Guide to completing Early Year Pre-Headcount and Headcount (UPDATED 26 JUNE 2019)

We have listened to providers at the Summer briefings to make some changes to the Pre-Headcount.

Remember any errors in the pre-Headcount can be addressed in the Headcount (see dates below) but your Headcount is your **funding claim** so:

- All children you wish to claim for must include full information i.e. <u>correct DOB and all Universal and Extended fields completed</u>.
- If you fail to include the correct or a validated 30-hour code, then no extended hours can be funded for this term.
- If you include an end date or start dates, we will use these and reduce funding accordingly.
- We will use the version on the Newcastle Support Directory (or for schools on the L Drive) submitted upto the deadline. If a newer version is updated later without email / written agreement from our team you need to be aware <u>this will not be used</u>.
- Where there are extenuating circumstances ensure you have agreement in writing to confirm who agreed an exception for any claims.

Payments and breakdowns and headcount dates

<u>Autumn Term 2019</u>

- Pre-headcount available to download – **1 July 2019**
- Pre-headcount submission - **12 July 2019**
- Payment 1 - **2 September 2019**
- Breakdown email - **6 September 2019**
- Headcount available to download – **Mon 23 September 2019**
- Autumn Census / Headcount 1st Thurs in Oct – **3 Oct 2019**
- Headcount / Census submission date **Fri 4 October 2019**
- Payment 2 – **11 November 2019**
- Breakdown email – **15 November 2019**

<u>Spring Term 2020</u>

- Pre-headcount available to download – **2 December 2019**
- Pre-headcount submission - **13 December 2019**
- Payment 1 - **6 January 2020**
- Breakdown email - **10 January 2020**
- Headcount available to download – **Mon 6 January 2020**
- Spring Census / Headcount 3rd Thurs in Jan– **16 Jan 2020**
- Headcount / Census submission date **Fri 17 January 2020**
- Payment 2 – **2 March 2020**
- Breakdown email – **6 March 2020**

CHANGES as requested from Providers for AUTUMN Pre-Headcount and Headcount

a) We have moved the hours fields (including end and start dates) to earlier on in the spreadsheet (i.e. after Child name, DOB and Gender)
b) We have included guidance on how you can freeze pains as some settings would like to do this (see later)
c) We can offer an alternative of a blank pre-Headcount for settings who would prefer this for instance who have significant change in child population AND we can work with schools who use SIMs to help download information in the correct format.
d) We have pre-populated the spreadsheet based on last terms Headcount, but we have removed all five-year-olds and children who have accepted a reception place (but left in reception age children who were not a direct match – <u>pale blue</u>), we have added all new two-year-olds (highlighted in <u>pale yellow</u>), we have included children who you have checked a 30-hour code for on the Wizard (<u>pale orange</u> - only add hours if they have confirmed attendance)
e) If you put no hours in for any child, we will presume they are not attending, and we will remove them from future spreadsheets.
f) You can use the paste function for most of the information into the headcount but not the fields which are locked i.e. you cannot paste into total funded hours fields and EYPP results field.
g) <u>You can drag to autofill all fields i.e. if every child is claiming 15 hours, but we recommend doing so with care, to avoid errors.</u>

Pre-populated Pre-Headcounts / Headcounts will be uploaded to the Support Directory or in the L Drive for schools.

The first time you open it, you may be asked to enable editing, select yes. We recommend you save it to a secure place and name the document including date or even time (Hotpsur Primary 010719-4pm). When uploading via Support Directory or L Drive that open this version and check it is correct. We will use the version you upload by the return deadline and will not check for later versions unless you get agreement from us to do so.

Many fields have been set so you can only enter data in specific format. See the descriptors for each field below in **<mark>yellow, bold and underlined to explain</mark>**. So please refer to this guidance and make sure you complete <u>all</u> the essential fields.

Headcount /pre-Headcounts are pre-populated where possible, but it is essential that you ensure this is the correct version and all children's information is included. We remove all hours data, so you must include this. You must add any new children and enter leave / start dates for any children who leave / start this term. **If you have problems with the return, then email 30hours@newcastle.gov.uk or ring 0191 277 4674.**

Below is an example of your new Headcount form. You must return this correctly as explained in this guidance. Schools return via the L Drive and PVI providers via the Newcastle Support Directory. **<u>If you do not complete correctly your setting will not be funded for this term.</u>**

DFE Number	Setting	Surname	Forename	DOB (dd/mm/yyyy)	Gender	Total funded hours / week	Universal Funded hours (between 0 and 15)	Extended Funded hours (between 0 and 15)	Total Hours per Week	Stretch / Term time (S or TT/blank)	Start Date	End Date
3471	Archbishop Runcie C of E First School	Smith	Ed	25/11/2015	F	0						
3471	Archbishop Runcie C of E First School					0						

30-hour code	Ethnicity	SEN	House No	Street Name	Postcode	Parent surname	Parent forename	DOB (dd/mm/yyyy)	NI or NASS no/	Parent surname	Parent forename	Parent DOB (dd/mm/yyyy)	National Insurance or NASS no	DLA (Y or N)	LAC (Y or N)	EYPP Result	Notes - only use if essential
50037950525																	

Child Details

We require you to provide child level data for all <u>funded</u> two-, three-and-four-year-olds in your care. <u>It is essential that the data you provide is correct and full.</u> This data will be used to inform our funding from the Government, your payments each term including deprivation (annual) and EYPP (termly) and for child's education records with the council.

<u>Surname</u>: Full legal surname*

<u>Forename</u>: In full*, not shortened or familiar versions, for example Charles not Charlie.

<u>DOB (date of birth)</u>: In the following format DD/MM/YYYY*. **<mark>You will not be able to enter in the wrong format or range!</mark>**

*It is the providers responsibility to check this is correct for instance from a legal document such as a birth certificate or passport.

<u>Gender</u>:

Category	Code
Male	M
Female	F
Indeterminate; unable to be classified as either male or female	Blank field

Attendance Data

This is the area which causes most problems, so we remove the hours each term and ask you to re-input correctly each time. You must only record hours that they are using with your setting, **do not record hours attended elsewhere.**

Total Funded hours per week: <mark>You can no longer fill this field in</mark>. This is auto-filled based on the following two questions:

Universal funded hours: Use this to record the first 15 hours (less if stretched*) i.e. the hours for all two-year-olds and all three-and-four-year-olds only eligible for 15 hours, or the first 15 if they are eligible for 30hours <mark>You can only type numbers between 0 and 15 in this column</mark>

Extended funded hours: Use this to record the second 15 hours (less if stretched*) only if there is a valid and validated 30-hour code (remember all codes need to be validated on the Wizard (all previous codes have been added). **You can only fill this field in if you have provided an 11 digit 30-hour code.** <mark>You can only type numbers between 0 and 15 in this two column</mark>

Total hours per week: The total number of hours attending your setting per week.

Stretch / Term time (S or TT / blank): Please let us know if the child is attending for more than 38 i.e. stretched across the full the year. By recording S in this column and a figure less than 15 hours in the universal or extended column. **You can also leave blank to mean you are claiming term time only.** <mark>You can only type S orr TT in this field or leave blank</mark>

Start Date: if the child is starting at your provision or has been assessed as eligible for funding part way through a term please let us know the funding start date. <mark>Correct date format is required</mark>

End Date: if the child is leaving before the end of term let us know their leaving date. <mark>Correct date format is required</mark>

30-hour code: If you have entered hours in the extended hours field you must enter a code. <mark>You can only enter an 11-digit code in this field</mark>

Ethnicity: Using the codes on the next page you are asked to record ethnic origin according to how the parent(s) describe the child's ethnicity and not as you perceive the child. Information on the ethnicity of recipients of funded EY places will be used to monitor inclusion strategies and other government and local initiatives.

The collection of ethnicity data from parents is not mandatory and parents are not obliged to provide this data if they do not wish to do so. The value of 'NOBT' (Not obtained) should be used if this information has not been collected. If parents have refused to provide the information then code 'REFU' (did not wish to be recorded) should be used.

SEN: A blank record will be taken to mean N for no SEN, but you must record for other child as below i.e. education, health and care (EHC) or 'SEN support' category as described in the code of practice as part of this regular review.

Category	Code
No special educational need	N or blank field
Education, health and care plan	E
SEN support	K

House no., Street name and Postcode: The address information we require relates to the child, **failure to included postcode causes us problems in identifying duplicate children attending multiple settings.** We require:

- house number: the house name or number, or where the home is a flat the flat number and building name or number.
- street name <mark>You will now be prompted to put in a postcode for every child</mark>
- **full postcode**

Disability Living Allowance (DLA) or Looked after child (LAC): <mark>You can only record Y or N</mark> for these fields which are used to support additional funding or for evidence for instance when looking at annual DAF payments – though we may request more evidence later.

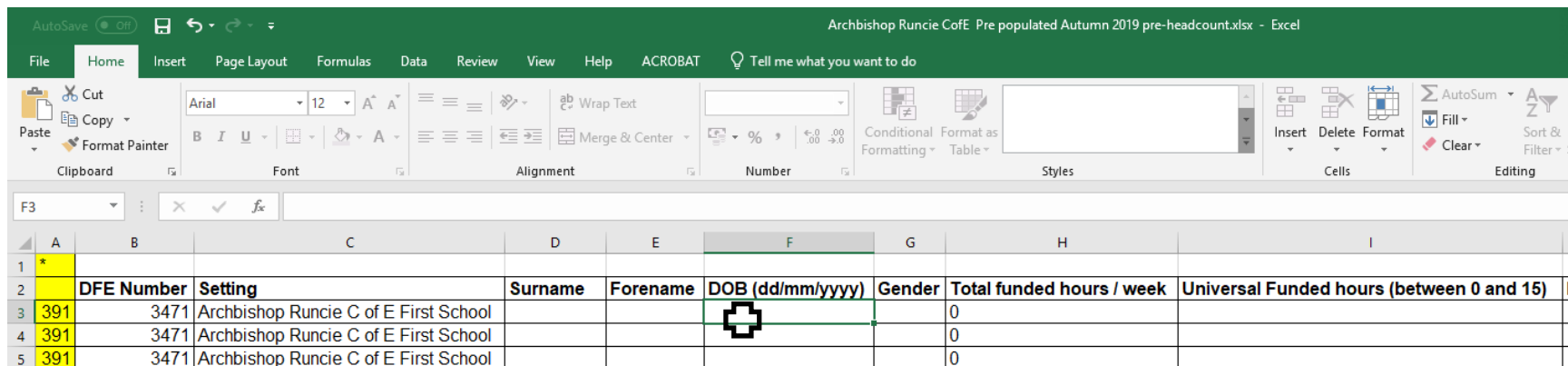| Category	Code
White - British	WBRI
White - Irish	WIRI
Traveller of Irish Heritage	WIRT
Gypsy / Roma	WROM
White - Any Other White Background	WOTH
Mixed - White and Black Caribbean	MWBC
Mixed - White and Black African	MWBA
Mixed - White and Asian	MWAS
Mixed - Any Other Mixed background	MOTH
Asian or Asian British - Indian	AIND
Asian or Asian British - Pakistani	APKN
Asian or Asian British - Bangladeshi	ABAN
Asian or Asian British - Any other Asian Background	AOTH
Black or Black British - Caribbean	BCRB
Black or Black British - African	BAFR
Black or Black British - Any Other Black background	BOTH
Chinese	CHNE
Any Other Ethnic Group	OOTH
Refused	REFU
Information Not Yet Obtained	NOBT

Parent Details

These details are collected so that the council can check the eligibility for the family for two-year-old funding or EYPP. Make sure you provide, where possible the details for both parents as the parent completing the Parental Agreement may not be the eligible parent. We require:

- **Parent surname** (full legal)
- **Date of Birth** <mark>You will not be able to enter in the wrong format or range!</mark>
- **NI (National Insurance) number or NASS number**, an NI number is 2 letters followed by 6 numbers and 1 letter (always A,B,C or D) for example JK123456B. A NASS number is 9 to 12 digits long, please only include the first 9 digits, before the first /. For example 01/02/00990/002 would be 010200990.

We need all 3 pieces of the above in full; any missing information will mean that we are unable to assess eligibility.
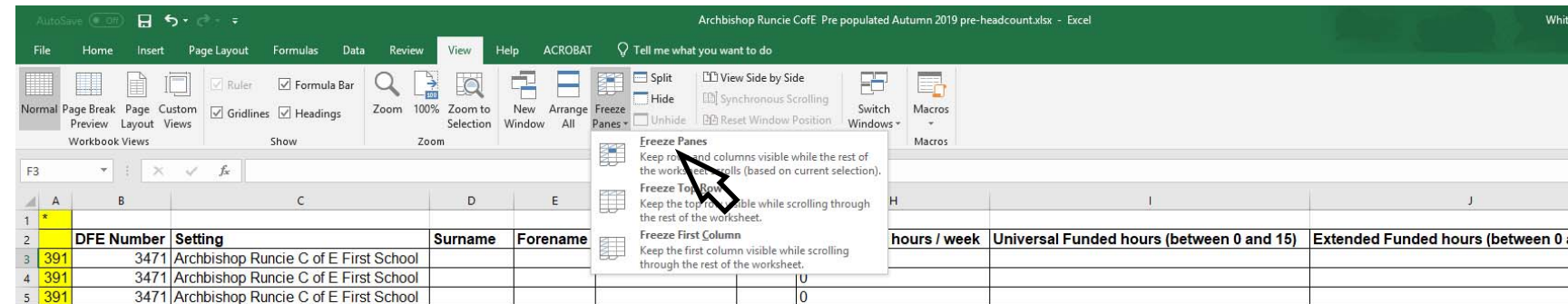
EYPP Result: The result based on the pre-Headcount. We will re-run these checks again following this return. <mark>You cannot type in this field</mark>

HOW TO FREEZE PANES

Once you have opened the spreadsheet you can freeze panes – as with the above example selecting field F3. Or ring the team for advice.

Stretching hours (only relevant to all year-round settings who wish to claim hours stretched)

It is important to remember when discussing payments for stretched hours that many children move settings within the financial or school year and so our systems must allow for the likelihood of a significant number of two-, three-and-four-year-old children moving from an all year round setting on a stretched offer to a term time only setting. Due to this we cannot fund for more hours than are allocated for that term.

The terms lengths and hours are:
- Spring term 11 weeks – maximum universal allowance 165 hours and maximum 30-hour entitlement 330 hours
- Summer term 13 weeks – maximum universal allowance 195 hours and maximum 30-hour entitlement 390 hours
- Autumn term 14 weeks – maximum universal allowance 210 hours and maximum 30-hour entitlement 420 hours

For settings who allow parents to take their hours stretched evenly across more than 38 weeks a year, this is done with a series of "banked" or "negative banked" hours.

For instance, if you are offering a parent 11.4 hours over 50 weeks of the year. (15 in Autumn term, 14 in Spring term, 21 in Summer term)
- Autumn term we would allocate 210 hours, the parent might use 15 weeks (i.e. plus 1-week half term)
  They would only use 171 hours - 39 hours are banked
- Spring term we would allocated 165 hours, but the parent might use 14 weeks including half term and Easter
  They would use 159.6 hours and so they would bank 5.4 additional hours (total banked 44.4 hours)
- Summer term we would allocated 195 hours, but the parent might use 21 weeks
  They would use 239.4 which is 44.4 hours i.e. the number of hours banked in Autumn and Spring term.

If a child starts in Spring or Summer they may have negative banked hours, and so by stretching you need to agree with the parent what would happen if they left while they were in negative banked hours. Likewise, if parent leaves with positive banked hours you would need to either agree to repay the hours back to the council or discuss with the parent reducing their final bill to show that they have taken the full funded hours.

Three Scenarios based on universal hours (you can double these for 30-hour eligible children)
a) Claim the maximum termly amount, term time only: if a parent is doing at least 15 (or 30 for 30-hour eligible children) each week, and then you can bill them for more during the holidays and claim the hours just term time. Therefore, do not use S for stretched and we will know to pay term time amount.
b) Stretched maximum claim: Child attends the 20 hours per week for 50 weeks. You claim 15 hours stretched i.e. 570 hrs / 50 = 11.4 hours. i.e. 11.4 x 50 = 570 hours. We pay the maximum allocated each term as above. Child attends for 1000 hours (20 x 50). You bill the parent 430 hours for the year. Use the banking or negative banking guidance above. Record as S
c) Stretched less than maximum claim: Where a child is attending less than the maximum (i.e. 15 or your equivalent stretch for instance 11.4 hours). We will turn this into a proportion (%) i.e. if a child in above scenario attends for just 10 hours – 10 x 50 weeks = 500. 500 / 570 = 87.7% we allocated for each term 87.7% of the maximum allocation for that term i.e. 184.17 for the Autumn term