

Dear Colleague,

**Update: 3&4 year old funding Missed Headcount Appeals**

Please be aware that we are changing the appeal process for completely missed Headcount claims, due to feedback that has been received across all aspects of the service.

As per page 21 of the Kent Provider Agreement:

*'Late submission of any return for two, three and four year olds could result in non-payment of funding and a fee being applied. Providers must inform MI in advance of submission deadlines of any extenuating circumstances that will prevent them from submitting claims on time'*

Management Information set Headcount deadlines well in advance and send reminder emails the day the headcount portal opens and the day before the submission window closes to remind all Providers that they need to submit their Headcount claims. Despite this we often receive appeals from Providers that have not submitted their claim by the deadline dates and have not informed us of any extenuating circumstances prior to the deadline dates. This causes a lot of additional work for Providers, The Education People and Management Information which we want to avoid.

From Autumn 2021 Management Information will be setting appeal deadline dates which will be published on KELSI in advance. Providers will also be contacted, after the Headcount deadline date, by The Education People informing them that a Headcount has not been received by Management Information. If Providers fail to submit their headcount by the deadline date and subsequently miss the appeal deadline date they will not be funded for the term.

If you miss the Headcount deadline, please **do not** submit an adjustment until you are advised to. You will need to email [miearlyyears@kent.gov.uk](mailto:miearlyyears@kent.gov.uk) and explain why you have missed the Headcount deadline. MI will assess your appeal and reply advising if the appeal has been granted or not and whether you will be charged or not.

If you require any further information or help, please do not hesitate to contact Management Information on 03000 421612 or email [miearlyyears@kent.gov.uk](mailto:miearlyyears@kent.gov.uk).

Kind regards,

Chaileigh Thorne

**Senior Management Information Officer – Early Years**

**MI Early Years** | Management Information | Children, Young People & Education | Kent County Council | 2nd Floor, Invicta House, Maidstone, ME14 1XX | Internal: 421612 | External: 03000 421612

**Making Kent a county that works for all children.**

For more information go to <https://www.kelsi.org.uk/early-years/sufficiency-and-sustainability/free-early-education>