

AfC Early Education Funding Late Starter Policy

We are unable to facilitate the movement of free early education hours between providers within a funding term. However where a child has not accessed any of their early years funding entitlement during the term or has moved in to the borough funding can be paid based on the delivery of funded hours from the child's start date until the end of the standard school term, as directed by Kingston / Richmond council. Subject to the usual maximum of 15 universal and 15 extended hours per week, which may be stretched.

1. Any undelivered, claimed for funded hours must be allocated to the new child first. i.e. where another child has left the setting and not accessed the full funding claim for the term.
2. Before offering a funded place, the claim must be agreed with the early years team first. Email or call the early years' team to inform us that you have a child starting after the nominated headcount date and to confirm eligibility. early.years@achievingforchildren.org.uk or 0208 547 5215.
Note: 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.
5. Advise the early years team once the child & forms have been added and submitted.
6. The early years team will check that the child has not already accessed early years entitlements with another provider and make an adjustment to the hours on the child record on the portal based on the start date and hours specified and agreed on the parental authorisation form.
7. Payment will be added as an adjustment to the following term's estimate payment unless advised otherwise. Adjustment amounts can be viewed on the summary page of your provider portal account.
8. The early years team will confirm by email the number of funded hours that have been agreed and allocated.

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.

Child's Forename:	Child's Surname:	Child's DOB
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Provider details:

Setting Name:	Start date at provider (dd/mm/yy):
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Reason for late start:

Parent Declaration:

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

I confirm that I have not accessed any funded hours with another provider this funding term autumn (1st September – 31st December), spring (1st January – 31st March), summer (1st April – 31st August)

Print Name:			
Signature:		Date:	

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

Any notice period or charges 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