

20190612 The early learning for two year olds (EL2) application process for schools

Summary

This process is based on the Commissioners Decision Report April 2015: *Early Learning for Two-year Olds Capital Process*. It includes the recommendations made to the Grants Determination Sub-Committee July 2019.

Process

Step 1

School contacts the Integrated Early Years' Service (IEYS).

Step 2

This is the project development phase prior to any recommendations or agreements.

The Childcare Sufficiency and Business Support Manager (CSBSM) and Quality Assurance Manager (QAM) visit the school to discuss:

- The schools proposal;
- Its feasibility;
- Review demand in the area, referring the school to the current *Childcare Sufficiency Assessment*;
- Advise on Ofsted requirements if applicable. This may cover: separate site issues, ages, ratios, qualifications, employing organisation, etc.

Other suitably qualified IEYS officers may lead on this process as necessary.

Step 3

School level consultation. This phase is the responsibility of the school leaders.

Either:

The Head Teacher consults with school governing body. School develops its business plan, the relevant financial information, a risk log and a market analysis. After securing the agreement of ALL school stakeholders, the Head Teacher (or designated officer) makes the initial application for EL2 capital grant.

The IEYS requires schools to take particular concern for their future revenue income from EL2 provision and ensure that their financial planning and risk log covers all eventualities. Advice on the legal requirements and on running childcare are covered in the advice document distributed to schools: *July 2018 Childcare briefing for head teachers and governors of maintained schools: Advice to schools from the IEYS*.

Or:

The school decides not to pursue the application.

Step 4

The school completes the grant proposal document with support from CSBSM. The Chair of Governors send a letter to PPPG and IEYS confirming that the required consultation with stakeholders has taken place, that the governing body is aware of the school application and familiar with the business plan and the risk log (capital and revenue), and that admissions processes will be adhered to. This letter should confirm that governors are confident that the Head Teacher has addressed the capital and revenue risks effectively.

The project planning, financials, risk log and market analysis are the responsibility of the school. Any arrangement with a separate provider is the responsibility of the school and governing body and must form part of the business planning. Where large numbers of two year old places are created, due regard to legal requirements around admissions to nursery must be demonstrated in the business plan.

Step 5

The proposal is considered at the Capital Programme Management Group (IEYS and Pupil Services). Recommendations are made to the Pupil Place Planning Group (PPPG) for approval

Step 6

The recommendation will be considered at the PPPG meeting for formal approval.

Step 7

An acceptance letter will be sent to the school detailing the amount of the recommended funding award and any conditions, including the minimum number of EL2 places to be created and the clawback requirements. Claw back varies depending on the size of the capital grant and is required for the Council to demonstrate proper stewardship of public funds. The acceptance letter is issued after minuted approval from the PPPG and signature from the Divisional Director for Education and Partnerships.

Step 8

The Project Initiation Document (PID) is updated with new projects recommended for funding. This is submitted to the Asset Management and Capital Development Working Party for formal approval of the project and confirmation of funding availability.

Step 9

Upon approval by PPPG, the Grant Agreement is sent to the school. The project is initiated by the school. The school sends regular monitoring reports on grant spend to PPPG and IEYS.

The school is responsible for their own project management and building works through their usual channels (these vary depending on the type of school and are the province of Capital Programmes and Pupil Place Planning, rather than IEYS).

Step 10

Funding is paid in agreed stages by Council. Stages outlined in the acceptance letter.