**2024-25**

**Guidance**

**Local Authority Funding Agreement**

This guidance is issued to support providers who wish to offer the Early Education entitlement to families in Norfolk.

For further enquiries, please email earlyyearsfinance@norfolk.gov.uk

In Norfolk, all providers are required to sign an annual agreement to offer Early Education funding to families. The agreement is based on the model agreement issued by the Department for Education (DfE).

The agreement consists of two documents –

* + Part A-D: [https://forms.office.com/e/w5fS4Ty4j2](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnewsupdate.norfolk.gov.uk%2Fc%2FAQiE3RUQ9ZQKGP-yhiwgs-LAAbWf4TaB1Gq44NcWHcVjHKDo8yFVoa1tZKJ-NaooJPug&data=05%7C02%7Cearlyyearsfinance%40norfolk.gov.uk%7C96c0ce9fd1f64c94532408dc758a84d6%7C1419177e57e04f0faff0fd61b549d10e%7C0%7C0%7C638514484997130823%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=ZTbq5qvokVgDUC4ozZWKny87DDVL8XBfVfW8BYdxMco%3D&reserved=0)
	+ Part E: [Agreement Content](https://www.schools.norfolk.gov.uk/media/14117/Local-Authority-Funding-Agreement-e/doc/2mlocal-authority-funding-agreement-e.docx?m=1701425154430) and web links

plus, the following additional provider policies (or combination) of –

* + [Charging Policy](https://www.schools.norfolk.gov.uk/media/13584/Charging-policy/doc/5sEY_Info_-_GUIDANCE_Policy_Charging.docx?m=1709104220057)
	+ [Sample Invoice](https://www.schools.norfolk.gov.uk/media/14031/Childcare-invoices/doc/52EY_Info_-_GUIDANCE_Policy_Invoice_Guidance.docx?m=1709104255443) issued to a Parent/Carer (**must** include the deduction of early education)
	+ [Admissions Policy](https://www.schools.norfolk.gov.uk/media/14047/Admissions-policy/doc/4aEY_Info_-_GUIDANCE_Policy_Admissions.docx?m=1709104187133)
	+ [Complaints Procedure](https://www.schools.norfolk.gov.uk/media/14043/Complaints-Procedure/doc/58EY_Info_-_GUIDANCE_Policy_Complaints.docx?m=1709104283187)
	+ SEND Policy (only if referenced in Admissions Policy)
	+ Signed Constitution (if applicable)

A provider may choose to combine policies for Early Education to reduce the admin burden, and therefore we expect the requirements to be stated in at least one policy which is written for and shared with families.

These documents should enable families to make an informed decision about their childcare arrangement and ability to pay additional fees **before** committing to a contract.

Please refer to the Documentation Section below for further guidance and information.

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| IMPORTANT |

**It is only necessary to re-submit the additional documents (all of them) when a current version is amended and must be checked for compliance** |

**Part A-D** must be completed via a forms.office.com template. There are a series of questions to answer which will be used to populate the agreement before it is returned.

* Part A: Your Provider Details
* Part B: Your Early Education Offer to Families
	+ Availability
	+ The Funding Entitlements
	+ Charges
* Part C: Documentation
* Part D: Declaration

**The Questions**

**Part A**

1. What is the name of your setting (Ofsted / Agency Provider Name)?
2. What is your settings address (please include your postcode)?
3. What is your Ofsted or Childminder Agency registration number?
4. What is your current Ofsted / Childminder Agency judgement?
5. What date was your inspection?
6. Is your setting registered with The Charity Commission?
7. What is your Charity number?
8. Please name your Chair
9. Please name your Secretary
10. Please name your Treasurer
11. Are these named contacts (Q8, Q9 and Q10) listed as Trustees with The Charity Commission?

**Part B**

1. Early Education can be claimed by families – TT / AYR / Either
2. Which days can a funding entitlement be claimed by families?
3. AUTUMN 2024  1 September to 31 December 2024 - How many weeks will you offer early education?
4. SPRING 2025  1 January to 31 March 2025 - How many weeks will you offer early education?
5. SUMMER 2025  1 April to 31 August 2025 - How many weeks will you offer early education?
6. TOTAL WEEKS  1 September 2024 to 31 August 2025 - How many weeks in total will you offer early education? (e.g. 48)
7. In months , what is the earliest age a child can access a funding entitlement?
8. Will this funding entitlement be offered to families?

Working parent - under 2's (families with a HMRC code)

1. Maximum number of places: How many places are available in the morning for children aged 2 and under?
2. Maximum number of places: How many places are available in the afternoon for children aged 2 and under?
3. Will these funding entitlements be offered to families?

2- year-old (families with a NEO eligibility code)
Working parent - 2- year-old (families with a HMRC code)

1. Maximum number of places: How many places are available in the morning for children aged between 2 and 3?
2. Maximum number of places: How many places are available in the afternoon for children aged between 2 and 3?
3. Will these funding entitlements be offered to families?

3- and 4- year-old universal
Working parent - 3- and 4- year-old (families with a HMRC code)

1. Maximum number of places: How many places are available in the morning for children aged 3 and 4?
2. Maximum number of places: How many places are available in the afternoon for children aged between 3 and 4?
3. Can families claim an entitlement over your lunch time period?
4. Are families charged a Consumable Charge?
5. What is your current Consumable Charge rate?
6. Do you offer fully funded places to families who are unable to pay a consumable charge?
7. How many fully funded places are available each day?
8. Are these fully funded places available at any time?
9. When are these places available?

**Part C**

1. When were your documents submitted to the Early Years Finance team for a compliance check?

**Part D**

1. Please provide the email address which should be used to return the signed agreement.
2. I agree to the above 4 Declaration Statements.
3. Name of person agreeing to the Declaration
4. Role of person agreeing to the Declaration
5. Declaration was agreed on

**Question 4: Ofsted Judgement**

Providers with an Ofsted judgement of “Requires Improvement” or “Inadequate” should contact the Early Years Finance team so that future funding arrangements can be confirmed **unless** it has been agreed that funding can be offered to families without seeking approval.

**Questions 7 to 11: Charity Information**

These questions will only be presented if Q6 is answered as YES.

**Questions 14 to 17: Number of weeks**

These questions collect the number of weeks that you will offer early education to families. The detail will be used to determine the maximum number of hours available for a “stretched” offer. (Less funded hours per week over more than 38 weeks)

Question 17 is the total sum of Q14, Q15 and Q16

**Questions 19, 22 and 25: Early Education offer available to families**

These questions confirm which entitlements families can claim funding with you. Remember that it is possible to claim funding for a lower age range where your admissions age means a child will be in their last claim before transitioning to the next. (Eg. Admission Age = 3, therefore 2- year funding can be claimed if the child is eligible)

**Questions 20, 21, 23, 24, 26 & 27: Maximum number of places**

These questions will only be presented if Q19, Q22 and/or Q25 is answered as YES.

Please enter the number of places that are available in the morning and/or afternoon for the age range.

**Questions 30 to 34: Consumable Charge**

These questions will only be presented if Q29 is answered as YES.

**Question 35: Documentation Submission**

Please refer to the Documentation Section below.

**Questions 36 to 40: Declaration**

The form template **must** be submitted by the person whose name appears on the Ofsted registration certificate, or a nominated person authorised to act on behalf of the childcare provider.

When submitting the form, the person is confirming / consenting to the following –

1. The conditions listed in Part E of the agreement will be met, and I understand that the Local Authority retains the right to amend or add to the conditions in response to changes to Statutory Guidance and Legislation;
2. The information detailed in Parts B and C will be updated and shared in accordance with the General Data Protection Regulations (GDPR) and the Funding Agreement requirements;
3. Where early years funding is claimed, consent will be sought via a Parent / Carer claim form and data will be collected / shared in accordance with the GDPR;
4. and I consent to early years information including child data being held securely and used in accordance with the GDPR and retained in line with the Norfolk County Council Record Retention Policy.

**Part E** is the agreement requirements with web links. Please ensure this is read before submitting the online form.

**What to do next, if …..**

* [I intend to RENEW my CURRENT AGREEMENT for the NEXT academic year](#INTEND)
* [I need to UPDATE my CURRENT AGREEMENT applicable to this academic year](#NEED)
* [I am a provider NOT currently offering Early Education](#NEW)

**Documentation**

The additional documents are required so that the Local Authority can be assured that the provider has systems in place to meet the [**statutory guidance**](https://www.gov.uk/government/publications/early-education-and-childcare--2) and funding agreement when offering the Early Education entitlement to families.

It is therefore important that as a minimum the required documentation clearly prove the following sections of the agreement are being met –

* + [Charging Policy](https://www.schools.norfolk.gov.uk/media/13584/Charging-policy/doc/5sEY_Info_-_GUIDANCE_Policy_Charging.docx?m=1709104220057) - [2.47] [2.48] [2.49] [2.52] [2.53] [2.54]
	+ [Sample Invoice](https://www.schools.norfolk.gov.uk/media/14031/Childcare-invoices/doc/52EY_Info_-_GUIDANCE_Policy_Invoice_Guidance.docx?m=1709104255443) - [2.53] [2.54]
	+ [Admissions Policy](https://www.schools.norfolk.gov.uk/media/14047/Admissions-policy/doc/4aEY_Info_-_GUIDANCE_Policy_Admissions.docx?m=1709104187133) - [2.14] [2.15] [2.25] [2.26] [2.27] [2.30] [2.31] [2.35] [2.37] [2.51]
	+ [Complaints Procedure](https://www.schools.norfolk.gov.uk/media/14043/Complaints-Procedure/doc/58EY_Info_-_GUIDANCE_Policy_Complaints.docx?m=1709104283187) - [2.65]

When submitted the Early Years Finance team will complete a compliance check. Providers will be notified where it is necessary to make any amendments as soon as possible.

Please ensure all policies are re-submitted if one policy has been updated. It is important that the Local Authority holds your current versions on file as these are a source of reference should we receive a complaint.

Points to remember when updating / creating your policy documents and sample invoice –

1. If you have referred to the statutory guidance in your policies, the current version is –

Early Education and Childcare Statutory Guidance for Local Authorities – **April 2024**

1. When reviewing / creating your policies, it is recommended that that you read the documentation issued on 28th July 2020 by the Competition and Markets Authority.  The advice is to assist businesses to comply with consumer law.  The links are -
* <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/904194/Open_letter_to_Nursery_and_Early_Years__settings.pdf>
* <https://www.gov.uk/government/publications/nursery-and-early-years-sector-covid-19-restrictions-and-consumer-law/nursery-and-early-years-sector-covid-19-restrictions-and-consumer-law-advice>
1. All parents, including disadvantaged families, must have fair access to a free place, which must be delivered completely free of charge. This is set out in paragraph A1.36 of the statutory guidance. A1.31 details the permissible charges.

The DfE clarification concerning consumable charges -

**What is allowed – consumables and additions:**

* Paragraph A1.30 of the statutory guidance is clear that government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers 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 additional services such as trips and specialist tuition.
* If a parent is unable to pay for consumables or if a parent wishes to provide their own, then the parent and provider can discuss alternative options. This could include allowing parents to supply their own meals or nappies or waiving or reducing the cost of meals and snacks.
* As set out in paragraph A1.33 of the guidance, such charges for consumables or additional services should not be made a condition of accessing a free place.

**What is not allowed:**

* Local authorities should ensure that providers do not charge parents “top-up” fees (any difference between a provider’s normal charge to parents and the funding they receive from the local authority to deliver free places).
* Core costs of running a business that delivers government-funded childcare are not consumables used by the child or additional services provided to the child. These include, but are not limited to, insurance, Ofsted registration, maintenance, business rates, training costs, rent and energy bills. These are core costs of running a business and we expect these to be covered by government funding and that parents should not be charged.

**What we expect when checking your policies?**

* Consumables are not described as items that are required by your business to enable children to learn and develop and to keep them healthy and safe or core business running costs
* The consumable charge to be given an alternative name
* Items which form part of the consumable charge are listed
* Alternative options where families are unable to pay for meals and consumables
* Details of fully funded sessions
* Criteria to receive a fully funded place if applicable
1. Pacey Members - Please remove the requirement to inform the Local Authority if attendances falls below 90%.
2. The sample invoice must be a completed version and shows how the funding entitlement is deducted to demonstrate that it has been received free.
3. To help, below is example wording that could be used in your policies (please copy and paste as needed and if highlighted in red / x, please delete / insert your own provider specific information).

The wording is based on meeting the agreement requirements , together with our knowledge of common issues raised in complaints we have received from families and to highlight the partnership working required to improve outcomes for children.

If you choose not to use the suggestions, your own narrative **must** satisfy the requirement as a minimum.

**Charging Policy**

**[2.47]**

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

**[2.48]**

The following fees apply when families claim a funded entitlement as part of childcare arrangement –

* Additional hours

Additional hours including those not funded by the local authority will be charged at the current hourly rate.

The current hourly / session rates are –

Insert fees

* Additional services

Charges for additional services such as trips will be agreed in advance with families.

* Cost of meals and snacks

Meals and snacks will be charged at £x

* Consumable Charge

Consumable Charge will be charged at £x

The consumable charge contributes towards the following £x

There are no charges for meals or snacks. Families must provide a packed lunch for their child attending during lunch.

If you are unable to pay these charges, please speak with x to discuss the alternative options available.

The alternative options include –

* Waiving or reducing costs
* Families to supply a packed lunch and snacks
* Families to supply toiletries and personal care products
* Where criteria is met, attending fully funded sessions between x and x
* Insert your own options

Other charges –

* Deposit – This fee is charged to secure a place at the setting. Add amount and details when fee will apply
* Retainer Fee – This fee will secure your child’s place where an extended absence is . Add amount and details when fee will apply
* Registration Fee – This fee is voluntary where families do not pay any for any additional hours. Add amount and details when fee will apply
* Late Payments – This fee will be charged when invoices are not paid within the payment terms and an outstanding balance remains on the account. Add amount and details when fee will apply
* Late Collection – This fee will be charged when children are not collected on time at the end of their session. Add amount and details when fee will apply

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place. Families wishing to terminate their childcare contract must provide 4 weeks’ notice in writing to x. Any funding entitlement claimed beyond the notice period is transferrable to your new childcare provider via the local authority where the funding criteria is met. Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare arrangement (contract).

Our fees are reviewed annually in January. Families will be given at least 6 weeks’ notice in writing to inform them of any change, and given the opportunity to discuss their options with x.

Where a time lapse has occurred between the point of enquiry and their child’s start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked / finalised before the childcare arrangement (contract) is formalised.

**[2.49]**

The funded entitlements will be delivered consistently so that all children accessing any of them will receive the same quality and access to provision, regardless of whether families opt to pay for optional hours, services, meals or consumables.

**[2.52] (if a deposit is not charged, please state this instead)**

A deposit of £0.00 will be charged to secure a place at this setting. For funded only children, the fee will be returned in full within 6 weeks following the first day of attendance for early education. Where families have agreed a contract for more hours than the early education entitlement, the deposit will be returned when the contract is terminated, and any outstanding fees have been paid in full.

The deposit will not be returned where a place is no longer required.

**[2.53]**

The entitlement place is offered free. Parents will not be charged a “top-up” fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

**[2.54] (if a registration is not charged, please state this instead)**

A registration fee of £0.00 is charged once a childcare place has been offered. This is voluntary for those families whose child(ren) only access a funding entitlement.

All families will be issued an invoice monthly in advance unless the balance equals zero. The payment term is within 10 days.

The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the childcare contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

**Admissions Policy**

**[2.14]**

As part of the registration process, parents/carers will be required to provide documentation to evidence their child’s date of birth. This is to confirm they have reached the eligible age for the funded entitlement. A copy will not be retained but may be requested again later by the Local Authority for audit or fraud investigation purposes.

**[2.15]**

Families accepting a 2-year-old funded place will be able to claim the entitlement until their child(ren) is/are eligible for either the 3- and 4-year-old funding universal entitlement or working parent entitlement.

**[2.25]**

Early Education is offered within the national parameters –

* no session to be longer than 10 hours
* no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
* not before 6.00am or after 8.00pm
* a maximum of two sites in a single day

**[2.26] (if fully funded sessions are not offered please remove)**

Early Education is offered to families x weeks of the year.

Funded hours can be claimed –

* Mon – max hours = x [enter times]
* Tues – max hours = x [enter times]
* Wed – max hours = x [enter times]
* Thur – max hours = x [enter times]
* Fri – max hours = x [enter times]

There are x fully funded places for families, these sessions are available –

* Mon – max hours = x [enter times]
* Tues – max hours = x [enter times]
* Wed – max hours = x [enter times]
* Thur – max hours = x [enter times]
* Fri – max hours = x [enter times]

These places are limited and will be offered to families who are unable to pay the consumable charge and are -

* receiving some form of government help
* insert your criteria

If you are unable to pay our charges, please speak with x to discuss the alternative options available.

Funding cannot be claimed during our lunch period.

**[2.27]**

The Admission and Charging Policies are issued to all families as part of the registration process. They are also available x.

**[2.30]**

We will work in partnership with parents, carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in their setting. Where required we will seek parent / carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.

Our setting has made a Flourish Pledge, which means we are working together with the local authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk.

**[2.31]**

To ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child’s overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.

**[2.35]**

We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements should include a clear approach to identifying and responding to SEND. This means we will -

* follow the requirements of the Early Years Foundation Stage Statutory Framework to provide an inclusive environment for all children and their families, together with the requirements to comply with the Equalities Act and the Special Educational Needs and Disability Code of Practice
* monitor and review children’s progress and development in partnership with families. Where a child appears to be behind expected levels of development or where a child’s progress gives cause for concern a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do & Review
* provide information to families on how their child’s development is being supported and in agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary
* utilise the SEN inclusion fund and Disability Access Fund to deliver effective support
* publish our contribution to the ‘SEN Local Offer’ in Norfolk. This is available on the Norfolk Community Directory and x to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN

**[2.37]**

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. This will be in partnership with families and consent will be sought prior to submitting a claim/application.

**[2.51]**

We will work with parents to ensure that as far as possible the hours/sessions that can be taken as funded provision are convenient for parents’ working hours.

**Complaints Policy**

**[2.65]**

Our Complaints Policy is issued to all families as part of the registration process. It is also available x.

Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the manager.

**Sample Invoice**

Invoices issued to families must be clear, transparent, and itemised. The document must allow families to see directly or easily calculate that they have received their child’s funded place (hours) completely free of charge and additional fees are listed. It is also expected that invoices and receipts contain the [providers full details](https://www.gov.uk/invoicing-and-taking-payment-from-customers/invoices-what-they-must-include).

When submitting your invoice, where possible please redact one that has been recently issued to a family where they have received the early education entitlement and additional hours.

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| Examples of how you could set out your invoice for early education

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| --- | --- | --- |
| Total Hours Attended 100Less Early Education Hours 75TOTAL to PAY 25 @ £4.00 | **or** | 100 Hours Attended £4.00 £400.0050 Hours Early Education -£4.00 -£200.00**TO PAY                                                        £200.00** |

If you charge families for any other services, this should be shown on your example too.

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| 12 Hot Lunches @ £2.00 £24.00Consumable Charge £10.00 |

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**I intend to RENEW my CURRENT AGREEMENT for the NEXT academic year.**

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| **AND** the additional documents (Part C) reflect current practice and these versions have been previously checked by the Early Years team for compliance.

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| ① | Read Part E |
| ② | Complete and submit by the deadline the online form - <https://forms.office.com/e/w5fS4Ty4j2> |

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| **OR** the required additional documents (Part C) **DO NOT** reflect current practice.

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| ① | Review and update documentation |
| ② | If applicable new version(s) is/are approved internally (e.g. by Committee or Governors) |
| ③ | Read Part E |
| ④ | Email ALL\* policy documents to earlyyearsfinance@norfolk.gov.uk |
| ⑤ | Complete and submit the online form - <https://forms.office.com/e/w5fS4Ty4j2> |
|  | ***\* Including those that have not been amended******Providers will be notified where it is necessary to make any amendments as soon as possible*** |

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**The funding agreement will be returned signed once any submitted documentation have been reviewed and verified as meeting the agreement criteria.**

**Please refer to the Early Years Finance Newsletters for deadline information.**

**I need to UPDATE my CURRENT AGREEMENT applicable to this academic year.**

**2023-24 Agreement**

Please submit a new version of [Part A-C](https://www.schools.norfolk.gov.uk/media/13813/Local-Authority-Funding-Agreement-a-c/doc/78Local_Authority_Funding_Agreement_PART_A-C.docx?m=1709104478587) to earlyyearsfinance@norfolk.gov.uk

**2024-25 Agreement**

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| **BECAUSE** the detail in Part A-D is incorrect.

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| ① | Read Part E | Complete and sign new funding agreement |
| ② | Complete and submit by the deadline the online form - <https://forms.office.com/e/w5fS4Ty4j2> | Email agreement to earlyyearsandchildcare@norfolk.gov.uk |

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| **OR** the additional documents (Part C) required **DO NOT** reflect current practice.

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| ① | Review and update documentation |
| ② | If applicable new version(s) is/are approved internally (e.g. by Committee or Governors) |
| ③ | Read Part E |
| ④ | Email ALL\* policy documents to earlyyearsfinance@norfolk.gov.uk |
| ⑤ | Complete and submit the online form - <https://forms.office.com/e/w5fS4Ty4j2> |
|  | ***\* Including those that have not been amended******Providers will be notified where it is necessary to make any amendments as soon as possible*** |

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**The funding agreement will be returned signed once any submitted documentation have been reviewed and verified as meeting the agreement criteria.**

**I am a provider NOT currently offering Early Education**

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| ① | Read Part E and the policy guidance for the additional documentation required* + [Charging Policy](https://www.schools.norfolk.gov.uk/media/13584/Charging-policy/doc/5sEY_Info_-_GUIDANCE_Policy_Charging.docx?m=1709104220057)
	+ [Sample Invoice](https://www.schools.norfolk.gov.uk/media/14031/Childcare-invoices/doc/52EY_Info_-_GUIDANCE_Policy_Invoice_Guidance.docx?m=1709104255443)
	+ [Admissions Policy](https://www.schools.norfolk.gov.uk/media/14047/Admissions-policy/doc/4aEY_Info_-_GUIDANCE_Policy_Admissions.docx?m=1709104187133)
	+ [Complaints Procedure](https://www.schools.norfolk.gov.uk/media/14043/Complaints-Procedure/doc/58EY_Info_-_GUIDANCE_Policy_Complaints.docx?m=1709104283187)
 |
| ② | Create / amend your existing documents ensuring that the content includes / meets the funding agreement requirements |
| ③ | If applicable new version(s) is/are approved internally (e.g. by Committee or Governors) |
| ④ | Email policy documents to earlyyearsfinance@norfolk.gov.uk |
| ⑤ | Complete and submit the online form - <https://forms.office.com/e/w5fS4Ty4j2> |

**IMPORTANT:*** Please check to determine if funding can be offered to families whilst your agreement and documentation is being checked
* It will not be possible to claim funding via the online portal until the agreement has been signed by a Local Authority representative and the required documents meet the criteria within the funding agreement
* The funding agreement will be returned signed once any submitted documentation have been reviewed and verified as meeting the agreement criteria
* Please allow at least six weeks for your documentation to be reviewed for compliance
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