



Executive
10 December 2012

**Report from the Director of
Children and Families**

**Strategy for Implementing the Two Year Old Early
Education and Childcare Free Entitlement**

1.0 Summary

- 1.1 The government is extending the provision of 15 hours of free early learning and childcare for disadvantaged two year olds (2 YOs) on a statutory basis in two phases. From September 2013 (Phase 1) the government estimates that 20% of this age group will benefit nationally. This follows on from the previous government's scheme started in 2009. The scheme will be extended in Phase 2 from 2014 when 40% of 2YOs will benefit. The targeting of provision to tackle disadvantage through early support and intervention is in line with the Council's Children and Young People's Plan as well as the One Council Working with Families project and the government's Troubled Families initiative. Funding for 2YO places currently comes through the Early Intervention Grant but from April 2013 will come to the borough via the Dedicated Schools Grant (DSG).
- 1.2 This report seeks agreement to the strategy to implement the September 2013 two year old childcare and early education offer. It highlights a number of challenges to ensuring the supply of quality places meets the anticipated demand.
- 1.3 To meet the anticipated demand for places by September 2013 the strategy will require:
- Increasing the number of available places to provide for eligible children, estimated as 880 in Phase 1 and 2000 in Phase 2, assuming 80% take up
 - Improving the quality of Private, Voluntary and Independent (PVI) settings to generate additional places
 - Increasing the number of childminders able to offer new places
 - Ensuring those families who are eligible for a place are aware of their entitlement, including promotion through partner agencies

- Through the Children's and Families Information Service (CFIS) providing information on how to apply for a place and where places exist
- Ensuring adequate funding is received from the Department for Education (DfE) through the Dedicated Schools Grant (DSG).

1.4 The strategy for delivering Phase 2 will be developed during 2013 informed by the experience of implementing Phase 1

2 Recommendations

2.1 Executive is asked to

- (i) Approve the strategy to implement the offer of free childcare to two year olds based on eligibility for a free school meal from September 2013
- (ii) Agree to a further report in the early summer of 2013 updating Executive on progress with the September 2013 offer and the strategy to implement the September 2014 offer
- (iii) Agree that officers review the current policy for funding full time places in schools, including a full consultation with stakeholders, with a report back to Executive in the autumn of 2013

3 Introduction and Background

3.1 The council has been offering free childcare for 2YOs since the summer of 2009 under the auspices of the previous government's scheme. Brent participated in a pilot scheme that targeted the 15% most disadvantaged 2 YOs. Providers currently receive £6 an hour for up to 15 hours of free provision a week. The eligibility criteria combine national Free Schools Meals (FSM) criteria and local criteria based on child and family characteristics. The government's new scheme will use similar eligibility criteria.

3.2 Since 2010 the government has consulted on and subsequently amended statutory guidance on delivering early education and childcare including funding for the free entitlement. The context for the 2YO offer includes:

- Outcomes from the recent consultation on the eligibility criteria for extending the 2YO offer from September 2014
- Revisions to the Early Years Foundation Stage (EYFS) effective from September 2012
- Revisions to the current Statutory Guidance for three and four year olds (formally the Code of Practice) that will incorporate the 2YO offer that government intend to issue in the autumn of 2012
- Changes to the DSG schools and PVI's funding regime from 2013/14
- Additional funding for delivering the 2 YO offer in the council's 2012/13 Early Intervention Grant allocation.

3.3 The proposed implementation strategy is set out in the following sections:

Section 4: Summarises the government's policy intentions and objectives for the 2 YO offer including the proposed eligibility criteria

Section 5: Assesses the likely demand for places

Section 6: Assesses the current supply of places and the potential to increase the supply

Section 7: Presents a strategy to improve the quality of provision that in turn increases the supply of places

Section 8: Describes the approach to market the offer to parents and families increasing the demand for places

Section 9: Sets out the 2 YO project management arrangements

Section 10: Looks at funding and spending covering the DfE's proposed funding methodology and the costs of delivering the scheme

Sections 11 to 14: Present the legal, financial, staffing implications and equality impact assessment

4 Government Policy Intentions and Objectives

4.1 The plan to introduce a new targeted free entitlement for 2YOs is part of the government's 'Fairness Premium' to drive up social mobility and improve life chances. The rationale for high quality early years education and childcare supporting children from disadvantaged backgrounds is strongly evidenced by:

- A gap appearing between disadvantaged children and their peers by age five
- High quality early education makes a difference as from age two upwards; it has positive benefits on children's development
- Fewer children from the poorest families taking up their free entitlement for three year old early education evidenced by:
 - 43% in the poorest 20% (families earning under £16,200 pa)
 - 72% in the wealthiest 20%.

4.2 The new entitlement will be implemented across two phases as follows:

- Phase 1: From September 2013 149,900 (20%) 2 YOs in England will be able to access free early education and childcare places. 2 YOs will be eligible if:
 - Their families meet the criteria also used to establish school-aged children's eligibility for free school meals (FSMs); or
 - They are looked after by the local authority.
 - For the first phase the government is encouraging local authorities to prioritise children with special education needs

and disabilities (SEND) for any discretionary free places they can offer.

- Phase 2: From September 2014 the entitlement will be extended to 296,300 (40%) 2 YOs nationally based on:
 - The Phase 1 eligibility criteria ; and
 - Three proposals set out below for additional criteria. DfE has consulted on these proposals and at the time of drafting this report no firm decisions have been made.

4.3 **Proposal 1** involves using additional economic criteria under the current and proposed benefits systems:

- Current Benefits System:
 - They meet the eligibility criteria used for free school meals (annual gross household earnings of no more than £16,190 and receipt of various benefits); **or**
 - Their families receive Working Tax credits and have annual gross income of no more than £16,190
- New Benefits System:
 - Their families receive Universal Credit and have annual gross earnings of no more than £16,190.

4.4 **Proposal 2** includes children with SEND regardless of their family's income. Research evidence indicates that early education is particularly beneficial for children with SEND. Early education also has wider benefits for these children, such as supporting social inclusion and improving well-being. The Government proposes that 2 YOs would be eligible if:

- They have a current statement of special educational needs / an education, health and care plan; **or**
- They attract Disability Living Allowance (DLA).

4.5 **Proposal 3** involves children who have left care but are not able to return home. From September 2014, the government proposes that two year olds who leave care through adoption orders, residence orders, or special guardianship should also be eligible for free entitlement.

5 The Demand for Places

5.1 DfE has provided the council with estimates of the eligible children across both phases including the likely take up based on applying a factor of 80% that reflects their current experience. Table 1 sets out these numbers.

Table 1: DfE's Projection of Take Up of Two Year Olds

	Phase 1: September 2013	Phase 2: September 2014
Eligible Two Year Olds	1,100	2,500
Take up at 80%	880	2,000

5.2 The estimates are based on sample data provided by HMRC. The DfE advises that these numbers are subject to statistical error and note that not all parents with eligible children will seek places. When compared with the latest

GP list of registered 2 YOs in Brent of 4,887 the DfE figure of 1,100 represents 23%. DfE has not shared any of the HMRC data with the Council, however, a review of the FSM eligible reception age children using the January 2012 census data showed that 25% of the cohort were FSM eligible. This suggests the DfE figure is reasonably robust.

- 5.3 Whilst the council tracks the supply and availability of places using its Tribal database (see para. 6.2 below) assessing likely demand can only be undertaken in global terms across Brent. The proposed strategy will involve refining and improving our ability to track where eligible families reside in Brent and the proximity of available places. This would allow outreach staff based in children's centres and partner agencies, such as health visitors, to encourage eligible parents to take up their free entitlement.

6 The Supply of Places

- 6.1 The DfE anticipates that delivery of the entitlement for Phases 1 and 2 will be across a wide variety of childcare settings with the PVI sector (including child minders) providing nearly 50% of places.
- 6.2 As at October 2012 the number of registered places for 2 YOs in the PVI sector including childminders recorded by the Tribal system was 1,377 full time places, of which 223 were listed as being vacant. The five independent schools are excluded from this total as they run on a similar basis to the maintained schools and would not be seen as suppliers of 2 YO places.
- 6.3 Other than the 130 free entitlement places currently offered to 2 YOs for 15 hours a week (provided by 36 settings) the vast majority of the current 1,377 full-time 2 YO places will all be fee paying. The presumption can therefore be made that providers will be reluctant to lose full day care fee paying children to be replaced with a part time free entitlement place unless there is a financial incentive to do so.

The strategy will need to embrace this issue to ensure:

- Providers are consulted on how many 2YO places their business model can accommodate without expecting them to significantly reduce their fee paying places
- The Nursery Education Grant 2 funding reflects the higher costs of managing 2 YOs and incentivises the creation of 2YO places. The staff to children ratio for 2YOs is 1:4 whereas for three year olds it is 1:8
- As many as possible of the 223 vacancies are retained for free entitlement 2YOs.

- 6.4 There are currently 4,953 early learning and childcare places on offer in Brent from 290 PVI providers across the categories set out in Table 2 below.

Table 2: Numbers of PVI Providers

Category	Number of Providers
Private nurseries	85
Independent schools	Not Applicable
Voluntary sector nurseries	5

Childminders (private)	200
Total	290

- 6.5 The council is moving towards providers updating the Tribal database themselves via the web based provider portal. This information in turn will appear on the CFIS pages on the Brent website offering parents with access to the Internet accurate information on 2YO and other age group place availability. The robustness of the data will be dependent on providers regularly updating their own places and vacancies data via the provider portal.
- 6.6 In order to gauge interest in offering new or additional 2 YO places, in October 2012 PVI providers were asked to indicate their preferences. The results of this survey are summarised below for providers currently eligible to offer places and those that are not.

Table 3: Survey of Current Provider Intentions (130 2 YO in Places)

		Dependencies	
Numbers of providers approached	Would consider increasing spaces & take up	Would need more space needing building work	Would need more staff
27	25	9	11

Table 4: Survey of Currently Ineligible Provider (not currently judged by Ofsted to be good or better) Intentions

			Dependencies	
Numbers of providers approached	Would consider offering 2 YO places	Number of places the 35 might offer	Would need more space needing building work	Would need more staff
39	35	268	5	10

The survey provided some positive feedback in that the majority of respondents were interested in offering additional and new 2 YO places providing they could recruit more staff and either refurbish or extend their premises. Section 10 comments on the government's capital funding initiative to increase the supply of places.

Current policy to fund full time three year old nursery places in schools

- 6.7 In February 2010 Executive approved a new policy for funding full time nursery provision in schools where places would only be offered to children whose parents meet the FSM criteria. Prior to the implementation of the new policy from the autumn term 2012 around half of Brent's primary schools (25) and all four nursery schools offered full time nursery places. By way of comparison Hounslow and Harrow councils do not offer full time places

whereas Lambeth and Camden do. Full time provision is mixed across London councils whereas in the counties it is virtually non-existent.

- 6.8 Following the commencement of the policy five schools changed provision to part time morning and afternoon creating 225 extra places. If funding for full time places ceased, noting that the council only receives funding from the DfE for part time places, then there is the potential to release between 500 to 700 additional part time places. This would be subject to some schools switching to part time morning only provision of which four did this from the autumn 2012 term.
- 6.9 The expectation is that there would be a migration of three year olds from the PVI to the schools sector releasing more 2 YO places. The need to provide sufficient places for 2YOs will require the council to review the current policy with a report back to Executive as part of approving the Phase 2 strategy later in 2013.

Schools sector

- 6.10 In October the schools' sector were approached to see if there was any interest in offering 2YO places. At the time of completing this report no school had indicated an interest in discussing this proposition but as part of the strategy the council will continue to elicit interest from schools. Currently only one nursery school offers 2YO places. 2YOs have different care needs to the 3 and 4 YOs schools have in their nursery classes therefore, it would require a change in staffing to meet these needs and this is possibly what deters schools' interest.

7 Improving the Quality of Provision

- 7.1 This section sets out the strategy to improve the quality of provision in PVI settings through the activities of the Quality Improvement Team (QIT). In order to assist those settings, including childminders to reach the quality required to be able to offer 2 YO places.

Childminder sector

- 7.2 The strategy will involve:
- An autumn survey identifying child minders interested in offering a 2YO place
 - By September 2013 completing an internal quality improvement review for 80% of all childminders with 100% being completed by December. The focus will be on those providers interested in offering a 2YO place
 - Ensuring childminders involved with the 2YO scheme participate in the training provided by Hemsalls (a management consultancy specialising in achieving best practice in services for children and families) funded by DfE EIG grant. The training will support staff in developing the skills necessary to progress to a Level 3 in childcare which will provide the necessary level of understanding to facilitate a high quality provision for 2 YOs

The expectation is that with the support identified above, the 200 childminders in Brent could offer up to 300 good quality places for 2 YOs by September 2013.

PVI sector

7.3 To be able to offer 2YO places settings must be rated good by Ofsted and/or they must be identified as good by the local authority. Therefore to expand 2YO places, as many PVI settings as possible in Brent need to be good and/or outstanding. The quality improvement team is working to achieve this by:

- Annual monitoring visits which:
 - Identify settings which have sufficient quality to provide 2YO places . There can be a four year gap between Ofsted visits and settings may improve in this time
 - Identify settings which with some extra support would be able achieve sufficient quality to provide 2YO in the short term. The team can then target support appropriately
 - Identify settings which were previously rated as good or outstanding and need further support to maintain their quality and therefore capacity to offer 2YO places
- Targeted support for settings which could provide 2YO places through addressing weaknesses and/ or offering support to maintain their quality. Support comes from:
 - Childcare and business development support officers who help settings meet safeguarding, welfare and registration requirements and provide business support on how to be sustainable.
 - The early years advisory teachers work to ensure settings provide high quality learning and development as required by the EYFS
- Providing settings with specific training and resources which help them develop or maintain the required quality to deliver the 2YO offer. Examples include:
 - Training and materials on observation, planning and assessment for children under two
 - Leadership and management training targeted at settings with a clearly identified need
- Targeted training on supporting vulnerable families to settings delivering the offer
- Raising awareness of how settings can become eligible for the 2YO offer at termly PVI meetings, in the PVI newsletter and when team members visit settings.

8 Marketing the Offer and the Applications Process

Marketing the offer

8.1 Marketing the 2 YO offer will be an important part of the implementation strategy. The approach will involve:

- Brent's Children's and Families Information Service (CFIS) providing information via:
 - The Brent website
 - Termly newsletter to all households with pre-school children
 - Posters in GP surgeries, council public buildings, children's centres, schools and nurseries.
- Out reach workers informing eligible families
- Adverts in The Brent Magazine
- Advertising/posters in PVI settings
- Working with health visitors as they have universal contact with families with young children
- Promoting the 2YOs offer through community groups and the voluntary sector.

Applications process

8.2 Appendix A provides a flow chart illustrating the new applications process for seeking a 2 YO place. It involves the use of a revised (and shortened) Common Assessment Process (CAF). The application process provides links with the Working with Families initiative One Council project and the government's Troubled Families initiative ensuring support for the most vulnerable children and families.

The applications process is summarised below:

1. Parent or practitioner respectively initiate or complete CAF
2. Eligibility for a FSM checked on DfE's electronic checking service (ECS)
 - a. Parent /carer has to be in receipt of income support or one other welfare benefit or an asylum seeker
3. CAF coordinator approves allocation of Nursery Education Grant 2 place
4. PVI nursery confirms acceptance of the Nursery Education Grant2 place
 - a. Under DfE proposals PVI would have already been funded based on number of places on offer
5. Child enrolls.

8.3 Combining the application with the CAF process ensures the needs of the child are assessed and appropriate child and family support measures are identified and commissioned.

- 8.4 There is a strong likelihood that the government's take up target of 880 could be achieved by September 2013. This would be dependent on:
- Ensuring the quality improvement work is maintained and adequately resourced to increase the eligible number of providers thereby creating 2YO places
 - Providing appropriate training to providers supporting the management of 2YO provision
 - Managing the council's statutory sufficiency duty. Initial indications suggest most PVI providers approached in a recent survey are interested in offering 2YO places subject to having sufficient staff resources and space
 - Offering a sustainable level of funding to providers that reflects the 1:4 staffing ratio for 2YOs.

9 Project Management and Governance

- 9.1 A project management team was formed in the summer to plan and deliver the offer by the target dates. The project plan identifies a number of key milestones that are summarised below in Table 5.

Table 5: Key Milestones for Implementing the 2 YO Offer

Milestone	Date	Comments
Monthly project team meetings	From October 2012	Will oversee the delivery of the strategy
Early years Schools Forum funding sub-group consulted on funding proposals	16/11/12	Ensures transparency of development of funding mechanism
Executive agree strategy	10 /12/12	
NEG2 funding formula and hourly rate agreed	January 2013	In consultation with Schools Forum
Marketing campaign fully deployed	January 2013	Will include posters, adverts and new web page
2YO funding formula commences	April 2013	Providers will be funded on number of places offered
Continuous review of demand for and supply of places	Commencing December 2012	
Report back to Executive	June/July 2013	Reviews Phase 1 progress and seeks agreement for Phase 2 strategy for 9/13

Regular updates on progress will be provided to the Children and Families departmental management team.

- 9.2 The government is offering support and assistance to all local authorities to implement the 2 YOs strategies through a specially created Achieving Two

Year Olds team. An online Knowledge Hub supports the exchange of information between councils and offers a portal to access support.

- 9.3 Twenty five pilots are underway to assess the practical implications and the challenges facing local authorities in the delivery of the 2 YO free entitlement. The Brent project team will track the progress and experience from the pilots to inform the implementation of Phases 1 and 2.

10 Funding and Spending

Funding

- 10.1 The government proposes to fund the 2YO offer through DSG from 2013/14 by reducing EIG nationally by £530m. Funding via DSG for 2YOs will increase to £760m nationally in 2014/15 with a corresponding reduction in EIG. Whilst the funding will be effectively ring fenced for education the DfE state that within the DSG funding will not be ring fenced but the 2YO allocation will be clearly identifiable. They estimate that the above funding will support 149,000 2YOs in 2013/14 and 296,300 in 2014/15 nationally. Government have set out clear guidelines as to how the 2013/14 funding can be used encompassing:

- Supporting all eligible 2YOs from September 2013
- For delivery
 - Before September 2013 to some children meeting the 20% criteria
 - To some children meeting the second phase (40%) criteria
 - Funding work to build capacity and quality

- 10.2 Critically if the council is to increase capacity and reach the eligible children in both phases as part of its statutory sufficiency duty then in setting the 2013/14 budget the DSG funding has to support:

- Additional training and quality improvement activities in the PVI sector
- Ensuring there are adequate staff resources to manage the application and allocation process
- Anticipated growth in NEG2 payments
- Incentivising and assisting providers to create additional capacity for 2YOs

- 10.3 The government proposes to use a proxy derived from HMRC data for the number of eligible 2 YOs as data on the number of these children clearly cannot be available before the entitlement starts. A formula will be created targeting need and eligibility recognising that costs will differ between geographical areas; this approach will be used for 2013/14 and 2014/15. The DfE will review the suitability of whether using a headcount basis is possible and desirable after 2014/15 as soon as robust take up data is established. Officers are of the view that a steady state for this provision might not be established until the end of 2015/16 after which headcount based funding might be more reliable.

Spending

- 10.4 The government requires all councils to create a 2YO version of the Early Years Single Funding Formula (EYSFF) to be introduced from April 2013. The April start date (rather than starting in September alongside the introduction of a statutory entitlement) reflects the financial year and avoids potentially two different approaches during one financial year, which might be confusing for providers.
- 10.5 In their proposals for funding the 2YO offer DfE has identified a number of advantages of an EYSFF for two year olds including:
- It is a similar mechanism as for the three and four year old entitlement maintaining consistency and familiarity
 - It requires councils to work with providers to identify the cost of delivery and calculate fair and affordable funding rates
 - The EYSFF approach enables comparability between areas on funding rates paid to providers, enabling LAs and providers to compare across areas, supporting transparency and value for money.
- 10.6 The DfE also propose a number of technical changes as to how the 2YO EYSFF operates. These involve:
- Removing the need to have a mandatory deprivation supplement as making it mandatory in an already targeted entitlement does not seem necessary
 - Removing the need for providers to claim NEG 2 based on actual participation. Instead funding will be based on the number of places being offered to allow from April 2013 providers funding to increase capacity in advance of the 20% and 40% entitlement target dates. DfE will review after 2014/15 how this place-based funding is operating.
- The implications of these changes need to be factored into the development of the statutory 2YO EYSFF in readiness for an April 2013 implementation. In particular providers would need to commit to keeping these places always available for 2YOs as applications are processed from parents.
- 10.7 DfE expect councils and providers to work together to improve the quality of provision and Brent's approach is set out in section 7. The DfE believes that the quality of provision is critical to the success of the two year old offer and consulted in October as to whether a mandatory quality supplement should be in the 2 YO EYSFF. At the time of preparing this report no outcomes from the consultation had been published. However, officers are of the view that following the removal of the quality supplement in 2012/13 in order to simplify the formula (as suggested by the DfE) its reintroduction would not be sustainable and could lead to more confusion amongst providers.
- 10.8 Using the current funding rate per child of £6 an hour for 570 hours a year, the overall estimated annual cost of the 2YO provision based on achieving the

take up levels DfE have estimated, as set out in paragraph 5.1, is shown in Table 6 below.

Table 6: Estimated Cost of Provision

	Phase 1: September 2013	Estimated Cost £000	Phase 2: September 2014	Estimated Cost £000
Eligible Two Year Olds	1,100	£3,762m	2,500	£8,550m
Take up at 80%	880	£3,009m	2,000	£6,840m

Capital funding

- 10.9 The Deputy Prime Minister announced in September that £100m of ‘new’ funding was being made available to local authorities to help increase the capacity of providers to offer 2 YO places. At the time of completing this report no details had been forthcoming from the DfE regarding how this funding would be allocated and delivered.

11 Legal Implications

- 11.1 Section 7 of the Childcare Act 2006 places a duty on Local Authorities to secure early years provision of a prescribed description free of charge (in accordance with the Regulations) for such periods as may be prescribed for each young child in their area who has attained such age as may be prescribed but is under compulsory school age. Draft Regulations known as The Local Authority (Duty to Secure Early Years Provision Free of Charge) Regulations 2012 were laid before Parliament on 4 October 2012 and are due to come in force on 1 September 2013.
- 11.2 Section 8 gives Authorities the power to assist and make arrangements with any person who provides/proposes to provide childcare, such assistance to include financial assistance.
- 11.3 Section 12 places a statutory duty on Authorities to provide information advice and assistance to parents or prospective parents on childcare and must establish and maintain a service to do so. Local authorities must also have regard to statutory guidance issued under section 12.

12 Financial Implications

- 12.1 Section 10 sets out in detail how the DfE propose to resource the 2 YO offer by moving funding from EIG to DSG. For Phases 1 and 2 DfE will use proxies to allocate funding through the DSG mechanism. A simple calculation of dividing their global estimates of eligible children into the national funding totals offers an initial guide as to the per capita funding, as set out below in Table 7.

Table 7: Per Capita DSG Funding

Phase	National DSG Funding	Eligible 2 Year Olds	Per Capita	DfE Projected Brent Take Up @ 80%	Brent's Possible DSG Funding	Cost of Scheme @ £6 Per Hour
Phase 1	£530m	149,900	£3,536	880	£3.1m	£3.0m
Phase 2	£760m	296,300	£2,565	2000	£5.1m	£6.8m

- 12.2 The above calculation needs to be treated with a degree of caution as DfE will reflect regional cost differences in their distribution with the expectation that London will receive a larger share of the total through an area cost adjustment mechanism. In addition the DfEs estimates of eligible children have changed during 2012 and further changes could occur as they refine their approach and methodology.
- 12.3 Work on reviewing the hourly funding rate will continue as part of the 2013/14 budget process having regard to overall affordability and the final DSG allocations.

13 Staffing Implications

- 13.1 Approval has been given to appoint an additional full time member of staff to support the application process and the development of the councils offer. The post will be filled by the end of January 2013. The costs for 2012/13 will be accommodated from the existing 2012/13 Children and Families approved budget and the 2013/14 costs will be covered from the new Dedicated Schools Grant allocation, which is in accordance with the conditions of this grant funding.

14 Equality Impact Assessment

- 14.1 The Equality Impact Assessment is contained at Appendix B. The responses to the questions reflect the fact the council is implementing government policy that targets disadvantaged 2 YOs as measured by FSM eligibility.
- 14.2 The marketing strategy will go as far as possible to ensure that all eligible 2YOs have equal access. Targeting specific groups that are “hard to reach” e.g. because of lack of English or low levels of interaction with services, will help ensure they are aware of their entitlement.

Background Papers

- Department for Education
 - Statutory Guidance for Local Authorities on the Delivery of Free Early Education for Three and Four Year Olds and Securing Sufficient Childcare – September 2012
 - Free Early Education for Two Year Olds: Proposed Funding Arrangements – August 2012

- Extending Free Early Education to More Two Year Olds – July 2012
- Brent Council
 - Executive 15 February 2010: Report Title: Introduction of Early Years Single Funding Formula and Changes to the Allocation and Funding of Early Years Full Time Places in Maintained and Private, Voluntary and Independent (PVI) Sectors

Appendices:

- A: NEG2 application process
- B: Equality Impact Assessment

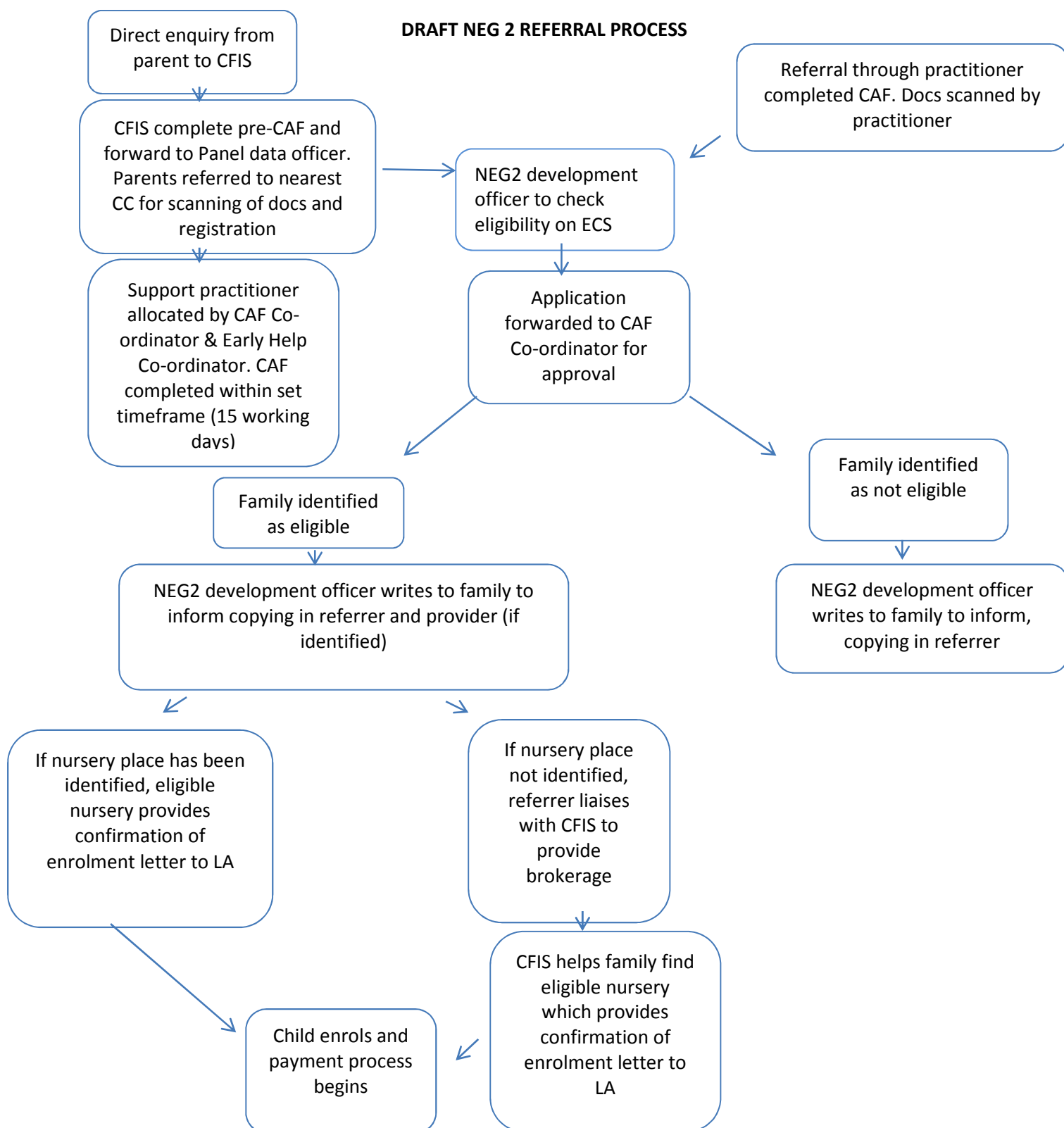
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DIRECTOR OF CHILDREN AND FAMILIES

Appendix A: NEG2 Application Process



Points to note in the process:

Time frame

- All CAF's to be completed within set timeframe (15 working days)
- Time frame for processing NEG2 applications (5 working days)

Eligibility

- Checking of FSM eligibility to be through Electronic Checking Service, but referrers will need to see child's birth certificate and copy of income support letter. Docs to be scanned in with pre-CAF (at CC) / with CAF by referrer as appropriate

Correspondence / recording

- CAF team to be responsible for letters to parents and recording all approvals on master spreadsheet which will be kept on shared drive with password only access
- QI manager and Early Years & Family Support ops manager to approve providers to offer NEG2 places and to inform NEG2 Development Officer of any new providers approved. NEG2 Development Officer to maintain update list and ensure CFIS is provided updated info on a regular basis.
- NEG & Finance officer to be responsible for recording payments on master spreadsheet and making payments to nurseries

Referrers

- Referrers can be EY / social care staff, health staff, nursery practitioners etc.
- CAF completers can be FSA, FSW, Early years early intervention worker etc.
- If nursery has not been identified, CFIS and other referrers to encourage parents to start looking at nurseries while approval process takes place
- FSA's etc. who have completed CAF's as part of this process to follow up with family after approval to support them to get child into nursery. CFIS will also support.

Monitoring

- CAF co-ordinator, Ops manager and NEG2 Development officer to meet monthly to review efficiency of process.
- Monthly audit of CAF's to be carried out by CAF team by random sample, this will include NEG2 CAF's as well.

Appendix B

Brent Council Equality Analysis Form

Please contact the Corporate Diversity team before completing this form. The form is to be used for both predictive Equality Analysis and any reviews of existing policies and practices that may be carried out.

Once you have completed this form, please forward to the Corporate Diversity Team for auditing. Make sure you allow sufficient time for this.

1. Roles and Responsibilities: please refer to stage 1 of the guidance	
Directorate: Children and Families Service Area: Early Years and Family Support	Person Responsible: Name: Sara Williams Title: Assistant Director Early Help & Education Contact No: 0208 937 3510 Signed:
Name of policy: Policy for targeting early education and childcare for disadvantaged two year olds.	Date analysis started: Completion date Review date:
Is the policy: ✓ New Old <input type="checkbox"/>	Auditing Details: Name: Corporate Diversity Title: Date Contact No: Signed:
Signing Off Manager: responsible for review and monitoring Name: Sue Gates Title: Head of Service Early Years & Family Support Date Contact No: 0208 937 2710 Signed:	Decision Maker: Name individual /group/meeting/ committee: Krutika Pau Date:

2. Brief description of the policy. Describe the aim and purpose of the policy, what needs or duties is it designed to meet? How does it differ from any existing policy or practice in this area? Please refer to stage 2 of the guidance.

The government is extending the provision of 15 hours of free early learning and childcare for two year olds (2 YOs) on a statutory basis in two phases. From September 2013 (Phase 1) the government estimate that 149,900 (20% of this age group) will benefit. This follows on from the previous government's scheme started in 2009. The scheme will be extended in Phase 2 from 2014 when 296,300 2YOs will benefit (40% of this age group).

3. Describe how the policy will impact on all of the protected groups:

Positive impact on 2 years olds.

Please give details of the evidence you have used:

Government policy restricts this to children who are 2 years of age and eligible for free school meals.

4. Describe how the policy will impact on the Council's duty to have due regard to the need to:

(a) Eliminate discrimination (including indirect discrimination), harassment and victimisation;

We are implementing government policy that discriminates positively for 2 year olds eligible for free schools meals.

(b) Advance equality of opportunity;

See answer to A. By implementing this policy, we are providing access to free childcare for children who would not otherwise be able to benefit as their parents cannot afford the fees.

(c) Foster good relations

This is a targeted provision to economically disadvantaged 2 year olds undoubtedly relations with parents and carers should be improved.

5. What engagement activity did you carry out as part of your assessment?

Please refer to stage 3 of the guidance.

This report relates to the implementation of government policy that we are statutorily obliged to carry out

i. Who did you engage with?

As consequence, as part of developing on implementation plan, we are engaging with providers and parents to ensure they can provide the supply of places and access their entitlement respectively.

ii. What methods did you use?

Surveys are currently under way to ascertain

1. Number of places available.
2. Likely take up of places, in addition, marketing the offer will be through the Brent website and posters and leaflets distributed to providers and Children Centres. The marketing strategy for the project will go as far as possible to ensure that all have equal access. Targeting specific groups that we know are "hard to reach" e.g. because of lack of English or low levels of interaction with services, will help ensure they are aware of the service. We will seek to make sure that the offer is marketed as widely as possible, using a range of formats and local knowledge to raise maximum awareness

iii. What did you find out?

Initial indicators are providers are key to offer new and additional places.

iv. How have you used the information gathered?

Information gathered will support.

1. Identifying sufficiency of provision
2. Financial impact of provision
3. Improving quality

4. Marketing to parents to ensure maximum awareness. We intend to review marketing strategy to ensure due consideration is given to protected characteristics

v. How has it affected your policy?

As stated earlier, this is government policy but we complete a periodic SEF to update government of how this policy is being implemented.

6. Have you have identified a negative impact on any protected group, or identified any unmet needs/requirements that affect specific protected groups? If so, explain what actions you have undertaken, including consideration of any alternative proposals, to lessen or mitigate against this impact.

Please refer to stage 2, 3 & 4 of the guidance.

No

Please give details of the evidence you have used:

N/A

7. Analysis summary

Please tick boxes to summarise the findings of your analysis.

Protected Group	Positive impact	Adverse impact	Neutral
Age	✓		
Disability			✓
Gender re-assignment			✓
Marriage and civil partnership			✓
Pregnancy and maternity			✓
Race			✓
Religion or belief			✓
Sex			✓

Sexual orientation			✓
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8. The Findings of your Analysis

Please complete whichever of the following sections is appropriate (one only).

Please refer to stage 4 of the guidance.

No major change

Your analysis demonstrates that:

- *The policy is lawful*
- *The evidence shows no potential for direct or indirect discrimination*
- *You have taken all appropriate opportunities to advance equality and foster good relations between groups.*

Please document below the reasons for your conclusion and the information that you used to make this decision.

As stated this is government policy which all Local Authority's are required to implement and we believe this policy meets the above criteria.

Adjust the policy

This may involve making changes to the policy to remove barriers or to better advance equality. It can mean introducing measures to mitigate the potential adverse effect on a particular protected group(s).

Remember that it is lawful under the Equality Act to treat people differently in some circumstances, where there is a need for it. It is both lawful and a requirement of the public sector equality duty to consider if there is a need to treat disabled people differently, including more favourable treatment where necessary.

If you have identified mitigating measures that would remove a negative impact, please detail those measures below.

Please document below the reasons for your conclusion, the information that you used to make this decision and how you plan to adjust the policy.

N/A

Continue the policy

This means adopting your proposals, despite any adverse effect or missed opportunities to advance equality, provided you have satisfied yourself that it does not amount to unlawfully discrimination, either direct or indirect discrimination.

In cases where you believe discrimination is not unlawful because it is objectively justified, it is particularly important that you record what the objective justification is for continuing the policy, and how you reached this decision.

Explain the countervailing factors that outweigh any adverse effects on equality as set out above:

N/A

Please document below the reasons for your conclusion and the information that you used to make this decision:

Stop and remove the policy

If there are adverse effects that are not justified and cannot be mitigated, and if the policy is not justified by countervailing factors, you should consider stopping the policy altogether. If a policy shows unlawful discrimination it must be removed or changed.

Please document below the reasons for your conclusion and the information that you used to make this decision.

N/A

9. Monitoring and review

Please provide details of how you intend to monitor the policy in the future.
Please refer to stage 7 of the guidance.

Locally monthly project meetings and process reviews. Nationally a regular SEF return to the DFE.

10. Action plan and outcomes

At Brent, we want to make sure that our equality monitoring and analysis results in positive outcomes for our colleagues and customers.

Use the table below to record any actions we plan to take to address inequality, barriers or opportunities identified in this analysis.

Action	By when	Lead officer	Desired outcome	Date completed	Actual outcome

Please forward to the Corporate Diversity Team for auditing.