

Royal Borough of Greenwich Provider Agreement

Provider Agreement with Early Years & Childcare Ofsted registered Providers for delivering early education and childcare entitlements for academic years 2025/26 and 2026/7

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Section I: Overview

- I.1 Local authorities have a statutory duty to secure sufficient, high quality, accessible early education and childcare provision and entitlements to improve outcomes for all children irrespective of background or family circumstances. This promotes improved outcomes for children and also supports parental access to employment or training and contributes to the drive to reduce poverty.
- I.2 Section 12 of the Childcare Act 2006 places a duty on the Local Authority to provide information, advice and assistance to parents and prospective parents.
- I.3 This Provider agreement adheres to the Department for Education expectations on what should be included in Provider agreements. This is set in [Childcare Act 2006](#) and [regulation 49 of the Childcare \(Free of Charge for Working Parents\) \(England\) Regulations 2022](#).
- I.4 The agreement applies to all Ofsted registered Providers offering early education and childcare entitlements for
 - 2025 all children aged 3 and 4 years old (15 hours)
 - the most disadvantaged 2-year-olds eligible under Together for Twos (15 hours)
 - children aged from 9 months to 4 years old of working parents and carers (30 hours)
- I.5 This document does not provide guidance on how Providers operate their private businesses, including charges for provision over and above a child's early education and childcare entitlement providing that purchase of additional hours of provision or additional services does not impact the parent's access to take up their child's early education and childcare entitlement and charges do not constitute a 'top up' i.e. the difference between the Local Authority funding rate and the Provider's rates for fee paying/chargeable hours or places.
- I.6 This agreement will be kept under review and updated as necessary to reflect changes in legislation, departmental guidance and Local Authority processes.

Who is the Provider agreement for?

- I.7 This agreement is for:
 - The Local Authority
 - Early Years Providers (groupcare and childminders) registered on the Early Years Register
 - Independent Schools and Academies taking children under 5 and which are exempt from registration with Ofsted as an early year's Provider.
 - Childminders registered with a childminder agency that is registered with Ofsted
 - Maintained Nursery Schools and Primary Schools delivering early education and childcare entitlements including where applying for Special Educational Needs and / or Disabilities (SEND) Inclusion Funding and Disability Access Fund. *(For the maintained sector, this agreement does not replace any other Local Authority agreed processes).*

The Parental Declaration is for

- Providers as set out above
- Parents and carers

Legal framework and statutory guidance

1.8 This agreement sets out the Local Authority's expectations on delivery of the early education and childcare entitlements in keeping with requirements and expectations set out in legislation, other published statutory guidance and government advice. The frameworks and legislation which underpin this agreement can be found in Appendix A, which forms part of this Provider Agreement.

Section 2: Responsibilities

Key Local Authority responsibilities

2.1. The Local Authority will work in partnership with Providers to deliver high quality early education and childcare entitlement places.

2.2. The Local Authority will be clear about their role and the support on offer locally to meet the needs of children with SEND as well as their expectations of Providers through the Local Offer.

2.3. The Local Authority will contribute to the safeguarding and promote the welfare of children and young people in Royal Greenwich.

2.4. The Local Authority will keep and publish a directory of Providers for parents and professionals working with families.

2.5. The Local Authority will seek to ensure processes and expectations of the early education and childcare entitlements are in a clear and transparent framework and will provide instruction of how funding is claimed, accounted for, recorded for audit purposes, and administered.

2.6. The Local Authority will set out a clear process for resolving any disputes.

Key Provider responsibilities

2.7. Providers must fully comply with all relevant legal obligations including planning, building control, health and safety, fire and emergency evacuation, food safety, public liability insurance, employment rights, payment of London Living Wage, workplace pension arrangements and systems of infection control.

2.8. The Provider must have adequate levels of insurance in place.

2.9. The Provider will deliver the free early learning entitlements consistently to all parents, whether in receipt of 15 or 30 hours and regardless of whether they opt to pay for optional services or consumables. This means that the Provider will be clear and communicate to parents' details about the days and times that they offer free early learning entitlement places, along with their itemised hours, services, and charges. Funded hours must be free at the point of delivery and appear on any invoices as 15 (or 30) hours x £0.00 (see example at Appendix B). Those children accessing only the free early learning entitlements should receive the same quality receive provision that complies with EYFS with regard to the Equality Act 2010 as those who are purchasing additional hours and services.

2.10. The Provider must follow the Early Years Foundations Stage (EYFS) and have clear safeguarding policies and procedures in place that link to and align with the Local Authority's guidance for recognising, responding, reporting, and recording suspected or actual harm, neglect, or abuse.

- 2.11. The Provider must have arrangements in place to support children with SEND. These arrangements must include a clear approach to identifying and responding to SEND. Providers must identify internal resources to make reasonable adjustments and make information available about their SEND offer to parents. Where additional funding is required to meet the needs, Providers should consider making an application for SEND Inclusion Funding and, where eligible, the Disability Access Fund to deliver effective support and work in close partnership with the Local Authority SEND support services.
- 2.12. The Provider will have clear and transparent parental agreements (see Appendix C), admissions policy, charging policy and/or fee structure. These parental declarations must be shared with the Local Authority to support the audit function of the Local Authority.
- 2.13. The Provider will support Together for Twos parental choice and neighbouring borough children to access their free early learning place in the setting following confirmation with the Local Authority in which the setting is located that there is a cross-borough agreement in place. The Provider will liaise with the Local Authority to confirm eligibility and ensure compliance with local procedures in advance for placements.
- 2.14 The Provider is encouraged to engage with and attend Local Authority training or briefings where offered for free and where invited including welcome induction, child development, Ofsted preparedness, Special Education Needs, equality, diversity and representation, peer networks / forums, and specialised safeguarding.

Section 3: Safeguarding

- 3.1. The Local Authority has overarching responsibility for safeguarding and promoting the welfare of all children and young people in Royal Greenwich. The Local Authority has a number of statutory functions under the 1989 and 2004 Children Acts which make this clear, and the 'Working Together to Safeguard Children' guidance sets these out in detail.
- 3.2. The Provider must follow the [Early Years Foundation Stage](#) and have clear safeguarding policies and procedures in place that are in line with local guidance and procedures for responding to and reporting suspected or actual abuse and neglect. A lead practitioner must take responsibility for safeguarding and all staff must have training to identify signs of abuse and neglect. The Provider must have regard to current 'Working Together to safeguard Children' guidance (and subsequent revisions).
- 3.3. The Provider must ensure that safer recruitment and vetting of staff takes place and must carry out DBS checks and regular suitability checks. Additionally, disqualification by association checks must be carried out where childcare is provided in domestic settings (for example where childminding is provided in the home) or under registration on domestic premises, including where an assistant works on non-domestic premises up to 50% of the time under a domestic registration.
- <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>
- 3.4. The Provider must ensure all staff have regular and up to date training to identify signs of harm, abuse and neglect. The Provider must have regard to 'Working Together to Safeguard Children' guidance including all updates. It is strongly recommended that the Provider undertakes Greenwich Safeguarding Children Partnership training with the Local Authority booked via the [Training Portal](#).
- 3.5. The Designated Safeguarding Lead (DSL) must provide support, advice and guidance to all practitioners any other staff on an ongoing basis, and on any specific safeguarding issue as required. The DSL lead practitioner must attend a child protection training course consistent with the criteria set out in Annex C of the safeguarding EYFS reforms that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect. Taking account of any advice from the Local Authority on appropriate training courses. Training must be renewed every two years. Providers may consider whether any staff need to undertake annual refresher training during any two-year period to help maintain basic skills and

keep up to date with any changes to safeguarding procedures or as a result of any safeguarding concerns that occur in the setting.

3.6. The Provider must have robust safeguarding policies and procedures in place that are in line with [Greenwich Safeguarding Children Partnership](#) documents including thresholds, Interagency Escalation Policy and Whistleblowing. The Greenwich Safeguarding Children Partnership contains links to relevant and up to date policies, practice and guidance.

3.7. The Provider will inform the Local Authority (Local Authority Designated Officer (LADO) and Early Years and Childcare Team) within 24 hours and Ofsted in a timely way, and no later than within 14 days, if an allegation is made or concern raised against a staff member, or a private life matter arises which may impact on their suitability.

All practitioners must be aware of reporting procedures where an allegation involves more senior staff such as the manager, proprietor and Designated Safeguarding Lead including where childminding assistants are working with a childminder. Concerns and allegations in circumstances in which staff member has not been identified or named must also be shared.

Enquiries@ofsted.gov.uk - Tel: 0300 123 123

Childrens-LADO@royalgreenwich.gov.uk - Tel: 020 8921 3930

Providers are expected to engage with post investigation lessons learned reviews which may be undertaken virtually or in person.

3.8. The Provider will consult with and make swift referrals without delay to Multi-Agency Safeguarding Hub (MASH) where appropriate and take on the lead professional role when required to safeguard the needs of the child and promote the child's welfare.

Mash-referrals@royalgreenwich.gov.uk - Tel: 020 8921 3172
MASH Consultation Line 020 8921 2267

3.9. The Provider must, where practicable, engage in child centred meetings such as child protection case conferences relating to children in the provision.

3.10. The Provider must maintain accurate and up to date records of child's details, the details of all adults with parental responsibility / legal guardianship. The Provider should also have, where possible, more than two emergency contact numbers for each child. .

3.11. The Provider must maintain accurate records of absence of all children and have an attendance and absence policy. The Provider must notify the Local Authority of the absence of any child engaged with Children's Social Care and/or child protection plan and any other child where that absence is unexplained, prolonged or occurs regularly and / or where the Provider has concerns.

Section 4: Eligibility

4.1. The Provider must check original copies of documentation to confirm a child has reached the relevant eligible age on initial registration for all early education and childcare entitlements and record date, document type and person checking. The Provider must retain and safely store copies of documentation to enable the Local Authority to carry out audits and fraud investigations – these can be either paper or digital copies; deleting twelve months after the child has left the setting. Please refer to the data privacy guidance set out at Appendix I and also noted in the Parent declaration.

Child's date of birth (when child turns 9 months old, 2 or 3 years old)	When parents must check eligibility and receive eligibility code	When child can take up free or funded entitlements (the term after they turn relevant age)
1 April – 31 August	1 April – 31 August	1 September – 31 December
1 September – 31 December	1 September – 31 December	1 January – 31 March
1 January – 31 March	1 January – 31 March	1 April – 31 August

4.2. The Provider should offer places to eligible disadvantaged or vulnerable two-year-olds under the Together for Twos criteria on the understanding that the child remains eligible until they become eligible for the universal entitlement for three- and four-year-olds. The Provider must fully comply with Local Authority processes for placement of eligible Together for Twos children. For Together for Twos low income or in receipt of benefits criteria, parents and carers must apply via the Parent Portal and supply the Provider with a 6-digit code. For non – economic criteria, Providers must have a completed Parental Declaration form together with documentary evidence.

4.3. The Local Authority will ensure that a child has a free early learning entitlement place no later than the beginning of the term following both the child, and the parent where working parent's entitlements) apply, meeting the eligibility criteria. All codes must be dated no later than the dates shown in the table as the Local Authority has no discretion or authority to accept out of date codes. Parents should contact HMRC directly if there are issues on the [Childcare Service helpline](#) by calling 0300 123 4097.

4.4. Alongside the eligibility code, which is the child's unique 11-digit number for working parents entitlements, and original copies of documentation, the Provider must acquire written consent from, or on behalf of, the parent to be able to receive confirmation and future notifications from the Local Authority of the validity of the parent's eligibility code, using the Parental Declaration form for this purpose.

4.5. The Provider must verify the eligibility code with the Local Authority on completion of Parental Declaration form which gives consent prior to offer and take up of the early education and childcare entitlement. This must be carried via the Provider Portal by all Providers. History of checks and eligibility decisions must be maintained to aid tracking of code validity and expiration.

4.6. The Local Authority will confirm the validity of eligibility codes to allow Providers to offer places for eligible children aged 9 months and above. The Local Authority will provide a validity checking service to Providers to enable them to verify the eligibility code. The Eligibility Checking Service (ECS) allows all local authorities to make instant checks for code validity. The Provider Portal must be used for eligibility checks by all Providers including maintained schools with nursery classes and maintained nursery schools. Funding claims returns including EYPP and the Census by childminders and private, voluntary and independent Providers must be via the Provider Portal.

4.7. Thereafter, the Local Authority will complete audit checks to review the validity of eligibility codes for children who qualify for working parent's entitlements at 6 fixed points in the year, both at half-term and at the end of the term across the year. The Provider must keep a track of reconfirmation due dates (i.e. validity end dates) and grace period end dates following their own checks. The parent should receive reminders into the secure messages section of their government gateway; although primarily the responsibility, the Provider should also remind the parent of reconfirmation due date and must act where the parent fails to reconfirm on time.

Table A: Date Parent receives ineligible decision on reconfirmation:	LA audit date:	Grace Period End date:
1 Jan – 10 Feb	11 February	31 March
11 Feb – 31 March	1 April	31 August

1 April – 26 May	27 May	31 August
27 May – 31 August	1 September	31 December
1 September – 21 October	22 October	31 December
22 October – 31 December	1 January	31 March

The Grace Period

4.8. A child will enter the grace period when the child's parents cease to meet the eligibility criteria set out in the Childcare (Free of Charge for Working Parents) (England) Regulations 2022 as determined by HMRC (or where the child is in foster care, the responsible local authority) or a First Tier Tribunal in the case of an appeal.

4.9. The Local Authority will access information about whether a child has ceased to meet the eligibility criteria and entered the grace period. The grace period end date will automatically be applied to eligibility codes.

4.10. The Local Authority will continue to fund a place for a child who enters the grace period as set out in the Early Education and Childcare Statutory guidance for Local Authorities.

4.11. The Provider must track validity end dates and grace period dates, and use posters / conversation / online communications to remind parents to reconfirm no later than the validity end date; notifying parents of the end grace period date and that the working parent entitlement part of the place will no longer be funded after that date.

4.12. There will be no extensions to the grace period

Flexibility

4.13. Provision must be offered within the national parameters on flexibility as set out in Section A2 of Early Education and Childcare Statutory guidance for Local Authorities. The Provider should work with the Local Authority and share information about the times and periods at which they are able to offer free entitlements to support the Local Authority to secure sufficient stretched and flexible places to meet parental demand in the Local Authority. The Provider will also make clear and accurate information about their offer and admissions criteria available to parents at the point the child first accesses provision at their setting.

4.14. Providers should offer flexible packages of early education and childcare entitlement hours, subject to the following standards which will enable children to access regular, high-quality provision, whilst maximising flexibility for parents and ensuring a degree of stability for Providers:

- no session to be longer than 10 hours
- not before 6.00am or after 8.00pm
- a maximum of 2 sites in a single day

4.15. The Provider will notify the Local Authority where the child receives their free early education and childcare entitlement at multiple Providers with details of hours and days attended; Providers to confirm apportionment of hours between Providers with the parents through nominating a main setting a Parental Declaration so that funding is appropriately distributed: this includes applications / information relating to EYPP and the Disability Access Fund.

4.16. The Provider will ensure children are able to take up their full entitlement to early education and childcare entitlements at times that best support their learning, which fit with the needs of parents, as long as the entitlements total of 570 universal hours or 1140 extended hours per academic year (spread over

each term) is not exceeded and the parent pays for any hours in excess. The payment of funding model does not affect the Provider's choice of delivery model. The Local Authority funding model enables stretched all year provision, up to 51 weeks, with ease of administration for Providers, parents, and the Local Authority.

4.17. The Provider will ensure that children have the option of taking their early education and childcare entitlement place over no fewer than 38 weeks a year or a pattern of hours that stretch their child's entitlement by taking fewer hours a week over more weeks of the year. The Provider must ensure that a child receives their full entitlement unless the parent opts to take less than their funded entitlement hours. The Provider must not make a funding claim exceeding the number of actual hours taken up by the child.

4.18. All Providers delivering funded hours are responsible for the delivery of the EYFS and must be proactive in sharing children's progress in their learning and development with other Providers who are also delivering the entitlements for the same child.

Section 5: Partnership working

5.1. Partnerships will be supported by local authorities on four levels between:

- The Local Authority and Providers
- Providers working with other Providers, including childminders, schools and nurseries
- Providers and parents
- The Local Authority and parents

5.2. The Local Authority will promote partnership working by facilitating forums between different types of Providers offering early learning entitlements, across all sectors and encourage more Providers to offer flexible provision, alongside other Providers.

5.3. The Provider should work in partnership with parents, carers and other Providers to improve provision and outcomes for children in their setting. An [interactive toolkit](#) has been developed to help Providers set up or join a partnership, maximise the benefits of working together and tackle the challenges joint working can bring.

5.4. The Provider will use the Early Years Transfer Information form to support transitions and information sharing from one Provider to another as children progress through the EYFS.

5.5. The Provider will signpost parents and carers to parent facing portals for applying for Together for Twos, working parent's entitlements and Tax-Free Childcare where eligible under economic criteria.

<https://tinyurl.com/Together-for-Twos>

<https://www.gov.uk/childcare-calculator>

<https://www.gov.uk/apply-for-tax-free-childcare>

<https://www.childcarechoices.gov.uk/>

Section 6: Special Educational Needs and Disabilities

6.1. The Local Authority must strategically plan support for children with SEND to meet the needs of all children in their local area as per the [Special Educational Needs and Disability code of practice: 0 to 25 years](#) (January 2015 or subsequent revisions).

6.2. The Provider must ensure owners and all staff members are aware of their duties in relation to the

SEND Code of Practice and the Equality Act 2010 (or subsequent revisions).

6.3. The Local Authority must be clear and transparent about the support on offer in their area, through the Local Offer, so parents and Providers can access that support.

6.4. The Provider will ensure that there is a designated SENCO. The Early Years Inclusion Service will provide advice and support to the groupcare Providers (*other than maintained and non-maintained schools*).

6.5. The Provider should be clear and transparent about the SEND support on offer at the setting and make information available about the offer to support parents to choose the right setting for their child with SEND: signposting parents and carers who seek additional support and advice to the Local Offer and to Greenwich [SENDIASS](#) (Special Educational Needs and Disability information, advice and support service)

6.6. The Local Authority will have a SEND Inclusion Fund. The purpose of the SEND Inclusion Fund is to enable children with special educational needs or disabilities, or emerging special needs or disabilities, to access and engage in their free early learning entitlement.

6.7. The Local Authority would expect Providers to make an application for a Needs Assessment for an Education, Health and Care (EHC) Plan after a period of the interim funding from the SEND Inclusion Fund if the child continues to have a high level of need.

6.8. Where the child is eligible for Disability Access Funding, this must be indicated on the Parental Declaration form and Providers must follow process as set out by the Local Authority to apply.

6.9. Providers must record on the pupil record where a child is receiving any SEND support for Census purposes and provide relevant documents.

Supporting children experiencing disadvantage

6.10. The Local Authority proactively promotes equality and inclusion, particularly for disadvantaged families, children in our care and children in need by removing barriers of access to early education and childcare entitlements and working with parents to give each child support to fulfil their potential.

6.11. The Provider should ensure that they have identified the disadvantaged children in their setting as part of the process for checking EYPP eligibility and will use EYPP funding to improve outcomes for them.

6.12. Providers will agree to pledges set out in the Equality and Equity Charter to promote the values of equality, diversity, and inclusion and unlock opportunities for all children. (Charter information and sign-up link at appendix D)

6.13. There may be circumstances where households meet the eligibility criteria for both 2-year-old entitlements, they should be recorded as taking up 15 hours of the disadvantage entitlement (Together for Twos) and 15 hours of the working parent entitlement. They will need to reconfirm eligibility every 3 months for the working parent entitlement.

Section 7: Quality

7.1. The [Early Years Foundation Stage](#) (EYFS) statutory framework is mandatory for all schools that provide early years provision and early years Providers registered with Ofsted or with an Ofsted-registered Childminder Agency in England. The EYFS sets the standards that all early years Providers must meet to ensure that children learn and develop well and are kept healthy and safe.

7.2. Ofsted and inspectorates of independent schools have regard to the EYFS in carrying out inspections and report on the quality and standards of provision. Childminder agencies (CMAs) are organisations that can register and quality assure childminders as an alternative to registering with Ofsted. Ofsted inspection judgements (or the inspection judgement of an independent inspectorate approved by the Secretary of State for Education), and a CMA's reasonable opinion of quality at a childminder registered with it, are the sole benchmarks of quality that local authorities can consider when securing quality for the early education and childcare entitlements.

7.3. Provision must be offered in accordance with the national parameters on quality as set out in Section A3 of Early Education and Childcare Statutory Guidance for Local Authorities and the EYFS statutory framework.

7.4. The Local Authority has a legal duty to provide information, advice, and training on driving up quality and meeting the requirements of the EYFS, meeting the needs of children with SEND and on effective safeguarding and child protection for Providers particularly those who are judged less than 'Good' by Ofsted or newly registered Providers.

7.5. The Local Authority will fund early education and childcare entitlements in provision graded 'good' or 'outstanding' by Ofsted, or where a Childminder Agency is assessed as 'effective'.

7.6. The Local Authority will only fund Together for Twos places in provision graded 'requires improvement' where there is not sufficient, accessible 'good' or 'outstanding' provision; and where a parent has directly confirmed that it is their choice.

7.7. The Local Authority will fund Providers with an Ofsted inspection judgement of 'met' or newly registered until their Ofsted quality inspection judgement is published where the Provider accepts and demonstrates practice which reflects the support and advice from the Local Authority.

7.8. The Local Authority will fund universal and working parent's early education and childcare entitlements where there is an Ofsted inspection judgement of 'requires improvement' and parents want to continue to use the setting. Providers are required to engage in the 'Spotlight' process (see Appendix E)

7.9. The Local Authority will fund Providers with exemptions from the Early Years Foundation Stage if a parent has directly and independently confirmed that it is their parental choice to take up early education and childcare entitlement place at that provision and where the Provider accepts support of information, advice and training from the Local Authority.

7.10. The Local Authority will require any Provider who is graded as 'inadequate' or 'not met' by Ofsted to fully engage with the Local Authority Childcare & Early Learning Monitoring Meeting (LACELMM) process where a programme of training and quality improvement support is agreed and monitored up until the Provider secures a good or better Ofsted inspection outcome and at up to 12 months thereafter (see Appendix F)

7.11. The Local Authority may withdraw funding from any Provider inspected and rated 'inadequate' by Ofsted from when the Local Authority are aware of the outcome. This decision will be based on previous inspections, track record, Ofsted inspection report, complaints and any other relevant factors. Where funding is removed, the Provider will support children's transitions into alternative provision with the support of Families Information Service within the timescales specified by the Local Authority. Funding for these Providers will be reinstated once the provision has been re-inspected by Ofsted and rated good or better and the report published on the Ofsted website. The funding will be reinstated within 30 days of the published report.

7.12. The Local Authority will require any Provider who has received a welfare requirement notice and actions identified by Ofsted; been suspended or where registration cancellation has been considered by Ofsted to fully engage in the LACELMM process where a programme of training and quality improvement support is agreed and monitored.

Where a complaint or concern is made to Ofsted or LADO, there will be “step-down” of the matter to the Early Years and Childcare Service, and where this happens, Providers are required to engage in discussion and improvements including a virtual meeting and/or a site visit as appropriate.

7.13. To ensure transparency and readiness to support, Providers must notify the Local Authority prior to or on receiving an Ofsted notification of inspection, unannounced inspection, or regulatory visit and subsequent outcome.

Section 8: Business planning

8.1. The Local Authority will clearly set out the documentation that is required from Providers to support payment and delivery of free early learning entitlements and the timetable which Providers should follow when completing the setting and pupil records, submitting eligibility checks, making timely funding claims and census returns via the Provider portal. All Providers must complete a bank details form and provide letter headed document with bank details where they are groupcare setting. These documents must be returned to eyc-funding@royalgreenwich.gov.uk

8.2. The Provider must ensure they submit timely and accurate information, including, but not limited to, headcount data, census data, parental declarations and invoices, as per the financial guidelines of the Local Authority. Failure to do so may result in inaccurate, delayed or suspended funding. Childminders are responsible for making their own declarations to HMRC.

8.3 The Provider should maintain accurate financial and non-financial records relating to early education and childcare entitlement places and should give the Local Authority access on reasonable notice to all financial and non-financial records relating to these places funded under this the Provider agreement, subject to confidentiality restrictions.

8.4. Providers should attend a specific business planning and financial stability workshop or meeting where the Local Authority has cause for concern about the sustainability of a provision. Providers should alert the Local Authority at the earliest opportunity if there are issues relating to sustainability. Providers should also access free business advice and information available on the [Hub for Providers and Schools](#)

Charging

8.5. Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. The 15 or 30 hours must be able to be accessed free of charge to parents. There must not be any mandatory charges for parents in relation to the free hours. Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services.

8.6. Providers can charge parents for the following extras in connection with the free hours, but these charges must be voluntary for the parent:

- consumables to be used by the child, such as nappies or sun cream
- meals and snacks consumed by the child
- extra optional activities such as events, celebrations, specialist tuition (for example music classes or foreign languages) or other activities that are not directly related or necessary for the effective delivery of the Early Years Foundation Stage (EYFS) statutory framework

Providers can also charge parents for any additional, private paid hours according to their usual terms and conditions provided taking up private paid hours is not a condition of accessing a free place.

8.7. The costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider. They should set out, for each setting, the amounts charged for all the chargeable extras listed, as well as the pattern of hours that parents can take the entitlements. Childminders can choose to have their names and addresses redacted (as on the Ofsted site) if they choose not to promote their services in the public domain and may provide their URN as a guide for parents.

8.8. Invoices and receipts should be itemised, and local authorities will work with providers to ensure their invoices break down separately into:

- the free entitlement hours
- additional private paid hours
- food charges
- non-food consumables charges
- activities charges

Providers should ensure itemised invoices are fully in place by January 2026. This is to allow parents to see that they have received their child's free entitlement hours completely free of charge and understand that any fees paid are for additional hours or optional services. Invoices and receipts should include the provider's full details so that they can be identified as coming from a specific provider.

8.9. Parents must be able to opt out of paying for chargeable extras and the associated consumable or activity for their child. For activities and extra services, providers should ensure that parents are made aware that participation in any optional extra activity is on the basis of parental choice and a willingness to meet the charges. In these circumstances, providers must ensure that children who do not participate in optional activities continue to receive provision that complies with the EYFS.

8.10. Providers should be mindful of the impact of charges on families, particularly the most disadvantaged. Providers who choose to offer the free entitlements, are responsible for setting a policy on providing parents with options for alternatives to additional charges. This policy must offer reasonable alternatives that allow parents to access the entitlement for free, including allowing parents to supply their own, discounting or waiving the cost of these items.

8.11. In all cases, these chargeable extras must not be a condition of taking up a free place. All parents, including disadvantaged families, must have fair access to a free place. The Local Authority will intervene if a provider seeks to make additional hours, optional services or optional consumables a mandatory condition of taking up a free place.

8.12. Providers should deliver the free entitlements consistently, so that all children within a setting accessing any of the free entitlements receive the same quality and access to provision, regardless of whether they choose to pay for additional hours, voluntary extra services, meals or consumables.

8.13. The Local Authority will take all steps available to ensure that the free entitlements are available free of charge and therefore providers must not charge parents for the following in connection with the entitlement hours:

- 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)
- the supply of or use of any materials, including, but not limited to, craft materials, crayons, paper, books, instruments, toys, or other equipment or learning resources that are necessary for the effective delivery of childcare

- business running costs, including, but not limited to, rent, staff wages, cleaning materials, insurance, or utility bills such as energy, gas or water
- registration fees as a condition of taking up a child's free entitlement place
- non-refundable deposits as a condition of taking up a child's entitlement place
- general charges, including but not limited to, non-itemised enrichment charges, sustainability charges, business continuity charges, additional charges, enhanced ratios, hourly rates, or any other supplementary charges on top of the free hours
- any additional fees that are not specifically identified and itemised as being for chargeable extras as described above

8.14. The Local Authority will ensure providers adhere to the following terms, regardless of whether they charge any chargeable extras.

8.15. The Local Authority will ensure that providers work with parents so that parents understand which hours and sessions can be taken as free provision. Not all providers will be able to offer fully flexible places, but providers should work with parents to ensure that as far as possible the pattern of the entitlement hours are convenient for parents' working hours. The Local Authority will ensure that children are able to take up their free hours in continuous blocks if they wish to, and there should be no artificial breaks in the entitlement hours. For example a provider should not offer 10am to midday and 1pm to 3pm as entitlement hours and offer only private paid hours in between.

8.16. The Local Authority will ensure that providers and parents are aware that the Early Years Pupil Premium (EYPP) provides additional funding to providers to support the quality of early education for eligible children taking up early education and childcare entitlements. The Disability Access Fund (DAF) supports eligible, disabled children's access to the entitlements.

8.17. The Provider will require parents to complete a Parental Declaration form and sign an agreement which sets how the hours will be delivered and the details of any additional charges.

8.18. Where the Provider charges parents a refundable deposit to secure their early education and childcare entitlement, it must be refunded in full to parents within a reasonable time scale and no later than the next headcount payment following child's start date. This does not include Together for Twos provision which should not have a deposit attached to securing the place; and includes children in disadvantaged families taking up their universal entitlement at ages three and four.

Funding

8.19. The Provider will accurately complete and submit funding claims and other necessary data returns including Early Years Pupil Premium (EYPP) and Census by the agreed date to support the Local Authority to make payments. This must include all information requested by the Parental Declaration form including parental data.

8.20. Funding claims, headcount and census are carried out once a term and a termly funding claim return must be made by dates determined by DFE which are communicated to Providers in advance. A funding claim for any pupil is a declaration by the Provider that the pupil is expected to be in attendance and on roll at the provision during headcount/census week in which the headcount/census date falls.

8.21. 50% advance payment will be made to all non-maintained groupcare Providers, including maintained Providers with two-year-olds, based on an estimate. When the funding claim period opens, Providers can prepare funding claim submissions based on children likely to be in attendance on headcount/ census day of the relevant term. Eligibility for working parent's entitlements, universal entitlements and Together for

Twos must be checked before claiming funding – this includes age, income and valid eligibility codes and any other documentary evidence.

8.22. 100% advance ahead of headcount date will be paid to childminders (unless another payment agreement is in place) on the strict condition that all claims for children will be thoroughly checked and verified by childminders at headcount/census date as accurate. The funding portal opens at the start of the term and childminders may submit an immediate claim.

8.23. Any final balances will be paid after headcount/census date when the funding claim period has closed. On or after headcount /census date, all claims and pupil attendances must be verified as accurate.

8.24. Children who have left the setting on headcount/census date must be removed. Children starting before the funding claim period closes (usually 2 weeks after headcount or census day) may be added to the main claim with start date clearly recorded.

8.25. The Provider must notify the Local Authority, via email to eyc-funding@royalgreenwich.gov.uk when a child leaves the setting or if there are any late starters. Any overpayment of funding must be fully refunded immediately. In principle, funding follows the child, and Providers must not deduct any monies owing by the parents from government funding.

8.26. Term dates for 2025-2027 are set out in Appendix G

8.27. Once claims have been processed within Children's Services, the Local Authority Central Payments team will settle invoices within 30 days.

8.28. Late returns, inaccurate or incomplete claims i.e. where eligibility checks have not been properly carried out, Together for Twos placement or Parental Declaration forms are not completed, or where Census data is not added or fully and accurately completed, may incur penalty charges of up to 5% of the claim and will result in delays in funding payments.

8.29. With regard to exceptional circumstances related to emergency situations central government instruction and guidance will be implemented.

8.30. Payment of funding model – paid termly so 3 times per academic year.

Please see Appendix G for term dates.

8.31. The payment of funding model does not preclude Providers from delivering a stretched model over more weeks. For example, Providers may deliver over 50 weeks where manageable with parental demand and planning of sessions. Each funding period runs from 1 September to 31 December, 1 January to 31 March and 1 April to 31 August - a stretched offer can be taken within each period as long as no more than 570 or 1140 hours are delivered to the child over one academic year. Please note if a child is accessing term time only offer, you must adhere to Local Authority published term dates including allowance for five INSET days - which are not funded.

Example of practical delivery of hours and hours that must be made up to parents if full funding claimed

Entitlement	38 weeks <i>Term time only</i>	51 weeks <i>Stretched</i>	Hours to make up	48 weeks <i>Stretched</i>	Hours to make up
570 hours	15 x 38 = 570	11 x 51 = 561	570 – 561 = 9	11 x 48 = 528	570 -528 =42
1140 hours	30 x 38 = 570	22 x = 1122	1140-1122 = 18	22 x 48 = 1056	1140 -1056 = 84

8.32. The Local Authority will not double fund any entitlement places. Children who join the setting after the headcount/census return and after the closing of funding claim period may still be eligible for funding. The claim must be submitted directly to eyc-funding@royalgreenwich.gov.uk on a late starter form. Where working parent entitlement codes have not been verified prior to headcount/census date, the child will be eligible to take up the place in the following term. If the code has been verified previously by another Provider or in another Local Authority, the Provider must contact the Local Authority directly by email or telephone to confirm eligibility and start date.

8.33. Providers must notify the Local Authority as soon as reasonably practicable to confirm details of any child who applies to join the setting after funding claim return date. The Local Authority will check to ensure that a claim has not been submitted by any other Provider for the same child.

8.34. Providers will be expected to split the funding for any child moving between Providers during the term either before or after the headcount/census return date. The Local Authority will facilitate agreement between Providers where agreement as to the division of funding cannot be reached.

8.35. Where a child accessing free early learning entitlement has left, the Provider must immediately notify the Local Authority on eyc-funding@royalgreenwich.gov.uk within 14 days of a child leaving. If a child has not attended the setting for two or more weeks the Provider must also inform the Local Authority as above. Please note that the Provider must have regard to safeguarding and an absence policy with respect to all absences.

8.36. Payment rates (financial year)

2025/26

Per Pupil	Hourly Funding Rate
Under 2s	£14.87 per hour
2-year-olds	£10.83 per hour
3- and 4-year-olds	£6.80 per hour
Deprivation supplement	37p per hour
Early Years Pupil Premium	£1.00 per hour

8.37. Term dates

Please see Appendix G

Advertising and promotion

8.38 Providers will engage with the Families Information Service to provide the required information for publication / directory of provision and keep all of their information up to date.

8.39 All advertising and published material (including on websites) must be accessible and available to parents who do not read English. Fully translated material is not necessary but signposting to parents to resources to support their access should be available.

8.40 All advertising and published material (including on websites) must be representative of the demographic makeup of the whole borough and promote inclusion.

8.41 Social media should be managed carefully and appropriately and comply with data protection legislation, staff code of conducts and ensure explicit parental consent when images of children are used.

Section 9 : Compliance

9.1. The Local Authority will carry out checks and/or audits on Providers to ensure compliance with the requirements of delivering the entitlements (see Appendix H).

9.2. The Local Authority will ensure checks and audits are proportionate and necessary. Where the Local Authority has concerns about the quality of provision based on an Ofsted outcome or welfare requirements notice or a complaint has been raised to the Local Authority, an audit will be triggered.

Termination and withdrawal of funding

9.3. Suspension of registration by Ofsted, or a childminder agency, an inadequate Ofsted inspection outcome, (or requires improvement where there are Together for Twos children) a breach of statutory requirements or safeguarding issues may result in the withdrawal of funding.

9.4. The Local Authority will secure alternative provision for children and withdraw funding from a Provider (other than a Local Authority maintained school), as soon as is practicable.

9.5. The Local Authority will always have regard to the needs and wellbeing of the child. The Local Authority will balance the needs of the child to continuity of care and their right to have access to high quality early learning in a provision which meets all the learning and development and safeguarding and welfare needs.

9.6. The Local Authority will not fund any new free early learning entitlement places at Provider who is inadequate or not met.

9.7. The Provider must fully refund the Local Authority for any advance payments or overpayments.

9.8. Termination provisions include those required by regulation 7 (Termination of the arrangements) of the Local Authority, (Duty to Secure Early Years Provision Free of Charge) Regulations 2014 and regulation 37 (Arrangements between local authorities and early years Providers: termination) of The Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016

9.9 This agreement will also be terminated and funding withdrawn immediately where a resolution is passed or an order is made for the winding up of a Provider, or the Provider becomes subject to an administration order or a receiver or administrative receiver is appointed.

Appeals process

9.10. A Provider may be denied approval to offer the free early learning entitlements or have their funding withdrawn as set out above. The Provider can appeal against that decision.

9.11. The appeal must be made in writing within 14 days to the Head of Early Years & Childcare, Children's Services, 1st Floor, The Woolwich Centre, Woolwich, SE18 6HQ

Section 10: Complaints process

10.1. If a parent feels that they have not received their entitlement in accordance with legislation, they should raise this issue with their childcare setting. The Provider should ensure they have a complaints procedure in place that is published and accessible. This procedure must signpost parents who are not satisfied with the delivery of the funded offer to:

fis@royalgreenwich.gov.uk, by phone on 020 8921 6921 for the attention of the Early Years & Childcare Team Leader

10.2. If a parent or Provider is not satisfied with the response by the Team Leader, they may contact fis@royalgreenwich.gov.uk or by phone on 020 8921 6921 for the attention of the Head of Early Years and Childcare

10.3. If a parent or Provider is not satisfied by the response by the Head of Service, they are referred to the Local Authority complaints

procedure: www.royalgreenwich.info/200025/complaints/986/complaints_about_childrens_services

10.4. If a parent or Provider is not satisfied with the way in which their complaint has been dealt with by the Local Authority or believes the Local Authority has acted unreasonably, they can make a complaint to the Local Authority Ombudsman. Such complaints will only be considered when the local complaints procedures have been exhausted

Data Protection

Please see Appendix I for the additional explanatory note for Local Authorities and Providers

SIGN PROVIDER DECLARATION 2025/26-2026/27

1. **You may complete a digital declaration** here by clicking on the [link](#) or scanning the QR code with your phone camera
2. Or you may choose to complete a paper copy below (please print and send this single page only)

Provider Agreement 2025/26 and
2026/27 : Royal Greenwich and
Early Years & Childcare



Name of Provider	
Name of company or organisation (if different)	
Ofsted URN	
Type of Provider	
Address of setting	
Email contact address	
Telephone number	

DECLARATION (by person legally responsible for the setting)

I have read and agree to adhere to the conditions set out in the agreement with Ofsted registered Early Years and Childcare Providers for delivery of early education and childcare entitlements places for under twos, two-, three- and four-year-olds 2025/26 and 2026/27.

Signed:		Position in organisation:	
Name:		Date:	

Please complete, sign and return this form (your email address will be accepted as your signature where you type your signature)

1. Send by email, scan or clear photograph childcare-support@royalgreenwich.gov.uk
2. Or send by post Early Years & Childcare, Children's Services, The Woolwich Centre, 1st Floor 35 Wellington Street Woolwich, London SE18 6HQ

List of Appendices

- A – Frameworks and legislation underpinning this agreement
- B – Invoice example
- C - Parental declaration form
- D – Equality and Equity Charter
- E – Spotlight Process
- F – Local Authority Childcare & Early Learning Monitoring Meeting (LACELMM)
- G – Term Dates
- H – Audit Tool
- I – Additional Explanatory Note for Local Authorities and Providers

Appendix A: Frameworks and legislation underpinning this agreement

Early Education and Childcare, Statutory Guidance for Local Authorities

<https://www.gov.uk/government/publications/early-education-and-childcare--2>

Childcare Act 2006

<http://www.legislation.gov.uk/ukpga/2006/21>

Childcare Act 2016

<http://www.legislation.gov.uk/ukpga/2016/5/enacted>

Children's Acts 1989 and 2004

<http://www.legislation.gov.uk/ukpga/1989/41/contents>

<http://www.legislation.gov.uk/ukpga/2004/31/contents>

Equality Act 2010

<http://www.legislation.gov.uk/ukpga/2010/15/contents>

School Admissions Code 2014

<https://www.gov.uk/government/publications/school-admissions-code--2>

Statutory Framework for the Early Years Foundation Stage 2021

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

Local Authority (Duty to Secure Early Years Provision Free of Charge) Regulations 2014

<http://www.legislation.gov.uk/uksi/2014/2147/contents/made>

The Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016

<http://www.legislation.gov.uk/uksi/2016/1257/contents/made>

Special Educational Needs and Disability Code of Practice: 0 to 25 years

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

Data Protection Act 2018

<http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

Education Inspection Framework Guidance and accompanying handbooks

<https://www.gov.uk/government/collections/ofsted-handbooks-and-frameworks>

Early years and childcare Provider enforcement policy by Ofsted

<https://www.gov.uk/government/publications/early-years-and-childcare-ofsteds-enforcement-policy>

Working Together to Safeguard Children

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Keeping Children Safe in Education 2023

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Appendix B : Sample Invoice

SAMPLE INVOICE

Type Provider Legal Name here	Parent Name
Ofsted URN	Parent Address
Company No (if applicable)	
Type Provider Address here	Parent Postcode
Type Provider Post Code here	

Invoice For:	Invoice Period (ie month/year)	April 2024
Child's Name	Invoice Date:	01/04/2024
Child's Date of birth	Invoice No:	001/2024

Hours/Service	Weekly No of Hours/Items	Hourly Rate /Charge	Weekly Charge	No of weeks	Annual No of Hours/Items	Annual Charge
Total hours attending per week	40			38	1520	
Funded hours per week (enter 15 or 30 if term time only or less if stretched all year round) the hourly rate must be £0.00	30	£0.00	£0.00	38	1140	£0.00
Chargeable hours per week term time (add your hourly rate)	10	£10.00	£100.00	38	380	£3,800.00
Chargeable Hours - school holidays	40	£10.00	£400.00	13	520	£5,200.00
Lunch (optional)	5	£2.00	£10.00	51	255	£510.00
Consumables (nappies/suncream)	0	£0.00	£0.00	51	0	£0.00
Additional Services eg Music/Dance Class	1	£5.00	£5.00	51	51	£255.00
Additional Services eg Trips/Outings	0	£0.00	£0.00	51	0	£0.00
Total			£515.00			£9,765.00

To work out monthly charge based on splitting annual total over 12 months

£813.75

Payable to	
Add your bank details here	
Account Name	
Account Number	
Sort code	

Appendix C: Parental Declaration

Early Years & Childcare Parental Declaration

Step 1: Your child's details- parents/carers to complete

Child's Legal First Name same as birth certificate		Child's Legal Family Name same as birth certificate	
Name by which child is known (if different from above)			
Date of Birth		Nationality	
Sex		Ethnicity	
Address			
Postcode			

Step 2: Your details-parents/carers to complete

Any person with parental responsibility and who the child normally lives with	Parent/Carer/Guardian 1	Parent/Carer/Guardian 2
Legal First Name		
Legal Last Name		
Date of Birth	D M Y	D M Y
Do you have Parental Responsibility?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
National Insurance / Asylum Support Reference (NASS) Number		
Contact Telephone Number		
Address		
Postcode		

Step 3: Your child's eligibility- parents/carers to complete *Get help from your chosen provider(s)*

<p><u>Together for Twos</u></p> <p><input type="checkbox"/> <u>Benefits or government support</u></p> <p><input type="checkbox"/> Children in our Care (looked after by LA)</p> <p><input type="checkbox"/> Special Guardianship /Adopted/Child Arrangements</p> <p><input type="checkbox"/> Education Health Care Plan/Disability Living Allowance</p> <p><input type="checkbox"/> Nil Recourse to Public Funds</p>	<p><u>Working Parents</u></p> <p><input type="checkbox"/> 30 hours from 9 months</p> <p><input type="checkbox"/> 15 or 30 hours for 2-year-old</p> <p><input type="checkbox"/> 30 hours for 3- and 4-year-old</p> <p><u>Universal Funded Entitlement</u></p> <p><input type="checkbox"/> 15 hours for all 3- & 4-year-olds</p>
---	--

Early Years Pupil Premium (EYPP)

An extra sum of money (£570 a year) paid to your child's main setting to support high quality teaching, training, activities and resources. Please tick criteria under which you may be eligible.

Benefits or Income ☐ Child in our Care ☐ Adopted from Care ☐ Special Guardianship Order ☐

Asylum seeker receiving support under Part 6 of Immigration and Asylum Act 1999 ☐

Would you like to apply for Early Years Pupil Premium (EYPP) Yes ☐ No ☐

Disability Access Fund Declaration

If your child is in receipt of child Disability Living Allowance, your child's setting may be eligible for the Disability Access Fund (DAF) of £938 pa to make reasonable adjustments. The funding is non-transferable and will be paid to your child's main setting.

Is your child eligible and in receipt of Disability Living Allowance (DLA)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

Step 4: Document check-provider to complete

Name of Provider / Children's Centre			
Contact details - email & telephone number			
Documentary proof seen and copied	Document recorded by (staff name)	Date document recorded	
Proof of child's date of birth <input type="checkbox"/> Birth certificate Proof of address <input type="checkbox"/> Utility Bill, Bank Statement, Council Tax or Benefits Letter Proof of special criteria (EYPP / Together for Twos) <input type="checkbox"/> Adoption/SGO/child arrangements order <input type="checkbox"/> EHCP / DLA letter Proof of Nationality and Income if non-UK and nil recourse to public funds <input type="checkbox"/> Biometric Residents Card <input type="checkbox"/> Bank Statement / Payslips			
Working Parents code Add 11-digit code in box		Start date	
		Reconfirmation date	
		End date	
Together for Twos code Add code in box		Start date	
Out of Borough home address Which borough?		Advised to follow out of borough process?	Y / N

Step 5: Setting and attendance details- parents/carers to complete

- You must agree and complete this Parental Declaration Form with each setting (including schools) your child attends for their funded early learning entitlement This is to ensure that funding is paid fairly to each of them. Your provider should help you to complete this section
- Your child can attend a maximum of two settings in a single day and if your child attends more than one setting, the funding will be distributed appropriately between the settings.
- There may be charges for additional optional activities, services and consumables which your provider will share with you upfront and show on your invoice.
-

Setting Name			
Address & Postcode		Ofsted URN	
Type of Placement	<input type="checkbox"/> Term Time only <input type="checkbox"/> Stretched - 51 weeks max	Start date	

	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week	Total weekly charge	No. of weeks per year 38 or 45/51 weeks)
Total funded entitlement hours attended per day							£0.00	
Total extra (chargeable) hours per day								
Total daily hours attended								

My child attends more than one setting (include schools). Please nominate **A** as your main setting and add total funded entitlement hours attended per day

	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week
A. Main setting name						
B. Setting name						

Please note a maximum of 10 funded hours can be claimed per day in ½ hour increments. 15 hours x 38 weeks = 570 hours or 30 hours x 38 weeks = 1140 hours. Your setting will advise of their daily and yearly stretched pattern.

Provider to complete:

Additional charges: Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents; that is, there must not be any mandatory charges for parents in relation to the free hours.

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on [Royal Greenwich Family Information Service](#). These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

	Mon	Tues	Wed	Thurs	Fri	Total weekly charge
Additional charges for consumables or additional charges per day						
Provide details of the charges made for consumables and additional services and itemised details of what these charges relate to:						

Step 6: Parent/Carer/Guardian with legal responsibility declaration

PARENTAL /CARER/ GUARDIAN DECLARATION

I (Name)

of (Address)

confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise (Name of each provider/s)

.....

to claim early learning entitlement funding as agreed above on behalf of my child. I understand that the data collected in this form will be shared with my chosen provider and local authority.

Parent/Carer/Guardian with legal responsibility		Early Years Provider/ Children's Centre	
Signed		Signed	
Print name		Print name	
Date		Date	

Royal Greenwich is collecting your data for the purposes of checking your eligibility for the funded early years entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), in accordance with its statutory functions under the Childcare Acts 2006 and 2016, and the School Standards and Framework Act 1998.

Data Protection notice : Please ask your provider for more information which is in guidance for completing Parental Declaration document

Appendix D: Equality and Equity Charter

Link for sign up: [Sign the Royal Borough of Greenwich Equality and Equity Charter | Instructions](#)

FAIRER SAFER ACCESSIBLE INCLUSIVE

Royal Borough of Greenwich Equality and Equity Charter

Everybody counts – a pledge for equality across Royal Greenwich

Royal Greenwich is a vibrant borough with a growing diverse population. We share an ambition to create a fairer, safer, accessible and inclusive borough where everyone feels they belong, has a voice and an equal opportunity to succeed and thrive.

We are committed to making a real difference by:

- making Royal Greenwich a welcoming borough where everyone feels they belong
- inspiring trust and confidence in all the borough has to offer
- recognising, valuing and celebrating diversity
- listening to and understanding the diverse needs of all people
- building good relations and understanding between people
- creating a fairer borough through promoting inclusion, participation and equal access
- challenging discrimination, harassment, bullying, hate crime and victimisation
- eliminating barriers, encouraging a growth mindset, raising aspirations and creating opportunities for growth beyond limit.

As an organisation we will:

- actively promote equality
- work with partners and the community to make our information, services and products more accessible and inclusive
- put equal opportunity at the heart of our recruitment, employee development and service delivery
- continually review the diversity of our workforce and ensure it's representative of our local community across all levels
- address all allegations of discrimination, harassment, bullying and victimisation
- promote good relations between people from different backgrounds
- share good equality practice with our partners
- measure and share our progress and success.

Appendix E Spotlight Process

The Local Authority expects Greenwich children to have access to high quality early learning and childcare experiences to provide them with the best start in life; improve their future outcomes and narrow the gap in attainment.

The expectation is that your provision is graded 'compliant', 'met', 'good' or 'outstanding' by Ofsted. Where you fail to meet this high standard, you are expected to fully engage with the Local Authority Spotlight process and the subsequent challenging programme of improvement activities.

The expectation is that you will continue to fully engage with the process until a 'compliant', 'met' 'good', or 'outstanding' grade is achieved and for a period of at least a further six to twelve months to confirm that quality improvements are sustained and embedded in practice. The local authority will carry out a full scope visit and continue to provide active support to embed good practice.

Where you fail to make significant improvements at the next inspection and continue to be graded not met (no children in care), or requires improvement, the Spotlight process will be on-going until your next inspection and for a further 12 or 18 months thereafter.

Approved Providers – Eligibility for Early Learning Funding

The statutory guidance for local authorities on the provision of early education and childcare sets out the quality standards to meet for local authorities to fund places. It is the government's intention that, as far as possible, free places are delivered by providers who have achieved an overall rating of 'outstanding' or 'good' in their most recent Ofsted inspection report.

Funding for free early learning entitlements will therefore be under review and subject to robust auditing and cancellation. No new placements will be agreed until significant improvements have been evidenced and the setting Ofsted outcome has improved.

You may be removed from the local authority directory of approved providers offering free early learning places and you will not be eligible to claim funding. This decision will be reviewed every 8 – 12 weeks following feedback from Early Years and Childcare Advisors and Early Years and Childcare Team Leader.

Transitions to new placements at alternative provision for children will be supported by the Families Information Service.

Factors taken into consideration

- Strength and stability of leadership and management
- Safeguarding and welfare concerns
- Children's needs, wellbeing and progress
- Safer recruitment, supervision, training, coaching and mentoring of staff

Where the continuation of funding is agreed, funding will be paid monthly in arrears.

What you must do following an inspection

On first notification of Ofsted outcome requires improvement, not met (no children in care), non-compliant and/or welfare requirements notice at the feedback on the day of your inspection, regulatory visit or via the draft report thereafter, you must make immediate contact with the Local Authority and notify them of the outcome.

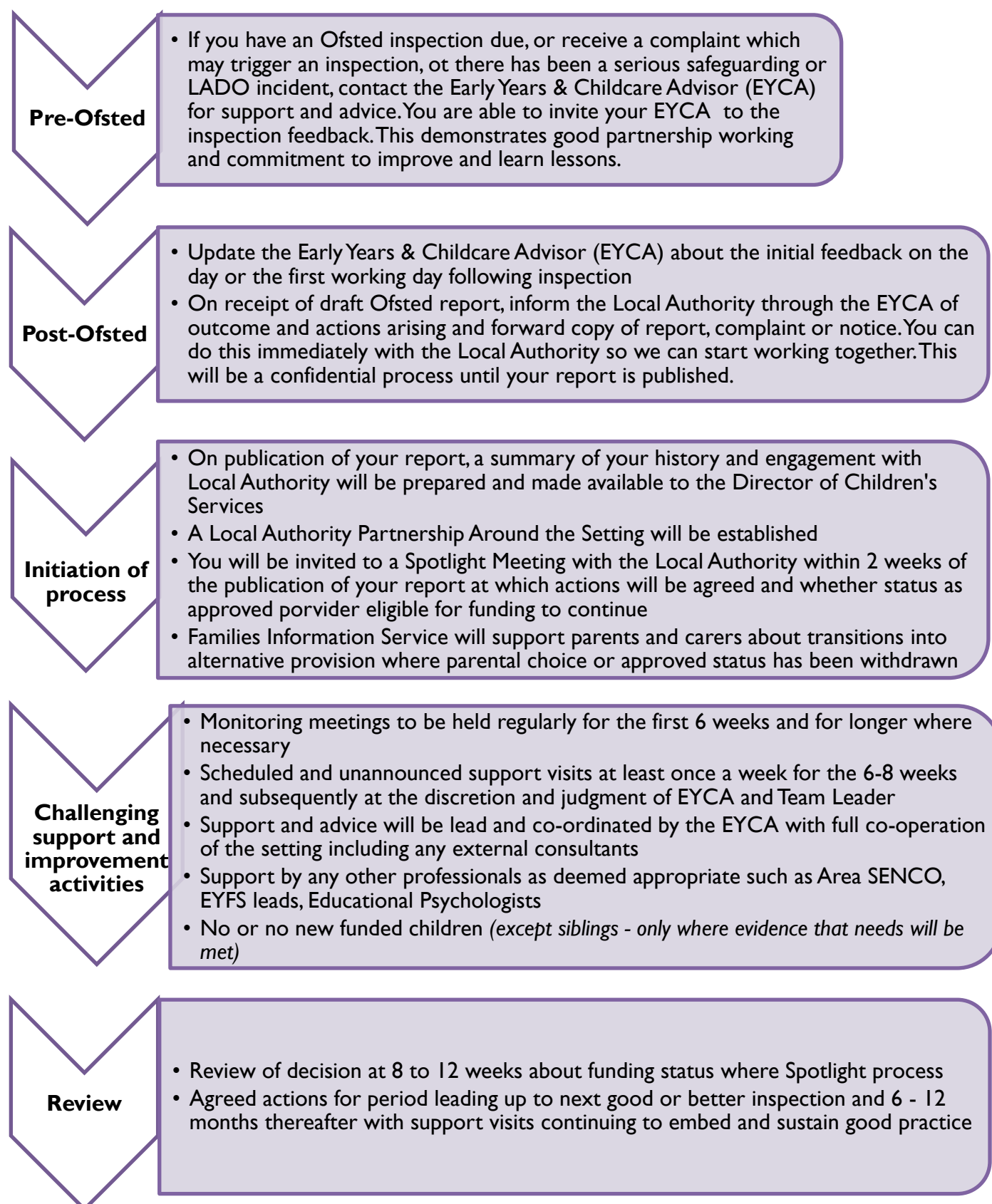
This is considered to be evidence of your commitment to take immediate action to meet any actions set, access training, support and advice, demonstrate openness and transparency, and full engagement with the local authority placing children's wellbeing and needs at the heart of next steps.

By telephone: 020 8921 3877

By email: childcare-support@royalgreenwich.gov.uk

Where Spotlight process applies
<ul style="list-style-type: none"> • Non-compliant • Requires Improvement • Not met (and no children in care) • Parental complaints • Safeguarding concerns

Local Authority Spotlight Process



Local Authority Spotlight Process Outcomes

Next inspection
Good or better outcome

- At least 6 to 12 month monitoring following inspection
- Priority places on local authority training
- Mandatory participation in training needs identified
- End intervention with full scope visit and follow up on actions

Next inspection
Less than good outcome

- 12 to 18 month monitoring following next inspection
- Termly review monitoring meetings
- Regular unannounced and scheduled visits
- Mandatory attendance at all local authority training
- 6 monthly full scope visits
- Funding reviewed every 8 - 12 weeks
- No or no new funded children - support offered to parents by FIS to transition children into higher quality provision

Appendix F: Local Authority Childcare & Early Learning Monitoring Meeting Process

The Local Authority expects Greenwich children to have access to high quality early learning and childcare experiences to provide them with the best start in life; improve their future outcomes and narrow the gap in attainment.

The requirement, in order to provide funded early learning entitlement places, is that your provision is graded 'compliant', 'met', 'good' or 'outstanding' by Ofsted. Where you fail to meet this standard, you are expected to fully engage with the Local Authority Childcare & Early Learning Monitoring Meeting (LACELMM) and the subsequent challenging programme of improvement activities.

The expectation is that you will continue to fully engage with the process until a 'compliant', 'met' 'good', or 'outstanding' grade is achieved and for a period of at least a further 6 to 12 months to confirm that quality improvements are sustained and embedded in practice. The local authority will carry out a full scope visit and continue to provide active support to embed good practice.

Where you continue to be graded inadequate or not met (with actions and/or children now in care), the LACELMM process will be on-going until your next inspection and for a further 12 or 18 months thereafter.

Approved Providers – Eligibility for Early Learning Funding

Section 3 of the [statutory guidance](#) for local authorities on the provision of early education and childcare sets out the quality standards to meet for local authorities to fund places. It is the government's intention that, as far as possible, funded places are delivered by providers who have achieved an overall rating of 'outstanding' or 'good' in their most recent Ofsted inspection report.

Funding for free early learning entitlements will therefore be enabled in exceptional circumstances where there is a significant sufficiency pressure. Where there is such pressure, placements will under review and subject to robust auditing and cancellation. In these circumstances, no new placements will be agreed until the setting's Ofsted outcome has improved to "good" or outstanding".

It is expected that funded children will supported to transition to new settings by Families Information Service. In exceptional circumstances, where the continuation of funding is agreed, funding will only be paid monthly in arrears.

Inadequate Ofsted Outcome

Where your setting is judged to be inadequate by Ofsted, you will be removed from the Local Authority directory of approved providers offering free early learning places and you will not be eligible to claim funding until the Ofsted grade improves.

This decision will be reviewed following the publication of the outcome of your next Ofsted inspection. Transitions to new placements at alternative provision for children will be supported by the Families Information Service.

The LACELMM Process

LACELMM process considerations taken into account

- Ofsted actions and recommendations
- Actions set in Welfare Requirements or Compliance Notice
- Strength and stability of leadership and management including review of the nominated individual/registered persons
- Safeguarding and welfare
- Children's needs, wellbeing and progress
- Quality of the curriculum and teaching
- Safer recruitment, induction, supervision, training, coaching and mentoring of staff
- Sufficiency of places in the area
- Any other concerns identified by the Early Years & Childcare Advisory Service or any agencies, partners and parents/carers

What you must do following an inspection

On first notification of an Ofsted outcome as inadequate, not met with actions, or welfare requirements notice at the feedback on the day of your inspection, regulatory visit or via the draft report thereafter, you must make immediate contact with the Local Authority and notify them of the outcome.

This is considered to be evidence of your commitment to take swift and timely action to meet any actions and welfare requirements set, access training, support and advice, demonstrate openness and transparency, and step up to full engagement with the local authority placing children's wellbeing and needs at the heart of next steps.

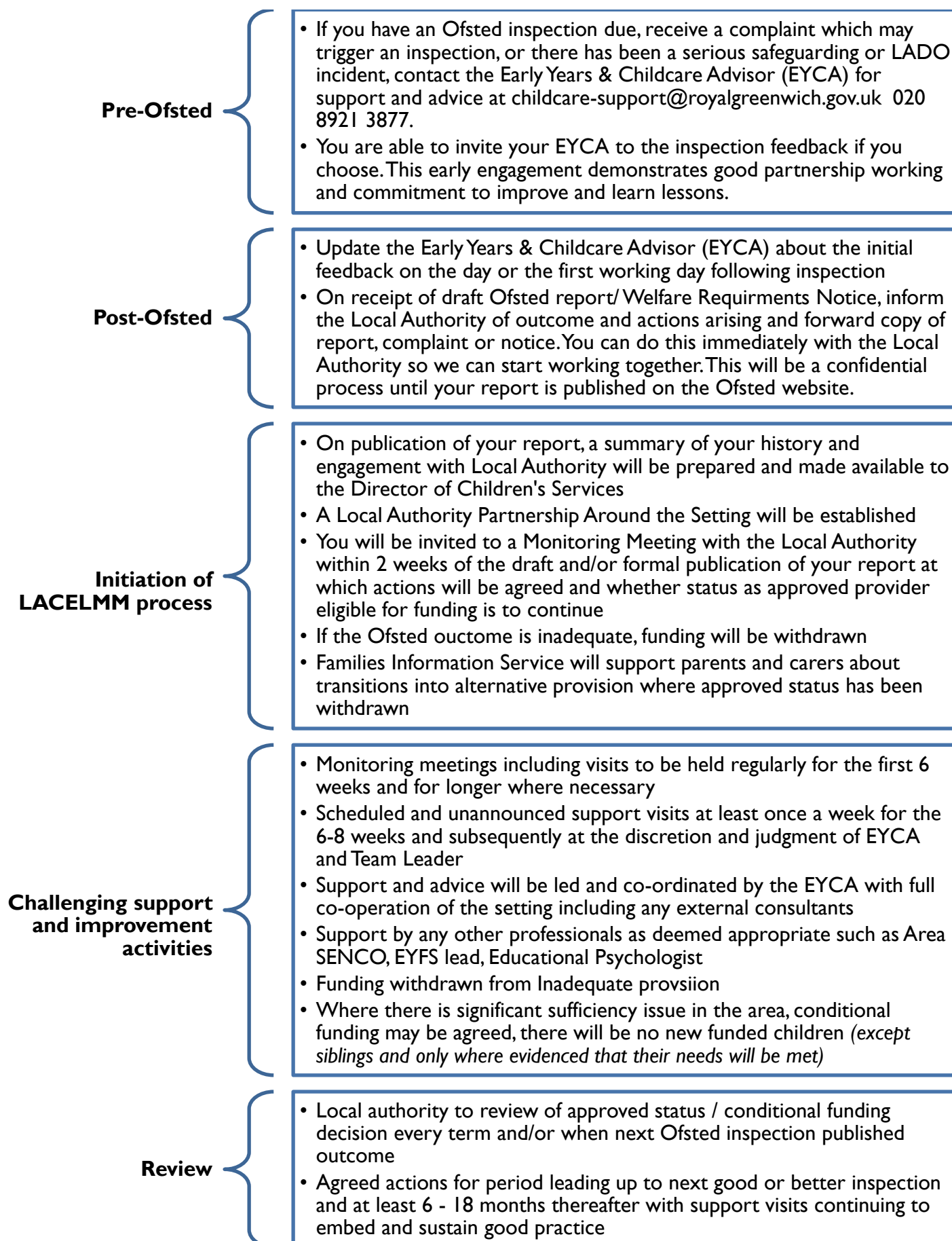
By telephone: 020 8921 3877

By email: childcare-support@royalgreenwich.gov.uk

When and where LACELMM applies

- Inadequate
- Not met (with children now in care) / not met (with actions)
- Welfare Requirements or Compliance Notice
- Local Authority Designated Officer – serious LADO matter

Local Authority Childcare & Early Learning Monitoring Meeting LACELMM



Local Authority Childcare & Early Learning Monitoring Meeting Process Outcomes

Next inspection
Good or better outcome

- At least 6 to 18 month monitoring following inspection
- Priority places on local authority training
- Mandatory participation in training needs identified
- End intervention with full scope visit and follow up on actions
- Returned entry to Local Authority Family Services Directory and re-approved for funding where all actions met
- Resume delivery of funded early years learning entitlement

Next inspection
Less than good outcome

- 12 to 18 month monitoring following outcome at subsequent inspection
- Termly review monitoring meetings
- Regular unannounced and scheduled visits
- Mandatory attendance at all local authority training
- 6 monthly full scope visits
- No funded children where inadequate or not met with actions
- Where requires improvement or not met, conditional funding may be resumed only where meet all actions, positive parental choice which is verified by Families Information Service, and continue to engage fully with the Local Authority improvement journey and evidence progress

Appendix G: Term Dates

Terms & Headcount	2025 / 2026 Academic term dates	Funded weeks
Autumn 2025	Term time: Monday 1 September to Friday 24 October 2025 Half-term holiday: Monday 27 October to Friday 31 October 2025 Term time: Monday 3 November to Friday 19 December 2025 Christmas and New Year holiday: Monday 22 December 2025 to Friday 2 January 2026	Funded 14 weeks <i>Not funded 5 INSET days</i>
Headcount	Autumn: Thursday 2 October 2025	
Spring 2026	Term time: Monday 5 January to Friday 13 February 2026 Half-term holiday: Monday 16 February to Friday 20 February 2026 Term time: Monday 23 February to Friday 27 March 2026 Easter holiday: Monday 30 March to Friday 10 April 2026	Funded 11 weeks
Headcount/ EY Census	Spring: Thursday 15 January 2026	
Summer 2026	Term time: Monday 13 April to Friday 22 May 2026 (except May Day Bank Holiday on 4 May 2026) Half-term holiday: Monday 25 May to Friday 29 May 2026 (Spring Bank Holiday on 25 May) Term time: Monday 1 June to Monday 20 July 2026	Funded 13 weeks
Headcount	Summer: Thursday 21 May 2026	
	<i>Less 5 INSET days for professional development and training: Total funded weeks or hours</i> 15 hours x 38 weeks = 570 hours 30 hours x 38 weeks = 1140 hours	38 weeks or 570 hours / 1140 hours

Child's date of birth when child turns 9 month+ 2-years-old or 3 years old	When parents must check eligibility <u>and</u> receive valid eligibility code which you have checked with RBG	The term when a child can take up funded place (the term after they become age eligible)
1 April – 31 August	by 31 August	Autum Term From 1 September
1 September – 31 December	by 31 December	Spring Term From 5 January
1 January – 31 March	by 31 March	Summer Term From 13 April

2025/2026 Early Years & School Calendar

AUTUMN 2025

September 2025							October 2025							November 2025						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29

AUTUMN 2025

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SPRING 2026

January 2026							February 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31							

SPRING 2026

March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SUMMER 2026

April 2026							May 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30

SUMMER 2026

June 2026							July 2026							August 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
31	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30	31	1				

2025/2026 Academic Year

Funded - 38 weeks
or 570 / 1140 hours

Autumn 14 weeks

Spring 11 weeks

Summer 13 weeks

School holidays

Bank Holidays

Headcount Day

Autumn 2025 – less 5 INSET days

2025 / 2026 Funding Rates

Under 2s – £14.87

2 yo - £10.83

3 & 4 yo - £6.80

EYPP £1.00 per hr up to £570
per yr

For queries, & notifying late
starters or early leavers, email

[EYC-
Funding@royalgreenwich.gov.uk](mailto:EYC-Funding@royalgreenwich.gov.uk)

Tel: 020 8921 3877

Terms & Headcount	2026 / 2027 Academic term dates	Funded weeks
Autumn 2026	Term time: Wednesday 2 September to Friday 23 October 2026 Half-term holiday: Monday 26 October to Friday 30 October 2026 Term time: Monday 2 November to Friday 18 December 2026 Christmas and New Year holiday: Monday 21 December 2026 to Friday 1 January 2027	Funded 14 weeks <i>Not funded 2 INSET days</i>
Headcount	Autumn: Thursday 1 October 2026	
Spring 2027	Term time: Monday 4 January to Friday 12 February 2027 Half-term holiday: Monday 15 February to Friday 19 February 2027 Term time: Monday 22 February to Thursday 25 March 2027 Easter holiday: Friday 26 March to Friday 9 April 2027	Funded 11 weeks
Headcount/EY Census	Spring: Thursday 21 January 2027	
Summer 2027	Term time: Monday 12 April to Friday 28 May 2027 (except May Day Bank Holiday on 3 May 2027) Half-term holiday: Monday 31 May to Friday 4 June 2027 (Spring Bank Holiday on 31 May) Term time: Monday 7 June to Thursday 22 July 2027	Funded 13 weeks <i>Not funded 3 INSET days</i>
Headcount	Summer: Thursday 20 May 2027	
	<i>Less 5 INSET days for professional development and training: Total funded weeks or hours</i> 15 hours x 38 weeks = 570 hours 30 hours x 38 weeks = 1140 hours	38 weeks or 570 hours / 1140 hours

Child's date of birth when child turns 9 month+ 2-years-old or 3 years old	When parents must check eligibility <u>and</u> receive valid eligibility code which you have checked with RBG	The term when a child can take up funded place (the term after they become age eligible)
1 April – 31 August	by 31 August	Autum Term From 2 September
1 September – 31 December	by 31 December	Spring Term From 4 January
1 January – 31 March	by 31 March	Summer Term From 12 April

2026/2027 Early Years & School Calendar

AUTUMN 2026

September 2026							October 2026							November 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

AUTUMN 2026

December 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SPRING 2027

January 2027							February 2027						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	31	1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28						

SPRING 2027

March 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SUMMER 2027

April 2027							May 2027						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

SUMMER 2027

June 2027							July 2027							August 2027						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				

2026/2027 Academic Year

Funded - 38 weeks
or 570 / 1140 hours

Autumn 14 weeks

Spring 11 weeks

Summer 13 weeks

School holidays

Bank Holidays

Headcount Day

Autumn 2026 – less 2 INSET days

Summer 2027 – less 3 INSET days

For queries, & notifying late starters or early leavers, email

EYC-
Funding@royalgreenwich.gov.uk

Tel: 020 8921 3877

Appendix H: Audit Tool



Provider Compliance & Audit Tool

Delivery of Funded Early Years Entitlements

This tool is optional for you to help you check if you are compliant with the delivery of entitlements. This tool is used by Royal Greenwich when monitoring compliance. Royal Greenwich will endeavour to be reasonable and pragmatic where providers are actively and positively moving towards compliance.

	Compliance Focus	Only tick box if in place for most children
Data Protection	Have parental declaration forms been fully completed, with consent provided and safely stored or (signed page) uploaded to the Provider Portal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SLA	Have you signed and returned the relevant period Service Level Agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.	Attendance & Child Records	
1.1	Are attendance records kept and are they up to date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.2	Does the Early Years census return submitted match the attendance register? (Most recent headcount)	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.3	Do the children's records match those submitted to the Provider Portal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.4	Are copies of parental declaration forms safely stored for 12 months after children have left the setting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Eligibility of Children	
2.1	Do you request and record proof of dates of birth for children eligible for funding eg birth certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you request and record proof of address eg utility bills, benefits letters, bank letter, Council Tax?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.2	Are parent details including National Insurance/ NASS numbers and dates of birth recorded on the Parental Declaration Form and the Provider Portal?	<input type="checkbox"/> Yes <input type="checkbox"/> No

2.3	Are placement forms or eligibility codes stored safely for eligible disadvantaged 2-year-olds (Together for Twos)??	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.4	Are all eligibility codes for Working Parent/Families entitlements validated and reconfirmed on time? Do you keep parents informed of application, reconfirmation due dates and grace period expiry?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.5	Are all children routinely checked for Early Years Pupil Premium eligibility?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.6	Do you keep a record of EYPP funding allocation and spend?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.7	Are you registered for Tax Free Childcare?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.8	Are children who are eligible for Disability Access Fund and/or 1:1 SEN funding in receipt of the additional support?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.9	Have you seen and uploaded any proof of special criteria for entitlement to Together for Twos or EYPP eg Adoption, Special Guardianship or Child arrangements order or EHCP/ DLA letter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Funded Entitlement Delivery	
3.1	<p>Are invoices and receipts clear, transparent, and itemised with funded hours clearly shown?</p> <ul style="list-style-type: none"> Funded and non-funded (ie chargeable) hours shown clearly and separately by day, week or month eg No of funded hours x £0.00 (<i>must always be £0</i>) No of chargeable hours x £6.80 (<i>your own rate here</i>) Additional food items, activities and consumables are clearly and separately itemised eg 5 lunches x £2.00 or 1 dance class x £2.50 (<i>your costed rate here</i>) Your full details, Ofsted URN number and head office with contact details (including company or charity registration numbers) Invoices dated and invoicing period clear Date and amount of payment by parent recorded in receipts 	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.2	<p>Is there a setting policy where parents who are not able to or are unwilling to pay for optional and voluntary charges? Additional charges must not be a condition attached to the offer of a funded place.</p> <ul style="list-style-type: none"> Do you exercise discretion to waive or reduce optional charges? Are the support arrangements for low-income and disadvantaged parents clear? Are reasonable alternatives clearly communicated? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.3	Does the parent contract clearly and simply explain terms and conditions for	<input type="checkbox"/> Yes

	<p>funded entitlements?</p> <ul style="list-style-type: none"> Does the contract match the practice, charging and fee structure? 	<input type="checkbox"/> No
3.4	<p>Is there a charging policy and fee structure which is clear and transparent?</p> <ul style="list-style-type: none"> Are parents able to calculate cost of childcare by hour or session? Are you clear about how many hours are in one session? Are charges for any additional and optional hours, items, consumables and activities clearly published? Are reasonable alternatives offered and set out? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.5	<p>Is there a deposit in place for funded entitlements?</p> <ul style="list-style-type: none"> Is this fully refundable and when is it refunded to parent? (no later than headcount payment) Are there a registration or administrative fees charged (or by any other description)? This is not permitted. 	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.6	<p>What is the hourly or daily rate for chargeable/non funded/private fee hours and is it clear for parents?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.7	<p>How and when are funded entitlement sessions are offered?</p> <ul style="list-style-type: none"> No more than 10 hours per day eg 6 hours x 5 days for 30 hours or 3 hours x 5 days Is the model fair, equal, accessible, and supportive of the child's needs and working patterns? Is there a cap on number of funded places either by age or type? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.8	<p>What are opening and closing times for the setting and are they clearly advertised?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.9	<p>Is your setting All Year Round or Term Time only?</p>	<input type="checkbox"/> AYR <input type="checkbox"/> TTO
3.10	<p>Is the entitlement stretched and are the hours on a pro-rata basis, if stretched?</p> <ul style="list-style-type: none"> How many hours over how many weeks? When are closure periods or INSET days? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.11	<p>Is there a clear understanding that "funding follows the child"?</p> <ul style="list-style-type: none"> Are notice periods applied to the funded entitlements? How does the provide resolve disputes in relation to notice periods? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	General	
4.1	Date of last Ofsted visit and rating?	
4.2	<p>Do your bank account details and business operating name match those held by Royal Greenwich?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.3	<p>If provider employs staff, are there in place staff contracts?</p> <ul style="list-style-type: none"> Are your staff and/or childminding assistants paid above the National Minimum Wage and/or at London Living Wage? 	<input type="checkbox"/> Yes <input type="checkbox"/> No

4.4	<p>Are safer recruitment practices followed?</p> <ul style="list-style-type: none"> • Are there references in place? • Have suitability checks been carried out? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.5	Is setting advertised on Family Services Directory (FSD) with up-to-date information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.6	Does provider have their own up-to-date website?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.7	<p>Are entrance and external display boards up to date?</p> <ul style="list-style-type: none"> • Is the complaints policy displayed or easily accessible to parents? • Is the Ofsted parent poster displayed? • Is the Royal Greenwich Useful Safeguarding Contact Telephone Numbers and Referral Pathways displayed for staff or easily accessible for all? 	<input type="checkbox"/> Yes <input type="checkbox"/> No

For advice and support, contact

Providers: Childcare Support

Childcare-support@royalgreenwich.gov.uk

020 8921 3877

Parents: Families Information Service

fis@royalgreenwich.gov.uk

020 8921 6921

Appendix I: Additional Explanatory Notes for Local Authorities and Providers

Data Protection

Data from which it is possible to identify children (in any medium, including within a MIS) is personal data. Such personal data must be managed in accordance with the requirements of the Data Protection Act 2018 (the Act). Data Controllers must ensure that their data handling rules comply with the Act and that staff understand these. Local authorities should advise Providers about their responsibility to hold data in accordance with the Act including the requirement to issue parents with a fair processing notice explaining how their data and data about their child is to be used.

The Act puts in place safeguards regarding the use of personal data by organisations, including the department, local authorities and schools. The Act gives rights to those (known as data subjects) about whom data is held, such as Children, their parents and teachers. This includes:

- the right to know the types of data being held
- why it is being held
- to whom it may be communicated

A 'privacy notice' is a good way to be able to meet data subjects' rights and therefore the department recommends that these are used to explain to children and staff how their data is being used in the census collections including the school workforce, early years census and school census. The department has drafted template privacy notices that Providers may wish to use. However, the template notices will need to be reviewed and, where necessary, amended to reflect business need. Ideally the privacy notice will include this link to the gov.uk webpage on how the department collects and shares data.

It is strongly recommended that the privacy notice be included as part of an induction pack for staff and made available to parents via the Provider's website, as well as potentially featured on the staff notice board / intranet. They do not need to be issued on an annual basis as long as new children and staff are made aware of the notices and they are readily available electronically or in paper format.

Legal Duties under the Data Protection Act 2018 (the Act): data security

Providers and local authorities have a legal duty under the Act to ensure that personal data is processed securely. Processing is the collection, handling (use), storage, transmission and deletion of data. Further information is available from the Information Commissioners Office.

If personal data is not properly safeguarded it could damage your reputation and compromise the safety of individuals. Your responsibility as a data controller / processor extends to those who have access to your data beyond your organisation if working on your behalf, that is, if external IT suppliers can remotely access your information. The '[10 steps to cyber security](#)' and '[Responsible for information](#)' pages provide further guidance and advice. It is vital that all staff with access to personal data understand the importance of protecting it; that they are familiar with your security policy; and that they put security procedures into practice. It is recommended that you provide appropriate initial and refresher training. Further information on handling data securely is available in the [DfE guidance on data protection for schools consider cloud software services](#).