

EYPP Process

Background

EYPP is a payment received from Gloucestershire County Council GCC in relation to [Early Years Pupil Premium](#).

It is payable in relation to eligible children as an increased hourly rate, known internally as at the EYPP uplift, on the universal funding, i.e. up to a maximum of 15 hours per week.

GCC set the rate in April each year. The rate set in April 2022 was £0.60 per hour.

Purpose

Spending of EYPP funding must be relevant to the child and the setting. What the funding is spent on must meet the needs of the individual and EY staff must be able to explain the reasoning behind this.

It could be spent on resources to help support children's communication and development. Many children within childcare settings are being identified in needing further support regarding speech and language difficulties. With this in mind, there are many possibilities on how the EYPP funding can be spent to support this

Examples of what it can be used for include (this list is not exhaustive):

- if child moving settings, create a transition book for the child to take with them;
- key person home visit – make up a box that contains resources to take with them during a home visit, eg story books, cars, puppets etc;
- ICT resources such as “[talking tins](#)”, microphones etc. These can help develop the interaction between children and adults and can give a focus around language;
- book library – create a borrowing book scheme, where children can take a book home and share this with their families. This is a great way of prompting both social interaction and language skills;
- training – find appropriate training for practitioners to attend that focus on language. This could be accessed through speech and language therapists or through your local authority;
- use specific practice resources to help support both practitioners and children with communication and language development. “[Together Let's Talk](#)” is an early years initiative that focuses on supporting children's communication and language development;
- [story sacks](#) – a simple and effective way to promote language, these can easily be created using a range of support such as puppets and props;
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- specific equipment, toys or resources;
- attendance on a Pre-School trip.

How is the EYPP funding accessed?

The Early Years services' funding team at Gloucestershire County Council identify which child is eligible and the funding is added to the setting's Nursery Education Funding payment.

Payments

Current payment is 60p/hour on the initial 15 universal hours only for eligible 3 and 4 year olds. This is primarily received by the setting via the Autumn Term funding (terms 1 and 2), Spring Term funding (terms 3 and 4) and Summer Term funding (Terms 5 and 6).

If the child has not accessed their full 15 hours entitlement and they increase their hours during a term. Once the Funding Amendment Form has been completed and submitted via the Nursery Portal in the due time, then the EYPP funding will be shown on the Funding Amendment payment.

Forecasting

From a financial perspective, the funding received within the academic year should be used in relation to that child within that year. Where this has not been possible (i.e. due to covid) the funds were held and used in the following year. All funds should be used before the child leaves for school.

Therefore, the financial impact for each year should be nil (i.e. we spend what we receive).

Records

The spreadsheet below is set up by the Treasurer at the end of each Financial Year and passed to the Lead Practitioner.

The top section includes any children which will be leaving at the end of this academic year. All EYPP funding should be used within the financial year.

The bottom section includes any children which will be leaving at the end of the next academic year or beyond. All EYPP funding **should** be used within the financial year unless there are extenuating circumstances.

	A	B	C	D	E	F	G	H	I	J	K	L
	Child	Carried Forward from Prior Year	Autumn Funding	Spring Funding	Summer Funding	Total Available	Total Spent/Committed	Total Balance	Total Carried Forward to Next Year			Comments
1			111.30	95.40	108.00	314.70	314.32	0.38	0.00			Natalie's records had 1:
2			111.30	95.40	108.00	314.70	314.97	(0.27)	0.00			Natalie's records had 1:
3												
4	July 2022 Leavers	0.00	222.60	190.80	216.00	629.40	629.29	0.11	0.00			
5												
6				95.40	108.00	203.40	204.1	(0.70)	0.00			
7					108.00	108.00	105.58	2.42	0.00			
8					108.00	108.00	122.38	(14.38)	0.00			
9												
10												
11	July 2023 Leavers	0.00	0.00	95.40	324.00	419.40	432.06	(12.66)	0.00			
12												
13												
14												
15	Total	0.00	222.60	286.20	540.00	1,048.80	1,061.35	(12.55)	0.00			
16												
17												

The Treasurer will:

- set up the front sheet with the names of the children known to be in receipt of the EYPP uplift.
- set up a tab for each known child copying the Template tab

	A	B	C	D	E	F	G	H	I
	#N/A	Received	#N/A	Spent	#N/A	Balance remaining			
1	What will the money be spent on?	Why have you chosen this?	How much will it cost?	How will it benefit the EYPP children? Which of the EYPP children will benefit?	How will it benefit the setting?	How will you know it has made a difference?	What difference did it make?		
2									
3									
4									
5									
6									

- name each new tab with the initials of the child

- update cell A1 of each child tab with the name of the child (as it is shown on the Data tab – this must be exact in order for the automatic updating to work)
- B1 updates automatically with the value of the payments received from GCC
- D1 updates automatically with the value of the expenditure included on the tab
- F1 updates automatically with the balance remaining (overspends are shown in red brackets)
- Returning to the data tab, the treasurer will update column B with any balance carried forward.
- Columns C, D and E will be updated when the funding payments are made each term. The Treasurer will provide these numbers to the Lead Practitioner to update the working copy.
- The total available in column F will automatically update with the cumulative total of funds available.
- Column G will update automatically from the individual tabs are completed, resulting in an updated balance available to spend in column H (a negative balance here – red in brackets) indicates an overspend
- At the end of each month the Treasurer will update the accounts to show the EYPP funds held (these are restricted funds)
- At the end of the year, once all income and expenditure has been recorded the final file will be submitted to the Treasurer to confirm any balance remaining to be carried forward into the next year.
- The Treasurer will also ensure any year end accruals are carried out for invoices/expenses not yet received.
- The Treasurer will ensure all payments into the bank from GCC are recorded against the correct cost line in the accounts (2yr funding, 3 yr universal, 3 yr extended, EYPP etc).
- The Treasurer will ensure all invoices and expense claims relating to EYPP spend are allocated accordingly in the accounts.
- The Treasurer will place orders as necessary with the key suppliers.

The Lead Practitioner is responsible (with the team) of identified appropriate expenditure.

The Lead Practitioner will:

- liaise with the parents of the relevant child to ascertain how their needs can be met.
- update each individual tab with the identified equipment.
- order EYPP items up to a value of £100 per item without needing additional approval
- seek email approval from the Chair for items above £100 before purchasing
- order necessary equipment from suppliers such as Amazon, Argos etc and seek reimbursement from the Treasurer (providing a completed Expense claim form, copies of the receipts and a copy of the EYPP spending file)
- provide the treasurer with details of items to be ordered from Pre-School suppliers such as TTS, Hope Education, Supplies for School (attaching email approval from the Chair for anything above £100 per item).
- provide the Treasurer with the updated file at the end of each month to ensure that the funds not yet spent are restricted within the accounts
- At the end of the year once all expenditure has taken place the updated file will be transferred to the Treasurer for inclusion in the year end accounts and to determine any year end adjustments (accruals, balance carried forward).