

### **Procedure for Child Starting After Head Count Date**

We are unable to facilitate the movement of free early education hours between providers within a funding term. However there are exceptional circumstances where it would be unreasonable for a child to start or continue attending a setting until the end of the funding term. Reasons may include moving in to Richmond or Kingston from another borough, quality, safety or inability to meet a child's need. Please contact the early years' team for advice before accepting a child for a funded place after headcount date.

The procedure for making a late claim for funding is as follows:

1. Check evidence from the parent of a recent move to the borough where applicable.
2. Email or call the early years team to advise that you have a late starter that potentially meets the above criteria for taking up a funded place after the nominated headcount date. [Early.years@achivingforchildren.org.uk](mailto:Early.years@achivingforchildren.org.uk) or 0208 547 5215. Please do NOT include the late starter or parent authorisation form in the email unless it is secure.
3. Once agreed the early years team will open up the portal for your setting.
4. Add the child to the portal with zero funded hours, upload the parental authorisation form and late starter form below on to the child record.  
<https://kr.afcinfo.org.uk/pages/community-information/information-and-advice/information-for-childcare-professionals-working-in-kingston-and-richmond/resources/provider-portal>
5. Advise the early years team once the child & forms have been added and submitted.
6. The early years team will make an adjustment to the hours on the child record on the portal based on the start date and hours agreed on the parental authorisation form.
7. Payment will usually be added as an adjustment to the following term's payment unless advised otherwise. Adjustment amounts can be viewed on the summary page of your provider portal account.

## Late Starter Application Form

### 2, 3 and 4 year old funding entitlements

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Please ask the parent/guardian to complete this form as a supplement to the parent authorisation form and submit to AfC via the portal uploader. Funded hours should not be offered until agreed with AfC Early Years team.

Child's Forename:	Child's Surname:	Child's DOB
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### Existing provider details:

Setting Name:	Local Authority:
Date child left setting (dd/mm/yy):	

### New provider details:

Setting Name:	Local Authority:
Start date at setting (dd/mm/yy):	

### Reason for late start:

\_\_\_\_\_

If moving borough date of move: \_\_\_\_\_

### Parent Declaration:

I confirm the details above are accurate and true and I may be asked for supporting evidence.

<b>Print Name:</b>			
<b>Signature:</b>		<b>Date:</b>	

AfC will liaise with the provider to confirm the application has been successful and the number of hours funding agreed.

Any notice period agreed with a current provider must be adhered to before funding can be paid to a new provider. Payments will be made as an adjustment to the funding in the term following the child's start date.

For any queries please contact AfC Early Years Team on [early.years@achievingforchildren.org.uk](mailto:early.years@achievingforchildren.org.uk)