

Early years funding in North Somerset

Information including the user guide, quick start guide, and example funded weeks calendars will be on the funding webpage www.n-somerset.gov.uk/eyfunding
This webpage will also link to the sign in page for the funding system.

Early years entitlements across all of England

The early years entitlements for residents of England are:

- the 15 hours entitlement for eligible working parents of children from 9 months to 2 years old (new entitlement from 1 September 2024)
- the 15 hours entitlement for eligible working parents of 2-year-old children (new entitlement from 1 April 2024)
- the 15 hours entitlement for disadvantaged 2-year-olds
- the universal 15 hours entitlement for all 3 and 4 year olds
- the additional 15 hours entitlement for eligible working parents of 3 and 4 year olds

Funding starts the funding period following the child turning 9 months old, 2 years old, or 3 years old, a code is needed for working parent funding and for disadvantaged 2 year old funding.

In September 2025, 9 month old funding and 2 year old funding will extend to 30 hours.

Where 15 and 30 hours are referenced, this is over 38 weeks, a term time model. is a total of 570 hours or 1140 hours.

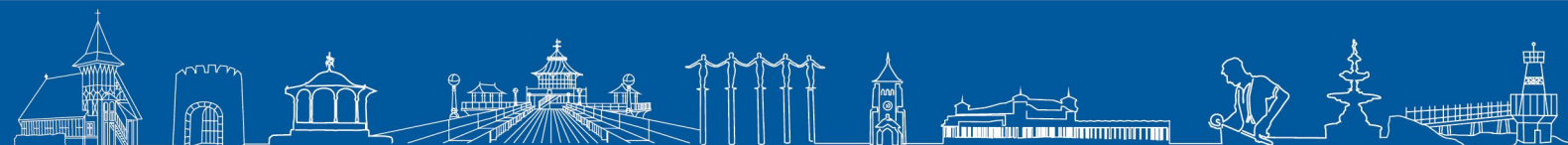
You can stretch funding over more weeks, but the weekly hours will reduce accordingly.

How the funded hours allowance works

A child's funding and funded year starts the funding period after they turn 9 months old, 2 years old, 3 years old and 4 years old.

The funding periods are:

- Spring - 1st January to 31st March
- Summer - 1st April to 31st August
- Autumn - 1st September to 31st December



A child has an allowance of 570 hours per funding stream in their funded year. If they start part way through their funded year the hours are pro rata, not stockpiled. Providers must keep a record of all funded children's hours to ensure children do not exceed these limits. If you overclaim, you may be charged a penalty fee.

Funding is intended to be the same funded hours, each week, for the full funding period. Parents cannot claim different hours each week or claim alternate weeks for instance. The best practice is to start a child at the start of a funding period and keep their hours the same throughout the funding period. Providers should reconcile each child's funding payments against hours taken at the end of each funding period.

Please note children should not change between term time only and stretched or vice versa, within their funded year if at all possible as it can result in overclaiming.

Temporary and holiday changes are not allowed.

Term time only funding and stretched funding cannot be mixed, a child must be on one pattern only across all funded settings.

You must offer hours per week as a quarter, half hour or full hours in each day, so where part hours are taken, you must round down each session and each day to the nearest quarter hour.

Standard weeks for funding

You must know how many weeks you offer funded hours for, as this will show you how many funded hours you can offer per week.

The calculation is 570 hour allowance divided by the number of weeks you are open.

For example:

570 hours divided by 38 weeks = 15 funded hours per week.

If the funded hours per week come to a decimal, you must adjust down to the closest quarter hour.

For example:

570 hours divided by 52 weeks = 10.96 hours, adjusted down to the closest quarter hour = 10.75 funded hours per week.

Providers can choose their own funded opening dates, but there is an example calendar on our webpage. We recommend using 38 weeks for funding period time only funding as this works out to 15 hours per week, which totals 570 hours as per the maximum allowance, and 47.5 weeks for stretched funding as this works out to 12 hours per week, which also totals 570 hours as per the maximum allowance.

We will ask providers to fill in an opening funded dates form regularly so we know what dates you offer funding, and how many hours you offer.

The funding system uses 38 weeks and 47.5 weeks as it will only allow us to enter in two patterns and these are the most popular. We also have to put in a number of weeks per funding period. If you use another number of weeks you will need to claim the correct number of weekly hours, and then reconcile on the adjustment should you need to add extra weeks.

For those on term time only weeks using school term date as your funding dates, please remember schools are open 39 weeks, not 38. You should check your claims to ensure you do not exceed 570 hours. Additionally, Easter can fall at different times so may affect a child's funded year count, taking them over their allowance.

Working parent eligibility code start dates

The codes must be obtained by parents from Childcare Choices (HMRC) before the start of the funding period and still be in date to work.

The dates should be:

- On or before 31st December will start for the Spring funding period which is 1st January to 31st March
- On or before 31st March will start for the Summer funding period which is 1st April to 31st August
- On or before 31st August will start for the Autumn funding period which is 1st September to 31st December.

Funding deadlines

The funding claim and adjustment opening dates can be found on the claim deadline documents at www.n-somerset.gov.uk/eyfunding.

Paperwork needed before you claim

Before a child starts funded hours with a provider, the parent/carer must give the provider a fully completed parent declaration form and child's birth certificate or passport. If a child is claiming disadvantaged 2 year old funding (also known as two year olds with additional support), please also upload their award letter.

EYPP – Early Years Pupil Premium

If a child is entitled to EYPP, an additional amount may be paid on the child's funded hours. If the parent fills in the EYPP section of the parent declaration form, please fill in the EYPP section on your claim and it will be automatically checked. The system can only check financial / benefits assessed EYPP. If the child is in care or adopted, please email Gail.Alder@n-somerset.gov.uk who will process your request.

DAF – Disability Access Funding

If the child is entitled to DAF, an additional amount may be paid to the setting to support the child. If the parent fills in the DAF section of the parent declaration form, please email the form along with the child's Disability Living Allowance letter to EY.Funding@n-somerset.gov.uk to request DAF.

Funding claims

Please see the quick start guide for detailed information on the process. Claims will be made 3 times a year, and payments will be paid monthly based on the funding period divided by the number of months in this period.

For example, summer's claim will be divided into 5 monthly payments.

The claim is done as the weekly number of hours the child will have. However there is an adjustment claim for any reconciliation needed, and also for mid-funding period starters and leavers.

Cumulative hours

The funding system will not give you a running total of hours as hours are pro rata, not stockpiled. All providers should keep a record of the hours a child has claimed funding for and should keep a running total for that child's funding year so prevent a child going over their 570 hour entitlement and 570 extended hour additional entitlement (if applicable).

If a child is at multiple settings, we advise you keep each other updated on hours taken. You should reconcile for the end of each funding period.

If a child overclaims, the hours will be reclaimed from you, and you may be charged a penalty fee.

Insurance

Please make sure you are fully insured, and your new Public Liability insurance certificate is emailed in to EY.Funding@n-somerset.gov.uk. Please note we cannot make payments to you if we do not have a current valid insurance certificate on file for you.

If you need further help

In the first instance, please visit www.n-somerset.gov.uk/eyfunding and check the Funding FAQs.

If you still require help, please email in to EY.Funding@n-somerset.gov.uk and we will answer as quickly as possible but within 10 working days. Where we receive multiples of the same question, we will update the FAQs.

We do everything we can to release as much money to yourselves as possible as we understand the pressures you all face. As a result, there is only approximately 1 full time equivalent post looking after you all. If we employ more staff, then the money to yourselves would need to be reduced.

Please also see:

- The Funding FAQs
- The Provider Agreement