

Guidance notes for mid-term adjustment funding claims – late starters

It is important when a child joins you mid way through a funding period that you establish:

1. whether they have left another childcare provider;
2. if yes, the reason why.

In order for funding for a mid-term child to be approved, their circumstances **must meet** one of the following six valid reasons:

- Moving house
- A change in the child's primary carer
- Where a sibling moves school and the child is able to attend a nearby setting
- Where loss of employment affects the childcare place e.g. if a child's provision was taken up near a parents employment rather than their home
- Health and safety issues e.g. child protection/domestic violence
- When a child requires a place at a District Specialist Centre.

As a provider, it is your responsibility to check with the parent the reason for a mid-funding period move, and make the parent aware that the mid-term funding might not necessarily be approved and transferred.

If you accept a child mid-way through a funding period for a reason other than those listed above (also detailed in the Local Provider Agreement), you will not be able to claim funding from Wiltshire Council. You also must honour their Free Entitlement offer of up to 15 hours per week, and not charge the parent for any of these hours.

If you are unsure whether you can accept a late starter and get funding approval, please contact a member of the Early Years and Childcare team to discuss.

Finally, a few further guidance notes to remember:

1. If a parent decides to take up less than their 15 hours Free Entitlement at the time of the headcount they cannot take up any remaining hours at a later date with either the existing provider or a new provider. The hours must be consistent throughout the whole funding period.
2. No conditions can be attached to the offer and delivery of the Free Entitlement hours, and Wiltshire Council will not pay funding to an early years provider if the child has left the provision.
3. As 2 year old applications are approved throughout a funding period, please remember to ask parents for a copy of their award notification letter. If the letter is from a Local Authority other than Wiltshire, a copy must be submitted with your mid-term adjustment paperwork. Please contact a member of the team if you are unsure funding has been approved or not.
4. Please ensure you enter a start date for each late starter child, and remember that we don't pay for part weeks which are less than 3 days.
5. If a child has recently moved into the area and had previously accessed Free Entitlement hours at a provision, please ensure the original provider details are

completed so we can contact them to calculate the number of funded hours available for you to claim for within the funding period.

6. Mid-term adjustment payments are always made in arrears. 2 year old payments are made approximately 4 weeks after the mid-term adjustment paperwork deadline, whilst 3 & 4 year old payments are made in the final month of the following funding period.