

# Management Information

## PVI Calendar

### Free Early Education and Childcare Period

#### Sept 2022 – Aug 2023



### Funding Periods

	From	To
Autumn 2022	1 September 2022	31 December 2022
Spring 2023	3 January 2023	14 April 2023
Summer 2023	17 April 2023	31 August 2023

Please be aware that a child can claim a maximum of 570 hours of Free Early Education (universal entitlement) in a funding year and, if eligible, a further 570 hours of free childcare (extended entitlement). A child's funding year starts the term after their 3<sup>rd</sup> birthday in line with the table below:

Child First Becomes Eligible for Funding	Children Born in Period	Terms Included in the Funding Year
September (Autumn Term)	1 April to 31 August	Autumn, Spring & Summer
January (Spring Term)	1 September to 31 December	Spring, Summer & Autumn
April (Summer Term)	1 January to 31 March	Summer, Autumn & Spring

### Funded Weeks

In line with the Kent Provider Agreement, Providers can offer a non-stretched or stretched pattern or both. However, where providers are unable to open for the 38 weeks and this has been agreed with KCC, the provider must ensure that parents are made aware prior to taking up their place that they will not be able to access their full free entitlement with them.

#### Funding over 38 weeks - Non-Stretched

up to 15 hours per week

Autumn 2022	<b>14 weeks</b>	<b>210</b> hours
Spring 2023	<b>11 weeks</b>	<b>165</b> hours
Summer 2023	<b>13 weeks</b>	<b>195</b> hours

#### Funding over 48 weeks - Stretched

up to 12 hours per week

Autumn 2022	<b>16 weeks</b>	<b>192</b> hours
Spring 2023	<b>14 weeks</b>	<b>168</b> hours
Summer 2023	<b>18 weeks</b>	<b>216</b> hours

#### Settings offering Stretched funding

In the case of a parent taking up the 'stretched' offer, they must be made aware that they may exceed their free early education hours and be given the option of either (a) removing their child from the setting or (b) paying for the additional hours. Under no circumstances can you insist that the parent pays; they must have the option to remove their child if this best suits their circumstances. The terms around these extra hours must be agreed between yourself and the parent at the time they sign the Parental Declaration. Please be aware that the choice of whether to stretch the funding is up to each Provider and is not obligatory.

**Should you wish to stretch funding between 38 or 48 weeks or 48 weeks plus, please claim the funding over 38 or 48 weeks per year via Synergy and then stretch the funding yourselves with the parent. There is a calculator available on KELSI to convert non-stretched hours to stretched. You will also be required to track these children on the stretched tracker for audit purposes which is also available to download from KELSI. These tools are only required to be used if you are stretching funding outside of the 38 or 48 week pattern.**

There are two sample calendars on KELSI to assist you with working out your term dates. When stretching funding for a child for 48 weeks you **must** remember to tick that the child is stretched at headcount in Synergy and check the weeks you are claiming for are correct.

Providers should be aware that the universal and extended funding will be capped at 570 hours each a year (the maximum number of hours the Department for Education fund Local Authorities) so Management Information will deduct any overclaimed hours in the final term of the child's funding year.

### Estimate Data Collection period for 3 and 4 Year Old Funding

Autumn 2022: Friday 24 June – Tuesday 5 July 2022  
 Spring 2023: Friday 11 November – Tuesday 22 November 2022  
 Summer 2023: Friday 3 March – Tuesday 14 March 2023

Interim payments will be paid at 50% of the termly hours submitted

### Headcount Weeks for 3 and 4 Year Old Funding

Autumn 2022: Monday 12 September – Friday 16 September 2022  
 Spring 2023: Monday 16 January – Friday 20 January 2023  
 Summer 2023: Monday 24 April – Friday 28 April 2023

### Payment Dates for 3 and 4 Year Old Funding

Autumn 2022: Interim: W/C Monday 5 September 2022  
 Balancing: W/C Monday 31 October 2022  
 Spring 2023: Interim: W/C Tuesday 3 January 2023  
 Balancing: W/C Monday 20 February 2023  
 Summer 2023: Interim: W/C Monday 17 April 2023  
 Balancing: W/C Monday 12 June 2023

Term	3 Year Olds	4 Year Olds	Whole DOB Range
Autumn 22	01/09/2018 to 31/08/2019	01/09/2017 to 31/08/2018	01/09/2017 to 31/08/2019
Spring 23	01/01/2019 to 31/12/2019	01/01/2018 to 31/12/2018	01/01/2018 to 31/12/2019
Summer 23	01/04/2019 to 31/03/2020	01/04/2018 to 31/03/2019	01/04/2018 to 31/03/2020
Autumn 23	01/09/2019 to 31/08/2020	01/09/2018 to 31/08/2019	01/09/2018 to 31/08/2020

### Compliance Visits

KCC, its agents or any person authorised by KCC, will carry out annual sample checks and/or audits on all registered childcare providers to ensure compliance with the requirements of Free Early Education funding. KCC, its agents or any person authorised by KCC, will also carry out checks as a result of a complaint or concern.