

Early Education Funding Scheme

Application form

for maintained schools offering early years provision under governors’ powers

**The Process**

Below is the process to be followed to be set up to receive Early Education Funding

Step 1 Please make note of the below as this all forms the basis on which we administer the Early Education Funding in Oxfordshire:

1 – If you wish to offer funded hours you must agree to the [Early Education Funding terms and conditions](https://www2.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/childreneducationandfamilies/educationandlearning/earlyyearschildcare/EEFundingTandC.pdf). By applying to join the scheme you are accepting this contract and confirming that you comply with its terms. At each claim you will also sign a similar declaration.

2 - Please take time to have a look through the information on the free entitlement that can be accessed on Oxfordshire County Council’s webpage <https://www2.oxfordshire.gov.uk/cms/content/early-education-funding-eef-2-3-and-4-year-olds>

3 - Funding is claimed by using an online portal, therefore, access to a private computer/tablet is necessary. This webpage is helpful as it has links to portal guidance. <http://www.oxfordshire.gov.uk/formsandguidance>

Please refer to the PVI, Academy and Childminder guidance notes

4 - Oxfordshire County Council uses ‘Egress Switch’ as its secure email solution when emailing personal and sensitive information. Switch also enables you to communicate securely back with the council. You will be required to set up a Switch account as part of joining process. <https://www2.oxfordshire.gov.uk/cms/content/joining-and-leaving-early-education-funding-scheme>

Step 2 Complete the Application form below. Please email it to [earlyeducation@oxfordshire.gov.uk](mailto:earlyeducation@oxfordshire.gov.uk)

Please note there are deadlines for receiving your application. If you wish to receiving funding in the:

Autumn term please return your application by 7th Sept.

Spring term please return your application by 7th Jan.

Summer term please return your application by 7th Apr.

Step 3 1 - We will acknowledge your application and supply any follow up questions. Once we are happy with your application, we will create your provider portal accounts and email you your user details.

2 - Log into the provider portal, please email us to confirm that you have successfully logged in.

3 – Send us an email via Egress, so we can see that you have set an account up in egress.

Step 4 We will then send a final confirmation to welcome you to the scheme.

**Application for Registration within the Oxfordshire County Council’s Early Education Funding Scheme**

*(For maintained schools offering provision under Governors’ powers)*

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| **PART A: PROVIDER DETAILS** | |
| Name of School:  Address:  DFE Number: 931/ Ofsted Number:  Telephone No:  E-mail: | |
| **PART B: PREMISE DETAILS** | |
| Please state where your early years provision will be run. If within school premises has this been confirmed as suitable and surplus by OCC? If yes, which OCC officer have you confirmed this with?  Does your school already have a nursery class? Y/N  If yes, does the new provision affect your nursery’s published admission number? Y/N | |
| **PART C: EARLY YEARS PROVIDER PORTAL** | |
| Early Education Funding is claimed through the Early Years Provider Portal. For an account to be set up, please provide details of the main contact for the early education funding and details of anyone else that you would like to have access to the on-line claim forms. Accounts must not be shared, and each user should have their own user account with an email address unique to the individual user (i.e. the same email address cannot be used for more than one user). Please inform us immediately if any of your email addresses have changed or if access to the portal should be revoked (i.e. an employee leaves the organisation). You may have up to 5 registered users, but we suggest that you limit access to employees who are responsible for dealing with the funding forms.  **Are you happy for all your portal users to have access to the payment area within the portal?**  **Delete as necessary. Main Y/N User 1 Y/N User 2 Y/N** | |
| Main Contact  Name and address:  Position:  Telephone No:  Email Address (must be unique): | Additional user 1  Name:  Position:  Email address (must be unique): |
| Additional user 2  Name:  Position:  Email Address (must be unique): |
| Which of these early education funding entitlements do you intend to offer (please cross all that apply):  ‘Disadvantaged’ funded 2- year- old places (up to 15 hours per week)  Working parent entitlement funded 2- year- old places (up to 15 hours per week)  Universal 3- and 4-year-old places (up to 15 hours per week)  Working parent entitlement funded 3- & 4-year-old places (up to 30 hours per week)  From September 2024:  Under 2’s ( term after the child’s 9month birthday) working parent entitlement funding ( up to 15 hours per week)  Please indicate opening/expected term for funding start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **PART D: PLANNED PLACES** | | |
| How many funded places do you intend to offer under Governors powers:  (please state as part-time equivalents, where 15 hours a week = 1 pte place & 30 hours a week = 2pte)   * 3- and 4-year-olds: \_\_\_\_\_\_\_\_\_­\_ * ‘Disadvantaged’ Funded Two-year-olds: \_\_\_\_\_\_\_\_\_\_ * Working Parent Funded Two-year-olds: \_\_\_\_\_\_\_\_\_\_ * Working Parent Funded Under Twos \_\_\_\_\_\_\_\_\_\_\_   If offering additional paid for places, how many will you offer (in pte as defined above):  0–2-year-olds: \_\_\_\_\_\_\_\_\_­\_  2-year-olds: \_\_\_\_\_\_\_\_\_­\_  3-year-olds: \_\_\_\_\_\_\_\_\_­\_  4-year-olds: \_\_\_\_\_\_\_\_\_­\_  5–7-year-olds: \_\_\_\_\_\_\_\_\_­\_  The provision will run Term time only / or\_\_\_\_\_ weeks a year?  We appreciate that planned places may change according to demand and staffing. The above is to give us an idea of your capacity for sufficiency purposes and not taken as a commitment.  Please detail planned opening hours/days and session times:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

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| **DECLARATION:**  On behalf of the Early Years provider named in Part A of this application, I apply for inclusion within the Early Education Funding scheme.  I, (**insert your name**) ……………………………………………. as [*Governor / Headteacher /]* for and on behalf of the Early Years Setting (**insert name of setting) ….…………………………...………**  confirm as follows:   1. I have authority to sign this declaration on behalf of the above school. 2. I have read the Early Education Funding Terms and Conditions published on OCC’s website at <https://www.oxfordshire.gov.uk/cms/public-site/early-education-fund> and confirm that the provision meets all the requirements to be an Oxfordshire County Council “Approved Provider”; 3. I accept the Early Education Funding Terms and Conditions; and 4. The Early Years Education Funding will be utilised strictly in accordance with the Early Education Funding Terms and Conditions. 5. For childminders, I agree not to claim for my own children or those of any assistants employed by me, or for children related to me or to any assistants employed by me.   Signed\*: ………………………………….  Name: ……………………………………  Date: …………………………………….  **Data Protection Statement:**  The information provided on this form will be used by Oxfordshire County Council for the purpose of registration on the Early Education Funding Scheme and for administration and place planning purposes. This information may be shared with other departments within Oxfordshire County Council and the establishment address and telephone number will be published on Oxfordshire County Council provider lists and website at Oxfordshire’s Family Information Service (except for childminders operating on domestic premises when the Council will only publish limited address and contact details). |

# \*An electronic signature will be accepted