8.37. Term dates

Terms	School Term dates 2023 to 2024	Funded weeks
Autumn 2023	Term time: Monday 4 September to Friday 20 October 2023 Half-term holiday: Monday 23 October to Friday 27 October 2023 Term time: Monday 30 October to Thursday 21 December 2023 Christmas and New Year holiday: Friday 22 December 2023 to Friday 5 January 2024	less 2 INSET Days 14 weeks
Spring 2024	Term time: Monday 8 January to Friday 9 February 2024 Half-term holiday: Monday 12 February to Friday 16 February 2024 Term time: Monday 19 February to Thursday 28 March 2024 Easter holiday: Friday 29 March to Friday 12 April 2024	11 weeks
Summer 2024	Term time: Monday 15 April to Friday 24 May 2024 (except May Day Bank Holiday on 6 May) Half-term holiday: Monday 27 May to Friday 31 May 2024 (Spring Bank Holiday on 27 May) Term time: Monday 3 June to Wednesday 24 July 2024	less 3 INSET days 13 weeks
	Term dates include INSET dates	195 days 39 weeks
	Less 5 INSET days over the year for staff training <i>You choose when you take them (dates are indicators only)</i>	190 days / 38 weeks

Terms	School Term dates 2024 to 2025	Funded weeks
Autumn 2024	Term time: Monday 2 September to Friday 25 October 2024 Half-term holiday: Monday 28 October to Friday 1 November 2024 Term time: Monday 4 November to Friday 20 December 2024 Christmas and New Year holiday: Monday 23 December 2024 to Friday 3 January 2025	less 5 INSET Days 14 weeks
Spring 2025	Term time: Monday 6 January to Friday 14 February 2025 Half-term holiday: Monday 17 February to Friday 21 February 2025 Term time: Monday 24 February to Friday 4 April 2025 Easter holiday: Monday 7 April to Monday 21 April 2025	12 weeks
Summer 2025	Term time: Tuesday 22 April to Friday 23 May 2025 (except May Day bank holiday on 5 May 2025) Half-term holiday: Monday 26 May to Friday 30 May 2025 (spring bank holiday on 26 May) Term time: Monday 2 June to Tuesday 22 July 2025	12 weeks
	Term dates include INSET dates	195 days 39 weeks
	Less 5 INSET days in the Autumn term for staff training <i>You choose when you take them (dates are indicators only)</i>	190 days / 38 weeks

Advertising and promotion

8.38 Providers will engage with the Families Services Directory and keep their information up to date. There is also opportunity for providers to advertise job vacancies.

8.39 All advertising and published material (including on websites) must be accessible language and available to parents who do not read English. Fully translated material is not necessary but signposting to parents who can have information appropriately shared / explained should be available.

8.40 All advertising and published material (including on websites) must be representative of the demographic makeup of the whole borough, promote inclusion and not reinforce race or gender stereotypes.

8.41 Social media should be managed carefully and appropriately and comply with data protection legislation, staff code of conducts and ensure explicit parental consent.

Section 9

Compliance

9.1. The local authority will carry out checks and/or audits on providers from time to time to ensure compliance with the requirements of delivering the free early learning entitlements and business propriety.

9.2. The local authority will ensure checks and audits are proportionate and necessary. Where the local authority has concerns about the quality of provision based on an Ofsted outcome or welfare requirements notice or a complaint has been raised to the local authority, an audit will be automatically triggered.

9.3. The provider must ensure they submit timely and accurate information, including, but not limited to, funding claim and headcount data, census data, parental declarations, receipts and invoices, as per the financial guidelines of the local authority. Failure to do so may result in inaccurate, delayed or suspended funding and incur fees.

9.4. The provider will maintain accurate financial and non-financial records relating to free early learning entitlement places and will give the local authority access on reasonable notice to all financial and non-financial records relating to free early learning entitlement places funded under the provider agreement subject to confidentiality restrictions.

Termination and withdrawal of funding

9.5. Suspension of registration by Ofsted, or a childminder agency or a breach of statutory requirements or safeguarding issues may result in the termination of the arrangement and withdrawal of funding.

9.6. The local authority will secure alternative provision for children and withdraw funding from a provider (other than a Local Authority maintained school), as soon as is practicable, where the provider is unwilling to engage fully in the challenging support programme of information, advice and/or training and quality improvement or implement agreed actions within monitoring period as outlined in section 7 of this agreement.

9.7. The local authority will have regard to the needs and wellbeing of the child at all times. The local authority will balance the needs of the child to continuity of care and their right to have access to high quality early learning in a provision which meets all the learning and development and safeguarding and welfare needs.

9.8. The local authority will not fund any new free early learning entitlement places at provider who is inadequate, not met, subject to a welfare requirements notice or unwilling to fully engage with the local authority in a challenging programme of training and quality improvement as agreed as outlined in section 7 of this agreement.

9.9. The provider must fully refund the local authority for any advance payments or overpayments.

9.10. Termination provisions include those required by regulation 7 (Termination of the arrangements) of the Local Authority, (Duty to Secure Early Years Provision Free of Charge) Regulations 2014 and regulation 37 (Arrangements between local authorities and early years providers: termination) of The Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016

Appeals process

9.11. A provider may be denied approval to offer the free early learning entitlements or have their funding withdrawn as set out above. The provider can appeal against that decision.

9.12. The appeal must be made in writing within 14 days to the Head of Early Years & Childcare, Children's Services, 1st Floor, The Woolwich Centre, Woolwich, SE18 6HQ

Section 10

Complaints process

10.1. The local authority has a complaints procedure for parents who are not able to resolve their concern directly with the provider where the parent is not satisfied that their child has received their free early learning entitlement in accordance with the legislation or as set out in this agreement and in Early Education and Childcare Statutory guidance for Local Authorities.

10.2. Parents who are not satisfied their child has received their free entitlement in the correct way, as set out in this agreement and in Early Education and Childcare Statutory guidance for Local Authorities and would like to raise a complaint or where a provider is not satisfied they may contact

Early Years & Childcare Team Leader, Children's Services, 1st Floor, The Woolwich Centre, Woolwich, SE18 6HQ

by email to fis@royalgreenwich.gov.uk or by phone on 020 8921 6921.

10.3. If a parent or provider is not satisfied with the response by the Team Leader, they may contact the Head of Early Years, Children's Services, 1st Floor, The Woolwich Centre, Woolwich, SE18 6HQ or by email to fis@royalgreenwich.gov.uk or by phone on 020 8921 6921

10.4. If a parent or provider is not satisfied by the response by the Head of Service, they are referred to the local authority complaints procedure which can be found here

www.royalgreenwich.info/200025/complaints/986/complaints_about_childrens_services

10.5. If a parent or provider is not satisfied with the way in which their complaint has been dealt with by the local authority or believes the local authority has acted unreasonably, they can make a complaint to the Local Authority Ombudsman. Such complaints will only be considered when the local complaints procedures have been exhausted

Additional Explanatory Notes for Local Authorities and Providers

Data Protection

Data from which it is possible to identify children (in any medium, including within a MIS) is personal data. Such personal data must be managed in accordance with the requirements of the Data Protection Act 2018 (the Act) Data Controllers must ensure that their data handling rules comply with the Act and that staff understand these. Local authorities should advise providers about their responsibility to hold data in accordance with the Act including the requirement to issue parents with a fair processing notice explaining how their data and data about their child is to be used.

The Act puts in place in safeguards regarding the use of personal data by organisations, including the department, local authorities and schools. The Act gives rights to those (known as data subjects) about whom data is held, such as pupils, their parents and teachers. This includes:

- the right to know the types of data being held
- why it is being held
- to whom it may be communicated

A 'privacy notice' is a good way to be able to meet data subjects' rights and therefore the department recommends that these are used to explain to children and staff how their data is being used in the census collections including the school workforce, early years census and school census. The department has drafted template privacy notices that providers may wish to use. However, the template notices will need to be reviewed and, where necessary, amended to reflect business need. Ideally the privacy notice will include this link to the gov.uk webpage on how the department collects and shares data.

It is strongly recommended that the privacy notice be included as part of an induction pack for staff and made available to parents via the provider's website, as well as potentially featured on the staff notice board / intranet. They do not need to be issued on an annual basis as long as new children and staff are made aware of the notices and they are readily available electronically or in paper format.

Legal Duties under the Data Protection Act 2018 (the Act): data security

Providers and local authorities have a legal duty under the Act to ensure that personal data is processed securely. Processing is the collection, handling (use), storage, transmission and deletion of data. Further information is available from the Information Commissioners Office.

If personal data is not properly safeguarded it could damage your reputation and compromise the safety of individuals. Your responsibility as a data controller / processor extends to those who have access to your data beyond your organisation if working on your behalf, that is, if external IT suppliers can remotely access your information. The '[10 steps to cyber security](#)' and '[Responsible for information](#)' pages provide further guidance and advice. It is vital that all staff with access to personal data understand the importance of protecting it; that they are familiar with your security policy; and that they put security procedures into practice. It is recommended that you provide appropriate initial and refresher training. Further information on handling data securely is available in the [DfE guidance on data protection for schools consider cloud software services](#).

+

Royal Borough of Greenwich Children's Services

PROVIDER DECLARATION 2023/24 and 2024/25

1. **You may complete a digital declaration** here by scanning QR code or clicking or copying either link



<https://tinyurl.com/SLA-2023-25>

or

<https://forms.gle/E9Px2gNPVfrbdUCW8>

2. **Or** you may choose to complete a paper copy (just send this single page)

Name of provider	
Name of company or organisation (if different)	
Ofsted URN	
Address of setting	
Email contact address	
Telephone number	

DECLARATION (by person legally responsible for the setting)

I have read and agree to adhere to the conditions set out in the agreement with Ofsted registered Early Years and Childcare providers, including for delivering fee paying and funded early education places for under twos, two, three and four year olds 2023/24 and 2024/25

Signed:		Position in organisation:	
Name:		Date:	

Please complete, sign and return this form (your email address will be accepted as your signature where you type your signature)

1. Send by email, scan or clear photograph childcare-support@royalgreenwich.gov.uk
2. Or send by post Early Years & Childcare, Children's Services, The Woolwich Centre, 1st Floor 35 Wellington Street Woolwich, London SE18 6H

Appendix A : Parental Declaration Early Learning & Childcare Entitlements

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>		Age in months	
Date of Birth		Nationality	
Gender		Ethnicity	
Address		Postcode	

Step 1 complete? Tick here


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	D M Y	D M Y
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		
Contact Telephone Number		
Address		
	Postcode:	Postcode:

Step 2 complete? Tick here

Step 3: Child's Eligibility

To be completed with assistance from your chosen provider(s), Families Information Service or Children's Centre

<input type="checkbox"/> <input type="checkbox"/>	<p>Together for Twos (2 year olds where benefits, government support or special circumstances)</p> <p>https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds</p> <ul style="list-style-type: none"> 15 hours for 38 weeks or 570 stretched over year Term after reach age eligibility and with valid 6 digit code if benefits and/or documentary proof if other criteria  <p>Benefits or government support https://tinyurl.com/Together-for-Twos</p>	<input type="checkbox"/> <input type="checkbox"/>	<p>Working Families</p> <p>https://www.gov.uk/apply-free-childcare-if-youre-working</p> <ul style="list-style-type: none"> Both parents/carers, each earning at least the equivalent of 16 hours at National Minimum Wage and less than £100k 30 hours x 38 weeks or 1140 stretched over the year for 3 & 4 year olds 15 hours x 38 weeks or 570 stretched over the year Term after reach age eligibility and with valid 11 digit code
<input type="checkbox"/> <input type="checkbox"/>	<p>Children in our Care (looked after by LA)</p> <p>Special Guardianship Order /Adopted / Child Arrangements Order</p> <p>Education Health Care Plan or in receipt of Disability Living Allowance</p> <p>Nil Recourse to Public Funds – £34,500 per annum with 1 child or £38,600 per annum with 2 or more children</p>	<input type="checkbox"/> <input type="checkbox"/>	<p>30 hours for 3 & 4 year olds</p> <p>15 hours - 2 year olds from 1 April 2024</p> <p>15 hours – Under 2s (aged 9 month +) from 1 Sept 2024</p> <p>Universal Entitlement 15 universal hours for all 3 & 4 year olds</p>

Early Years Pupil Premium (EYPP) *

The Early Years Pupil Premium is an extra sum of money (£376 a year) paid to your child's setting. This funding will be used to support teaching and learning, and provide extra money for facilities and resources which 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 check for you if you are not sure.

Benefits or Income Children in our Care Adopted from Care Special Guardianship Order

<p>Do you wish to apply for Early Years Pupil Premium (EYPP)* for your setting</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
---	---

Disability Access Fund Declaration

If your child is 2, 3 or 4, and 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 £921 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.

<p>Is your child eligible and in receipt of Disability Living Allowance (DLA)?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
---	---

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

Name of Provider / Children's Centre			
Staff member undertaking document check			
Contact details - email & telephone number			
Documentary proof seen and copied	Document recorded by (staff name)	Date document recorded	
Proof of child's date of birth <input type="checkbox"/> <i>Birth certificate</i> <input type="checkbox"/> <i>Passport</i> Proof of address <input type="checkbox"/> <i>Utility Bill or Bank Statement</i> <input type="checkbox"/> <i>Council Tax</i> <input type="checkbox"/> <i>Benefits Letter</i> Proof of Together for Twos special criteria <input type="checkbox"/> <i>Adoption order / SGO</i> <input type="checkbox"/> <i>EHCP / DLA letter</i> Proof of Nationality and Income if non-UK and nil recourse to public funds <input type="checkbox"/> <i>Biometric Residents Card</i> <input type="checkbox"/> <i>Bank Statement / Payslips</i>			
Working Families eligibility code // digit code	Start date/...../.....	
	Reconfirmation date/...../.....	
	End date/...../.....	
Together for Twos eligibility code 6 digit code	Start date/...../.....	

Out of Borough Name of Borough		Have you advised parent to follow procedure of out of borough authority?	Y / N
---	--	---	--------------

Step 4 complete? Tick here

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 early learning entitlement 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.
- If you exceed your funded entitlement hours you will be liable for associated costs
- There may be optional charges for additional services and consumables

Step 5: Setting details

Setting Name			
Address & Postcode		Ofsted URN	
Type of Placement	<input type="checkbox"/> Term Time only <input type="checkbox"/> All Year Round	Start date/...../.....

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 1/2 hour increments

Step 5 complete? Tick here

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 or Children's Centre)

.....
to share information and claim early learning entitlement funding as agreed above on behalf of my child. I understand that in collecting my data for the purposes of checking my eligibility for the Under 2s, 2-year-old, or 3 & 4-year-old 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/ Children's Centre	
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

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 [NAME OF LOCAL AUTHORITY]. 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/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>

Please note that information about an individual's immigration status is sensitive data should be handled appropriately. Local authorities 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/for-organisations/guide-to-data-protection/principle-3-adequacy/>

Step 6 complete? Tick here

THIS FORM IS NOW COMPLETE

NOTE TO PROVIDERS

Please note this form must be completed for all local authority funding claims as well as for audit purposes including

- *headcount/funding claim for 2, 3 and 4 year olds*
- *validation of eligibility codes*
- *deprivation payments*
- *SEN Inclusion Funds*
- *Early Years Pupil Premium*
- *Disability Access Fund*
- *Together for Twos placements by Children's Centres*
- *Information sharing and data privacy note*

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

Funding claims will not be paid unless the local authority hold a copy of the completed form

Appendix B : Provider Audit Tool



Provider Audit Tool

Delivery of Free/Funded Early Years Entitlements

	Audit Focus	Only tick box if in place for most children
Data Protection	Have parental declaration forms been fully completed, with consent provided and safely stored or (signed page) uploaded to the Provider Portal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SLA	Have you signed and returned Service Level Agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.	Attendance & Child Records	
1.1	Are attendance records kept and are they up to date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.2	Does the Early Years census return submitted match the attendance register? <i>(Most recent headcount)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.3	Do the children's records match those submitted to the Provider Portal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.4	Are copies of parental declaration forms safely stored for 12 months after children have left the setting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Eligibility of Children	
2.1	Do you request and record proof of dates of birth for children eligible for funding?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you request and record proof of address eg utility bills, benefits letters, Council Tax?	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<p>must not be a condition attached to the offer of a funded place.</p> <ul style="list-style-type: none"> • Do you exercise discretion to waive or reduce optional charges? • Are the support arrangements for low-income parents clear? • Do you ensure charges are not applied to vulnerable 2-year-olds on the Together for Twos scheme or universal 3- and 4-year-old children where take up would be impacted? 	
3.3	<p>Does the parent contract clearly and simply explain terms and conditions for free funded entitlements?</p> <ul style="list-style-type: none"> • Does the contract match the practice, charging and fee structure? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.4	<p>Is there a charging policy and fee structure which is clear and transparent?</p> <ul style="list-style-type: none"> • Are parents able to calculate cost of childcare by hour or session? Are you clear about how many hours are in one session? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.5	<p>Is there a deposit in place for free entitlements?</p> <ul style="list-style-type: none"> • Is this fully refundable and when is it refunded to parent? (no later than headcount payment) • Is there a registration or administrative fee charged? This is not permitted. 	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.6	<p>What is the hourly or daily rate for chargeable/non funded/private fee hours and is it clear for parents?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.7	<p>How and when are free/funded entitlement sessions are offered?</p> <ul style="list-style-type: none"> • No more than 10 hours per day eg 6 hours x 5 days for 30 hours or 3 hours x 5 days • Is the model fair, equal, accessible, and supportive of the child's needs? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.8	<p>What are opening and closing times for the setting and are they clearly advertised?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.9	<p>Is your setting All Year Round or Term Time only?</p>	<input type="checkbox"/> AYR <input type="checkbox"/> TTO
3.10	<p>Is the entitlement stretched and are the hours on a pro-rata basis, if stretched?</p> <ul style="list-style-type: none"> • How many hours over how many weeks? • When are closure periods or INSET days? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.11	<p>Do you understand that "funding follows the child"?</p> <ul style="list-style-type: none"> • Are notice periods applied to the free entitlements? 	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<ul style="list-style-type: none"> How does the provide resolve disputes in relation to notice periods? 	
4.	General	
4.1	Date of last Ofsted visit and rating?	
4.2	Are annual accounts completed and available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.3	Do your bank account details and business operating name match those held by Royal Greenwich?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.4	<p>If you employ staff, do you have staff contracts?</p> <ul style="list-style-type: none"> Are your staff and/or childminding assistants paid above the National Minimum Wage and/or at London Living Wage? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.5	Are you advertised on Family Services Directory (FSD) with up-to-date information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.6	<p>Are your entrance and external display boards up to date?</p> <ul style="list-style-type: none"> Is your complaints policy displayed or easily accessible to parents? Do you have a free early learning banner or poster on display? Do you prominently display the Ofsted parent poster? Do you have Royal Greenwich Useful Safeguarding Contact Telephone Numbers and Referral Pathways displayed for staff or easily accessible to you? 	<input type="checkbox"/> Yes <input type="checkbox"/> No

For advice and support, contact

Providers : Childcare Support
Childcare-support@royalgreenwich.gov.uk
 020 8921 3877

Parents : Families Information Service
fis@royalgreenwich.gov.uk
 020 8921 6921



Appendix C : Sample Invoice

SAMPLE INVOICE

Type Provider Legal Name here	Parent Name
Ofsted URN	Parent Address
Company No (if applicable)	Parent Postcode
Type Provider Address here	Parent Postcode
Type Provider Post Code here	Parent Postcode
Invoice For:	Invoice Period (ie month/year) April 2024
Child's Name	Invoice Date: 01/04/2024
Child's Date of birth	Invoice No: 001/2024

Hours/Service	Weekly No of Hours/Items	Hourly Rate /Charge	Weekly Charge	No of weeks	Annual No of Hours/Items	Annual Charge
Total hours attending per week	40			38	1520	
Funded hours per week (enter 15 or 30 if term time only or less if stretched all year round) the hourly rate must be £0.00	30	£0.00	£0.00	38	1140	£0.00
Chargeable hours per week term time (add your hourly rate)	10	£10.00	£100.00	38	380	£3,800.00
Chargeable Hours - school holidays	40	£10.00	£400.00	13	520	£5,200.00
Lunch (optional)	5	£2.00	£10.00	51	255	£510.00
Consumables (nappies/suncream)	0	£0.00	£0.00	51	0	£0.00
Additional Services eg Music/Dance Class	1	£5.00	£5.00	51	51	£255.00
Additional Services eg Trips/Outings	0	£0.00	£0.00	51	0	£0.00
Total			£515.00			£9,765.00

To work out monthly charge based on splitting annual total over 12 months

£813.75

Payable to	
Add your bank details here	
Account Name	
Account Number	
Sort code	