

Meeting of the Early Years Working Group

Wednesday 11th November 2009
(3.00 pm, Training Room 2, Building 2 at NLBP)

<u>Attended</u>	Members:	Diana Rose (Kerem House, PVI Independent School)
		John Maxwell (Holly Park, Maintained Nursery Class)
		Liz Bartlett (Wingfield, Maintained Children's Centre)
		Perina Holness (Moss Hall, Maintained Nursery School)
		Sarah Mordecai (substitute for Anthea Aberly - Rosh Pinah, Maintained Nursery Class – Faith)
		Sarah Vipond (Middlesex Uni, PVI Full Day Care)
		Sharon Lee (FRS, PVI Setting)
	LA Officers:	Carol Beckman (School Funding Manager)
		Diane Lewis (Early Years Inspector)
		Duncan Beckman (BRSI Project Support Officer)
		Jill Smith (Locality Development Officer, West Network)
		Sheila Abbott (Early Years and Extended Services Manager)
		Stuart Gray (Principal Inspector, Chair)
	Clerk:	Claire Gray (School Resources Support Officer)
	Observer Status:	Elizabeth Pearson (Schools Forum member)
		Jodi McCallum (Schools Forum member)
		Lisa Barry (Barnet Pre-School Learning Alliance)

<u>Not Present</u>	Members:	Christine Read (All Saints N20, Maintained Nursery Class)
		Sarah Hargreaves (Extended Services Development Manager)
		Julie Paice (Senior Childminding Co-Ordinator, LBB)
		Marina Economides (Bright Sparks Nursery, PVI Sessional)
	LA Officers:	Zahid Parvez (Business Manager)
		Val White (Assistant Director, Children's Services)
		Stav Yiannou (BRSI Manager)

1. Apologies for Absence.		
1.1	Apologies were received from Marina Economides, Julie Paice, Christine Read, Sarah Hargreaves, Zahid Parvez and Stav Yiannou.	
2. Minutes of previous meeting – 1st July 2009.		
2.1	Agreed.	
3. Matters arising.		
3.1	SL suggested that as Elaine Rosenthal and Pauline Congdon are no longer EYWG members, additional PVI representation on the group is needed. However, any replacements for Elaine and Pauline must be drawn from and representative of PVI sessional providers. Initial nominees include Roz Levenson (Alonim Kindergarten) and Ruth Weiner (Alyth Kindergarten). Existing members will discuss representation and meeting arrangements with nominated individuals, and whether they will be willing to join EYWG. Any additional nominations for new PVI representatives should be forwarded to Claire Gray to co-ordinate.	<div>ALL</div> <div>CG</div>

4. Items for information		
4.1	<p>Operational update - Phase 1s</p> <p>SA provided a report (see Appendix I) advising of the locality group meetings that will be taking place during November and December with Phase 1 providers. These meetings continue to offer schools and settings operational and financial support.</p>	
4.2	<p>Phase 2s</p> <p>The report also summarises the BPSLA AGM and the issues raised by Phase 2 settings, which most particularly related to 'top up' fees. A number of PVI representatives have also requested a meeting with Chief Officers and Cabinet Members to express their views in person. The Director will liaise with a representative group of providers and will be arranging this meeting directly.</p> <p>CB recapped on the requirement that Free entitlement must be free at the point of delivery and presented a sample invoice (APPENDIX II), showing how invoices could be raised to ensure compliance with the Code of Practice. In order to provide additional support and financial advice in assessing costs and charges, SA and CB requested volunteers from a range of settings that would be willing to share information about their fee structure, so that alternative charging models can be examined. Phase 1 providers will also be asked for this information so that Phase 2 settings can gain from their experience. CG to contact members shortly to specify the financial information required. The following settings have volunteered to provide this information, but please advise CG if others are willing to participate: FRS Kindergarten, Kerem House, Middlesex University. BPSLA also advised that they will ask for a range of representatives from amongst their network to ensure a broad range of providers are included, particularly those that for various reasons may not be able to offer more than 15 hours or extra-curricular activities and services.</p> <p>An impact assessment will be carried out, with support available to examine revised fee structure options.</p>	<p>CG</p> <p>LB</p>
4.3	<p>Some members asked if the consultation could now be revisited in light of the issues raised and change the recommendations put forward to Schools Forum (and subsequently elected members). However, the majority of EYWG members recognised that the quantum of funding available could not change, and that timescales for implementation are a statutory requirement upon the LA and therefore cannot be delayed.</p>	
4.4	<p>Report to Cabinet Resources Committee</p> <p>CB advised that the proposals put forward by the EYWG at their last meeting have now been endorsed by the Schools Forum. A full Cabinet Resources Committee report detailing the proposals is now being finalised, and will be put before the committee at their meeting in January 2010 for full council approval.</p>	
4.5	<p>DCSF Consultation on the Code of Practice</p> <p>SA advised that a working group of representatives have met to discuss this consultation, and the LAs response will be submitted shortly. However, it is recommended that EYWG members and other interested parties respond individually to express their views on the issues raised.</p>	

5. Discussion items		
5.1	<p>SEYFF implementation</p> <p>Appendix III shows the presentation that CG used to explain the data collection and submission cycle and examples of the funding reports that might be used once the EY funding formula comes into effect, demonstrating how and when indicative budgets would be updated in-year and when payments would be made (this affects PVI providers, as schools will continue on current payment options).</p> <p>Members sought clarification on which qualifications would trigger the relevant supplement. These are NPQH (completed or in progress) for maintained nursery schools/nursery classes in schools, NPQICL (completed or in progress) for Children's Centres, and EYPS (completed or in progress) of the leader or deputy in PVI settings.</p> <p>Further discussions also revolved around in-year adjustments to flexibility levels; the original proposal was to determine flexibility at the beginning of the financial year, and this would remain unchanged. However, members felt that flexibility might change at the beginning of the academic year, and that this should be reflected in any adjustments. This proposal to adjust agreed flexibility levels in-year will now be implemented in the final proposals.</p> <p>Exemplar adjustments forms were also shown and optional adjustments were also discussed. It was agreed that Phase 1 settings should complete adjustment forms if they wished to advise of any changes to patterns of children's attendance, late arrivals or leavers; this would enable funding allocations to be corrected at the time of the next payment (January 2010). However, Phase 2 settings could also submit optional adjustment forms so that an accurate picture of pupil numbers can be obtained for use in the estimated 2010/11 funding allocations.</p>	
6. Any other business.		
6.1	<p>Dates of future meetings</p> <p>Wednesday 17th March 2010 3pm Venue: TBC</p>	

APPENDIX I

Extending the free entitlement EYWG Operational update – 11 November 2009

The Team continue to give individual schools and settings operational and financial support. Locality group meetings are being scheduled for November and December. Clair Gray will come to the meetings as financial support might be needed.

Attendance at the BPSLA's AGM

Officers attended the AGM of the Barnet Pre-School Learning Alliance to explain the extension to the free entitlement to all PVI's in Barnet, to present a Phase 1 summary and to introduce Phase 2 settings into the project. The presentation was met with many questions and strong opinion. Members were asked to write their issues and questions down, so that they could be collated and returned to the senior officers at Barnet Council.

Many of the issues were centred on the practice of "top up" fees. There was also a high demand from PVI's to meet with senior Barnet Council officers and Cabinet Members, to put their opinions across to "decision makers".

The Director has been informed of this and will be considering his response.

Note: Of approximately 40 PVI's represented at the AGM, only 16 members gave any response. This could indicate that half of Barnet's PVI's were prepared to try and work with the system in the first instance.

PVI Network meetings

A similar presentation has been given at 2 of the PVI network meetings. The response has been very similar, with issues returned to Barnet mostly concerning funding rates and requests for a meeting with senior council officers.

Meeting with the Director of Barnet Children's Service – Robert McCulloch-Graham

Sheila Abbott, Diane Lewis and Carol Beckman met with the Director after a number of letters have been sent in by PVI's. They looked at the Code of Practice to see if there was any flexibility in the guidance. This resulted in the group agreeing that the practice of "top up" fees was not one that could be allowed to continue if settings claimed the NEF. Barnet Council are responsible for providing free, unconditional childcare to its families. Barnet Council appreciated it might run the risk of losing some settings from the NEF but could not justify moving from such specific guidance.

The Director of Children's Services said he was very willing to meet with a representative group of providers.

Carol and Sheila presented a charging model for consideration that might go some way to resolving the difficulties. However they expressed a wish to model this with "real" providers.

Phase 2

We are currently arranging schools and settings into locality groupings and arranging meetings with them in January.

APPENDIX II

Putting the Community First

Free Entitlement

www.barnet.gov.uk

Putting the Community First

Parental Entitlement

The Code of Practice 2006 states:

- 12½ hours of early education, 38 weeks per year
 - ◆ No monetary value
- Must not be charged for directly or indirectly
 - ◆ No co-fees
 - ◆ Not used as a levy towards fees

www.barnet.gov.uk

Putting the Community First

Leaflet for parents

‘Gave us to 15 hours per week for up to 38 weeks per year towards your child’s early years education’

- Issued January 2009
- 3000 printed
- Currently being updated
- Available in libraries, settings, FYI

www.barnet.gov.uk

Putting the Community First

Provider agreement with LA

- To follow the Government’s Code of Practice
- To follow Barnet’s Policies and Procedures

www.barnet.gov.uk

Putting the Community First

Government changes for 2010

- Single Early Years Funding Formula to be implemented from April 2010
 - ◆ Beginning of financial year that ends in April of academic year
- Universal entitlement to 15 hours from September 2010

www.barnet.gov.uk

Putting the Community First

Charging

- Free entitlement must be free at the point of delivery
 - ◆ Parent cannot be charged in advance and reimbursed
 - ◆ No monetary subsidy on bill
- All additional charges set to be voluntary
 - ◆ Charged at whatever price the setting and parent agree

www.barnet.gov.uk

Putting the Community First

Remainings usable within the Code of Practice

- Different settings have varying:
 - ◆ Number of paid sessions taken up
 - ◆ Age of child (affecting staffing ratio)
 - ◆ Time of day child attends
- Additional charges for non-core baby and toddler
- Voluntary contributions (common in maintained schools)

www.barnet.gov.uk

Putting the Community First

Example

- Setting claims £4 per hour for free entitlement
- Paid charge for full day paid care is £5 per hour
- Paid charge for less paid hours is £8 per hour
- Parents pay same as now and total income to setting is the same.

www.barnet.gov.uk

A street in Barnet
Postcode

Weekly INVOICE

INVOICE #100
DATE: NOVEMBER 18, 2009

FOR:
James Smith (dob 29 Dec 2005)

[illegible]

Note: All parents automatically become members of the 'Friends of XYZ Nursery' which raises money for charitable causes and also supports the nursery to provide extras not covered by the nursery's fees. Please help us by responding generously to their fund raising appeals.

Fee rates for paid hours
15-20 hours per week - £6 per hour
15 hours per week or less - £8 per hour

Please make all cheques payable to XYZ Nursery
Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

Thank you for your business!

Operation of the Single Early Years Funding Formula

EYWG briefing

11th November 2009

Claire Gray & Carol Beckman

www.barnet.gov.uk

Annual timetable

January 2010

Providers

- Spring term pupil data collection (PLASC/NEF claims)

Name

Date of Birth

Home address (incl. full postcode)

Admission date

Hours of attendance

Weeks per term

BRSI/Funding Team

Flexibility levels

Qualifications data/staff survey

Spring term payments made (current scheme)

March 2010

- Estimated SEYFF annual budget calculated and issued
- Pupil numbers used
 - Actual Summer 2009
 - Actual Autumn 2009
 - Claimed Spring 2010
- Basic Entitlement
 - Pupil numbers x weeks per term/38
- Deprivation
 - IDACI score of Spring 2010 pupils and setting
- Flexibility
 - Level agreed with BRSI
- Qualifications
 - CWDC recognised qualifications

March 2010 – EY funding estimate

Single Early Years Funding Formula 2010/11 Estimated annual budget									
Sample Nursery			This Term's Total Funding £42,773.18						
Setting URN: 123456			Weeks 14		Weeks 12		Weeks 12		

Estimated Funding Allocation									
Funding (Hours)		Hourly Rate (£)	Summer 2010		Autumn 2010		Spring 2011		Total (£)
			Hours	Estimated allocation	Hours	Estimated allocation	Hours	Estimated allocation	
Free Entitlement (12.5 hours)		3.588	2,040.00	9,472.32	2,244.00	8,051.47	2,408.40	8,850.02	20,380.41
Free Entitlement Extension (2.5 hours)		3.588	-	-	500.00	1,794.00	550.00	1,973.40	3,767.40
Supplements	Data	Annual Rate (£)	Headcount		Headcount		Headcount		
Basic Entitlement		100.00	21	773.68	18	563.68	20	620.05	1,957.42
Deprivation Score (IDACI)	0.43	400.00	21	3094.74	18	2264.74	20	2480.21	7,829.68
Flexibility (Level)	2	95.00	21	735.00	18	535.50	20	589.05	1,859.55
Qualifications		50.00	21	386.84	18	281.84	20	310.03	978.71
Sub-totals				14462.58		13481.24		14829.36	42773.18
Adjustments (see below)				0.00	(a)	0.00	(b)	0.00	0.00
ADJUSTED TOTAL DUE				14462.58		13481.24		14829.36	42,773.18
							End of Year adjustment		0.00
							Estimated Annual Funding		42,773.18

Termly adjusted Allocation									
Adjusted Funding (Hours)		Hourly Rate (£)	Spring 2010		Summer 2010		Autumn 2010		Total (£)
			Hours	Actual allocation	Hours	Actual allocation	Hours	Actual allocation	
Free Entitlement (12.5 hours)		3.588		-		-		-	0.00
Free Entitlement Extension (2.5 hours)		3.588		-		-		-	0.00
Adjusted Supplements	Data	Annual Rate (£)	Headcount		Headcount		Headcount		
Basic Entitlement		100.00		0.00		0.00		0.00	0.00
Deprivation Score (IDACI)	0.43	400.00		0.00		0.00		0.00	0.00
Flexibility (Level)	2	95.00		0.00		0.00		0.00	0.00
Qualifications		50.00		0.00		0.00		0.00	0.00
Actual Termly sub-total				0.00		0.00		0.00	0.00
Adjustment amount				(a)		(b)		(Final)	
							1st term payment due		14,462.58

May 2010

Providers

- Summer term pupil data collection (EY census submissions)

Name

Date of Birth

Home address (incl. full postcode)

Admission date

Hours of attendance

Weeks per term+

June 2010

- Revised SEYFF annual budget calculated and issued

Pupil numbers used

Claimed Summer 2010

Actual Autumn 2009

Claimed and adjusted Spring 2010

Basic Entitlement

Pupil numbers as above x weeks per term/38

Deprivation

IDACI score of Spring 2010 pupils and setting

Flexibility

Level agreed with BRSI

Qualifications

CWDC recognised qualifications

June 2010 – EY adjusted estimate

Single Early Years Funding Formula 2010/11 Estimated annual budget										
Sample Nursery			Weeks 14		Weeks 12		Weeks 12			This Term's Total Funding £40,675.34
Setting URN: 123456										

Estimated Funding Allocation									
Funding (Hours)		Hourly Rate (£)	Summer 2010		Autumn 2010		Spring 2011		Total (£)
			Hours	Estimated allocation	Hours	Estimated allocation	Hours	Estimated allocation	
Free Entitlement (12.5 hours)		3.588	2,640.00	9,472.32	2,244.00	8,051.47	2,468.40	8,856.62	26,380.41
Free Entitlement Extension (2.5 hours)		3.588	-	-	500.00	1,794.00	550.00	1,973.40	3,767.40
Supplements	Data	Annual Rate (£)	Headcount		Headcount		Headcount		
Basic Entitlement		100.00	21	773.68	18	563.68	20	620.05	1,957.42
Deprivation Score (IDACI)	0.43	400.00	21	3094.74	18	2254.74	20	2480.21	7,829.68
Flexibility (Level)	2	95.00	21	735.00	18	535.50	20	589.05	1,859.55
Qualifications		50.00	21	386.84	18	281.84	20	310.03	978.71
Sub-totals				14462.58		13481.24		14829.36	42773.18
Adjustments (see below)				0.00	(a)	-2097.84	(b)	0.00	
ADJUSTED TOTAL DUE				14462.58		11383.40		14829.36	40,675.34
							End of Year adjustment		0.00
							Estimated Annual Funding		40,675.34

Termly adjusted Allocation									
Adjusted Funding (Hours)		Hourly Rate (£)	Spring 2010		Summer 2010		Autumn 2010		Total (£)
			Hours	Actual allocation	Hours	Actual allocation	Hours	Actual allocation	
Free Entitlement (12.5 hours)		3.588	2,290.00	8,216.52		-		-	8,216.52
Free Entitlement Extension (2.5 hours)		3.588	-	-		-		-	0.00
Adjusted Supplements	Data	Annual Rate (£)	Headcount		Headcount		Headcount		
Basic Entitlement		100.00	19	700.00		0.00		0.00	700.00
Deprivation Score (IDACI)	0.43	400.00	19	2800.00		0.00		0.00	2,800.00
Flexibility (Level)	2	95.00	19	665.00		0.00		0.00	665.00
Qualifications		50.00	19	350.00		0.00		0.00	350.00
Actual Termly sub-total				12731.52		0.00		0.00	12731.52
Adjustment amount			(a)	-2097.84	(b)		(Final)		
							1st & 2nd term payments total		25,845.98

October 2010

Providers

- Autumn term pupil data collection (EY census submissions)

Name

Date of Birth

Home address (incl. full postcode)

Admission date

Hours of attendance

Weeks per term

November 2010

- Revised SEYFF annual budget calculated and issued

Pupil numbers used

Claimed and adjusted Summer 2010

Claimed Autumn 2010

Claimed and adjusted Spring 2010

Basic Entitlement

Pupil numbers as above x weeks per term/38

Deprivation

IDACI score of Spring 2010 pupils and setting

Flexibility

Level agreed with BRSI

Qualifications

CWDC recognised qualifications

November 2010 – EY adjusted estimate

Single Early Years Funding Formula 2010/11 Estimated annual budget									
Sample Nursery			Weeks		Weeks		Weeks		This Term's Total Funding
Setting URN: 123456			14		12		12		£40,093.28

Estimated Funding Allocation									
Funding (Hours)		Hourly Rate (£)	Summer 2010		Autumn 2010		Spring 2011		Total (£)
			Hours	Estimated allocation	Hours	Estimated allocation	Hours	Estimated allocation	
Free Entitlement (12.5 hours)		3.588	2,640.00	9,472.32	2,244.00	8,051.47	2,468.40	8,856.62	26,380.41
Free Entitlement Extension (2.5 hours)		3.588	-	-	500.00	1,794.00	550.00	1,973.40	3,767.40
Supplements	Data	Annual Rate (£)	Headcount		Headcount		Headcount		
Basic Entitlement		100.00	21	773.68	18	563.68	20	620.05	1,957.42
Deprivation Score (IDACI)	0.43	400.00	21	3094.74	18	2254.74	20	2480.21	7,829.68
Flexibility (Level)	2	95.00	21	735.00	18	535.50	20	589.05	1,859.55
Qualifications		50.00	21	386.84	18	281.84	20	310.03	978.71
Sub-totals				14462.58		13481.24		14829.36	42773.18
Adjustments (see below)				0.00	(a)	-2097.84	(b)	-582.06	
ADJUSTED TOTAL DUE				14462.58		11383.40		14247.30	40,093.28
							Final adjustment		0.00
							Estimated Annual Funding		40,093.28

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Termly adjusted Allocation									
Adjusted Funding (Hours)		Hourly Rate (£)	Spring 2010		Summer 2010		Autumn 2010		Total (£)
			Hours	Actual allocation	Hours	Actual allocation	Hours	Actual allocation	
Free Entitlement (12.5 hours)		3.588	2,290.00	8,216.52	2,290.00	8,216.52		-	16,433.04
Free Entitlement Extension (2.5 hours)		3.588	-	-	500.00	1,794.00		-	1,794.00
Adjusted Supplements	Data	Annual Rate (£)	Headcount		Headcount		Headcount		
Basic Entitlement		100.00	19	700.00	19	600.00		0.00	1,300.00
Deprivation Score (IDACI)	0.43	400.00	19	2800.00	19	2400.00		0.00	5,200.00
Flexibility (Level)	2	95.00	19	665.00	19	570.00		0.00	1,235.00
Qualifications		50.00	19	350.00	19	300.00		0.00	650.00
Actual Termly sub-total				12731.52		13880.52		0.00	26612.04
Adjustment amount				(a)	-2097.84	(b)	-582.06	(Final)	0.00
							1st, 2nd & 3rd term payments due		40,093.28

January 2011

Providers

- Spring term pupil data collection (PLASC/NEF claims)

Name

Date of Birth

Home address (incl. full postcode)

Admission date

Hours of attendance

Weeks per term

BRSI/Funding Team

Flexibility levels

Qualifications data/staff survey

March 2011

- End of Year SEYFF annual budget calculated and issued

Pupil numbers used

Claimed and adjusted Summer 2010

Claimed and adjusted Autumn 2010

Claimed Spring 2011

Basic Entitlement

Pupil numbers as above x weeks per term/38

Deprivation

IDACI score of Spring 2010 pupils and setting

Flexibility

Level agreed with BRSI

Qualifications

CWDC recognised qualifications

March 2011 – End of Year EY adjusted estimate

Single Early Years Funding Formula 2010/11 Estimated annual budget									
Sample Nursery			This Term's Total Funding £42,104.66						
Setting URN: 123456		Weeks 14		Weeks 12		Weeks 12			

Estimated Funding Allocation									
Funding (Hours)		Hourly Rate (£)	Summer 2010		Autumn 2010		Spring 2011		Total (£)
			Hours	Estimated allocation	Hours	Estimated allocation	Hours	Estimated allocation	
Free Entitlement (12.5 hours)		3.588	2,640.00	9,472.32	2,244.00	8,051.47	2,468.40	8,856.62	26,380.41
Free Entitlement Extension (2.5 hours)		3.588	-	-	500.00	1,794.00	550.00	1,973.40	3,767.40
Supplements	Data	Annual Rate (£)	Headcount		Headcount		Headcount		
Basic Entitlement		100.00	21	773.68	18	563.68	20	620.05	1,957.41
Deprivation Score (IDACI)	0.43	400.00	21	3094.74	18	2254.74	20	2480.21	7,829.69
Flexibility (Level)	2	95.00	21	735.00	18	535.50	20	589.05	1,859.55
Qualifications		50.00	21	386.84	18	281.84	20	310.03	978.71
Sub-totals				14462.58		13481.24		14829.36	42773.18
Adjustments (see below)				0.00	(a)	-2097.84	(b)	-582.06	
ADJUSTED TOTAL DUE				14462.58		11383.40		14247.30	40,093.28
								Final adjustment	2,011.39
								Final Annual Funding	42,104.66

Termly adjusted Allocation									
Adjusted Funding (Hours)		Hourly Rate (£)	Spring 2010		Summer 2010		Autumn 2010		Total (£)
			Hours	Actual allocation	Hours	Actual allocation	Hours	Actual allocation	
Free Entitlement (12.5 hours)		3.588	2,290.00	8,216.52	2,290.00	8,216.52	2,519.00	9,038.17	25,471.21
Free Entitlement Extension (2.5 hours)		3.588	-	-	500.00	1,794.00	550.00	1,973.40	3,767.40
Adjusted Supplements	Data	Annual Rate (£)	Headcount		Headcount		Headcount		
Basic Entitlement		100.00	19	700.00	19	600.00	22	694.74	1,994.74
Deprivation Score (IDACI)	0.43	400.00	19	2800.00	19	2400.00	22	2778.95	7,978.95
Flexibility (Level)	2	95.00	19	665.00	19	570.00	22	660.00	1,895.00
Qualifications		50.00	19	350.00	19	300.00	22	347.37	997.37
Actual Termly sub-total				12731.52		13880.52		15492.62	42104.66
Adjustment amount			(a)	-2097.84	(b)	-582.06	(Final)	2011.39	
								Total payments due	42,104.66

March 2011

- Estimated 2011/12 SEYFF annual budget calculated and issued
- Pupil numbers used
 - Actual Summer 2010
 - Actual Autumn 2010
 - Claimed Spring 2011
- Basic Entitlement
 - Pupil numbers as above x weeks per term/38
- Deprivation
 - IDACI score of Spring 2011 pupils and setting
- Flexibility
 - Level agreed with BRSI
- Qualifications
 - CWDC recognised qualifications

Payment schedules

February 2010

Spring 2010 claims paid

+/- Adjustments to Autumn 2009 claims

April 2010

Summer term SEYFF allocation paid

September 2010

Autumn term SEYFF allocation paid

October 2010

+/- Adjustments to Summer term payment

January 2011

Spring term SEYFF allocation paid

+/- Adjustments to Autumn term payment

March 2011

=/- End of Year Adjustments to Spring term payment

Adjustment claims

BARNET NEF MID TERM ADJUSTMENT				
LATE ARRIVAL TO SETTING				
Setting Name		Setting URN		Term
Childs First Name			Attendance	Claim
Childs Surname		Sessions		
Date of Birth		Hours		
Gender		Weeks		
S.E.N Code		Amount		£ -
Ethnicity Code				
Child's Full Address				
Postcode				
Notes:				

I declare that the details I have given are correct. I acknowledge that should any of the details be found to be incorrect I shall cooperate fully with the London Borough of Barnet to rectify any issues.

Adjustment claims (2)

BARNET NEF ADJUSTMENT FORM Session Change				
Setting Name		Setting URN		Term (e.g Spring 09)
Child's Full Name	DOB	Increase/Decrease Sessions	Weeks	Adjustment Amount
				£0.00
Reason:				
Child's Full Name	DOB	Increase/Decrease Sessions	Weeks	Adjustment Amount
				£0.00
Reason:				
Child's Full Name	DOB	Increase/Decrease Sessions	Weeks	Adjustment Amount
				£0.00
Reason:				
Child's Full Name	DOB	Increase/Decrease Sessions	Weeks	Adjustment Amount
				£0.00
Reason:				
Total Adjustment				£0.00
I declare that the details I have given are correct. I acknowledge that should any of the details be found to be incorrect I shall cooperate fully with the London Borough of Barnet to rectify any issues.				

Adjustment claims (3)

To complete your claim please use the boxes below

BARNET NEF ADJUSTMENT FORM				
Left Setting				
Setting Name		URN	Term (e.g Spring 09)	
Child's Full Name	DOB	Sessions Claimed	Weeks absent	Adjustment Amount
				£0.00
Reason:				
Child's Full Name	DOB	Sessions Claimed	Weeks absent	Adjustment Amount
				£0.00
Reason:				
Child's Full Name	DOB	Sessions Claimed	Weeks absent	Adjustment Amount
				£0.00
Reason:				
Child's Full Name	DOB	Sessions Claimed	Weeks absent	Adjustment Amount
				£0.00
Reason:				
Total Adjustment				£0.00