

Supplementary Advice in Completing the Headcount Summer 2020

Further information on Headcount Summer 2020

In line with Government advice, Kent County Council's (KCC) Early Years and Childcare Funding Guidance 26 March 2020 set out its intention for collecting the Headcount for the Summer Term 2020. The Summer term headcount should be completed based on the children the setting was expecting to care for prior to the outbreak of the Coronavirus. Providers should record a child's attendance on the headcount based on the Parental Declaration (PD) form.

This supplement is designed to provide further advice to providers in completing Headcount.

Scenario or question	
Can I include all children I was expecting in the summer term on my headcount?	<p data-bbox="807 871 1406 1346">As stated in the Guidance issued on 26 March, all children for whom you have a signed Parental Declaration (PD) form can be included in Headcount. If a setting has not got a signed PD, they should have a dated email/letter/text from parents confirming they wish their child to attend the setting and a PD should be obtained retrospectively by the 22nd July 2020 at the latest. Where a PD is not supplied then the funds will be reclaimed. Both documents must be held on record as evidence.</p> <p data-bbox="807 1384 1366 1637">Providers should be aware that if they have subsequently received an email from parents before the end of Headcount week (Friday 1st May 2020) stating that they no longer wish to take up their place, the child should not be included on Headcount.</p> <p data-bbox="807 1675 1374 1928">Children who are new to Kent, who are claiming funding for the first time in summer term or who had previously intended to move between settings can be included on Headcount provided the setting has a signed PD or dated email/letter/text from the parent.</p> <p data-bbox="807 1966 1321 2040">If children are eligible for 30Hhour (extended) funding they will need to</p>

	<p>ensure the code has been issued/renewed by 31st March 2020 and the child is eligible for Summer 2020 term. A 30 Hour Kelsi check on the code must also have been completed to validate the code with KCC.</p>
<p>I have taken on a critical worker or vulnerable child from another setting and the parents have said they now wish to remain at my setting moving forward. Can I add this child to Headcount?</p>	<p>Where a child has moved from another setting at which s/he was funded, the new setting should make sure of the following before adding the child to Headcount:</p> <ul style="list-style-type: none"> • The setting will have sufficient space to continue caring for the child should lock down end and all other expected and claimed for children return to the setting • The parent is able to evidence that they formally gave notice to the previous setting before the end of headcount week (Friday 1st May 2020) clearly stating that they no longer wish to claim funding with that provider • They have a signed PD or dated email/letter/text to evidence that the child will be claiming their funding at the setting for the whole of the summer term <p>Where all of the above conditions have been met, the new setting can claim for the child on Headcount</p>
<p>I have taken on critical worker/vulnerable children during the current situation, but they intend to return to their normal setting after the current crisis ends, should I add them on Headcount?</p>	<p>No. As stated in the guidance issued on 26 March, providers should use the Free Entitlement funding being claimed at summer term Headcount for those children who are absent as a result of the Coronavirus to fund the Free Entitlement offered to any temporary child placed with them.</p> <p>In some cases, a provider may offer more care during this period than recorded on their headcount. This could be due to either accepting more children than they would have done otherwise or making more Free Entitlement hours available than usual, due to the parents/carers needing to work longer hours than before the outbreak of the</p>

	<p>Coronavirus. In these instances, where the total number of hours actually provided is greater than the number of hours funded, providers should complete an adjustment via the Synergy Provider Portal. Providers should add an additional comment in the reason box, identifying the child as “a child receiving temporary/additional hours not covered by children who are absent as a result of the Coronavirus” (this option will be available from Wednesday 6th May 2020 onwards).</p> <p>To ensure prompt payment KCC would like providers to submit their adjustments by Friday 15th May 2020 where possible. Additional adjustments will still be accepted after this point, but payment may be delayed.</p> <p>Providers will initially be funded from the start of the placement to the end of term. If things return to normal and the child reverts to the original placement during the Summer Term then the provider will need to identify this as negative adjustment via Synergy, and KCC will recover the unused weeks as part of the Autumn estimate payment.</p>
<p>I am a childminder and I have not put in an estimate for summer term but have now taken on a temporary critical worker/vulnerable child. Should I put the child on Headcount?</p>	<p>No. As stated in the guidance issued on 26 March childminders in this situation should complete an adjustment via the Synergy Provider Portal. Childminders should add an additional comment in the reason box, identifying the child as “a child receiving temporary/ additional hours not covered by children who are absent as a result of the Coronavirus” (this option will be available from Wednesday 6th May 2020 onwards).</p> <p>To ensure prompt payment KCC would like providers to submit their adjustments by Friday 15th May 2020 where possible. Additional adjustments will still be accepted after this point, but payment may be delayed.</p> <p>Childminders will initially be funded from</p>

	<p>the start of the placement to the end of term. If the child reverts to the original placement during the Summer Term then the provider will need to identify this as negative adjustment, and KCC will recover the unused weeks as part of the Autumn estimate payment.</p> <p>Where childminders have not submitted an estimate for Autumn term KCC will arrange an alternative repayment.</p>
<p>Must I have a Parental Declaration for any temporary child I may submit an adjustment for?</p>	<p>To support compliance and to avoid overallocations it is expected that providers should have a PD for the child clearly noting that this is a temporary arrangement for the period of coronavirus disruption. It should clearly state the start date of the placement.</p>
<p>I am unable to gather the evidence (Parental Declaration or Email/Letter/Text in time for headcount, what shall I do?</p>	<p>If you have a returning child that you wish to put on your headcount but you do not have the PD signed and the parent is not responding to requests for an email/letter/text as evidence please add the child on to Headcount and ensure you have the PD signed/completed by 22nd July 2020. If you subsequently do not receive a signed/completed PD the money will be reclaimed.</p>
<p>My setting is closed and I am unable to access information to submit a Headcount.</p>	<p>As stated in the guidance of 26 March If, as a result of the Coronavirus, it is not possible for a provider to complete the Summer Term headcount within the required timescale due to the absence of staff who would normally do this, an extension to the headcount period may be agreed. This is on an individual and exceptional basis and will only be granted if the provider has contacted Management Information (MI) before the headcount submission period has ended. If agreed, the administration fee normally associated with a missed headcount appeal will be waived. If a provider is forced to close during headcount week the administration fee will also be waived, but you must have contacted MI to inform them of the closure.</p>

<p>Three of my staff have received letters saying they cannot go out for 12 weeks. If the Government requests nurseries to open up to more than just critical worker/vulnerable children and I am unable to take them due to staffing issues will they have to go elsewhere and will I lose funding?</p>	<p>We would have to look at each nursery that this applies to, on an individual basis.</p>
<p>I am planning to close at the end of the summer term. If the Government orders everyone to reopen in June I may consider not doing this for the last couple of weeks. At that point do I inform MI that I am officially closing on the date of the government announcement and do I have to pay back the funding for those final weeks?</p>	<p>Yes, please do notify MI and your CSO that you have officially closed.</p> <p>As it is your choice to close at this time rather than at the end of the funding period you will have to repay the FEE funding for the weeks that you are officially closed.</p>