

Early Education Entitlements

Notification of Changes - To be completed by provider

1 September 2023 to 31 August 2024

Use for in term leavers, in term change of hours, all extended absences over four weeks, all leavers where no notice given or contact within 10 days of last attendance.

Complete the relevant section and mark through those sections not being used. Follow guidance at the end of form to ensure it is correctly processed. This form is to be completed by the provider, and used and retained in conjunction with the Parent Authorisation Form to record all agreed delivery and associated claims for free entitlement hours.

Provider name		Provider postcode	
Child forename		Child date of birth	
Child surname			

Parent or carer - if transferring any hours to another setting in Kingston or Richmond and section 1 or 2 are completed a copy of this form must be given to the new provider so they can agree the date they can begin to offer the free hours and ensure there is no duplication or over claim

SECTION 1 - Child leaving in term with notice or at end of agreed contract

Date written notice received from parent or carer	Date:
Date verbal confirmation of leaving, if written notice not given (if not within 10 days of last attendance complete section 3 instead)	Date:
Agreed final date of claim in line with EEF notice policy (End date input to portal)	Date:
Number of weeks claimed in final term (from term weeks lookup - weeks attended input to portal)	Weeks:
Term that includes final date of claim	Autumn 2023, Spring 2024, Summer 2024
Copy of this form will be passed to parent or carer	Confirmed:

SECTION 2 - Request for adjustment - permanent change of hours implemented in term

Date request for change of hours received	Date:		
Agreed date change of hours effective, in line with EEF notice period policy	Date:		
Details of change - Type of free hours	2 year old / universal / extended		
New hours from agreed date		Hours currently claimed	
New Parent Authorisation Form is completed and signed	Confirmed:		
If decrease in hours: Copy of this form will be passed to parent or carer If increase in hours: Hours are not duplicated or in notice at other provider	Confirmed:		

SECTION 3 - Advising: no notice or contact received within 10 days of last attendance	
Parent has verbally confirmed child is not returning	<ul style="list-style-type: none"> • If less than 10 calendar days after last attendance use section 1 of form instead • if more than 10 calendar days after last attendance continue this section • if parent has not verbally confirmed continue this section
Date child last attended setting	Date:
Date parent or carer verbally confirmed child not returning	Date: or No contact with parent or has not verbally confirmed:
If no contact with parent and more than 10 days after last attendance - give brief details of attempts to contact	

SECTION 4 - Advising: child on roll with proposed or actual absence of four weeks or longer	
First date of absence	
Expected date of return	Date: Or unknown
Reason for absence	Holiday, sickness, family circumstances, other, unknown
Date advised of absence by parent or carer	Date: Or have not been advised
Last date of contact with parent or carer	Date:

I, the provider, confirm the details submitted above are correct and that process guidance within this form and AfC policy will be followed to ensure the claim for Early Education Funding is in line with information given. A copy of this form will be retained with any Parent Authorisation Forms or other In Term Changes forms for the academic year

Signed on behalf of provider

Name		Date signed	
Job Role			
Contact phone and email regarding this form			

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Guidance for processing Notification of Changes Form

- **Not completing a form when required, not following guidance and not passing a copy to parent/carer when required may impact your EEF claim and will be taken into consideration when investigating complaints or disputes.**
- If leaver or change of hours where full term weeks are claimed no form is required, remove child record or change hours at the start of next term actuals
- For starters - before confirming the start date of free hours the provider must check with parent/carer if hours have been claimed in term from another provider in Kingston or Richmond - if so the parent/carer must submit the Notification of Changes form issued by the previous provider. If the previous provider has not issued the form contact Early Years for advice.

Process for Section 1 - Child leaving in term with notice or at end of agreed contract

- Copy of form passed to parent/carer within five days of written or verbal notice received.
- Copy to be retained with Parent Authorisation Form.
- Complete form ensuring details given are in line with AfC EEF notice period policy and guidance.
- Advise the parent or carer that they **must** pass their copy of form to the new provider if they are starting a new funded place at a setting within Kingston or Richmond in same term
- Input to portal within actuals period by adjusting attendance end date and weeks attended to those shown on form.
- If after the end of term close, upload form to portal & contact Early Years for adjustment to following term estimate payment.

Process for Section 2 - Request for adjustment -permanent change of hours implemented in term

- For increase or decrease of hours - form uploaded to portal and Early Years Team contacted to advise of upload.
- Copy of form to be retained with Parent Authorisation Form.
- If decreasing hours copy of form to be passed to parent/carer within five days of written or verbal notice received.
- Change of hours only applied where changes are permanent and contractual - only one change a term
- Complete form ensuring details given are in line with AfC policy and guidance.
- Ensure the parent or carer completes and signs a new Parent Authorisation Form (PAF.)
- If hours increase, use information on PAF to confirm hours are not duplicated or in notice with another provider.
- If hours decrease, parent/carer must pass a copy to the new provider if transferring hours to a setting in Kingston or Richmond.
- Do not enter the changes to the portal - upload form to the provider portal and advise the Early Year Team you have done so.
- Early Years will manually adjust the terms claim for the child and make payment on the next available pay run
- When the portal opens for the next term, you must correct the hours on the child portal record.

Process for Section 3 - Advising: child leaving without notice and no contact within 10 calendar days

- Form to be uploaded to portal and Early Years Team contacted.
- Copy to be retained with Parent Authorisation Form.
- Written advice of resulting actions advised by the Early Years Team to be retained with form.
- Complete form if no contact with parent/ carer within 10 calendar days of non-attendance
- Upload to child record on portal - contact Early Years Team to advise that the form has been uploaded.
- Early Years will respond with confirmation of upload and confirm further instructions.

Process for Section 4 - Advice of extended absence of four weeks or longer

- Form to be uploaded to portal and Early Years Team contacted.
- Copy to be retained with Parent Authorisation Form.
- Written advice of resulting actions advised by the Early Years Team to be retained with form.
- Complete the form within 10 days of being advised of a planned absence of over four weeks, or if a shorter planned absence then exceeds four weeks.
- Upload form to child record on portal - contact Early Years Team to advise that the form has been uploaded.
- Early Years will respond with confirmation of upload and confirm further instructions.