



To All Headteachers

**Children, Young People and Education**

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Dear Colleague

**Attendance in Early Years Settings**

You will be familiar with the fact that schools are expected to submit an attendance data return directly to the DfE each day relating to children in Years R to 13. The DfE requires local authorities to regularly report similar information for childcare settings, including that of nursery classes in schools. To ensure that the LA's return to the DfE accurately reflects the status of the full range of settings in the county and the number of children attending, primary schools with a maintained nursery class will be asked to complete a short weekly attendance survey relating to their nursery class. This is the same survey that private settings and other childcare providers will complete. The survey will be sent to those applicable schools directly once a week.

**Supplier relief guidance for schools**

<https://www.gov.uk/government/publications/supplier-relief-for-schools/supplier-relief-for-schools>

This guidance has been updated and advises that contracting authorities should, where possible, support their at-risk suppliers to ensure business and service continuity and to protect jobs.

The definition of 'suppliers' can include all organisations providing goods and services to your school. The guidance sets out some overarching principles as to how you could choose to support your suppliers. It also includes a number of other important points to note when considering how best to implement this guidance for your school or trust, including:

- suppliers should not expect to make profits on elements of a contract that are undelivered during this period and all suppliers are expected to operate with integrity. Suppliers receiving relief should agree to act on an open book basis and make cost data available to you during this period.
- any relief payments to suppliers can be used to help cover non-furloughed staff costs and other non-staff expenses only. Relief payments must not be used to cover costs associated with staff furloughed under the Coronavirus Job Retention Scheme

Whatever approach you decide best meets your needs, you need to ensure you apply the necessary financial and governance controls as set out in [Schemes for financing local authority maintained schools](#) and the [Academies financial handbook](#)

## **E-Bulletin**

We have resumed the publication of the weekly e-bulletin from Matt Dunkley for non-COVID-19 related information. The bulletin can be found at:

<https://www.kelsi.org.uk/news-and-events/directors-update/3-february-2021-weekly-update>

You can also subscribe to have these emailed to you on the same link. I will continue to write to you as and when required in relation to urgent COVID-19 updates.

## **Children's Portal currently unavailable**

KCC have been experiencing significant IT issues since Saturday. Whilst we are working hard to resolve these as quickly as possible, the Children's portal is currently unavailable. If you need to make a referral, please email [FrontDoor@kent.gov.uk](mailto:FrontDoor@kent.gov.uk) to request an alternative means.

Yours sincerely



David Adams  
**Interim Director of Education**