

##### Early Education Funding Scheme

Application form for Maintained Schools and Maintained Nurseries

Information on the free entitlement can be accessed on Oxfordshire County Council’s website <https://www2.oxfordshire.gov.uk/cms/public-site/early-education-fund>. Under the termly pack section you will find a timeline and guidance notes aimed at the maintained sector, these go into more detail on what to do and when.

We use ‘Egress Switch’ as a secure email solution when emailing personal and sensitive information. Switch also enables you to communicate securely back with the council. You will be required to set up a Switch account as part of joining process. Please see section [What do I need to do to join the Early Education Funding Scheme](https://www2.oxfordshire.gov.uk/cms/content/joining-and-leaving-early-education-funding-scheme) (point 5).

Early Education Funding is claimed by using an online portal. There are guidance notes on how to use the portal on webpage: <http://www.oxfordshire.gov.uk/formsandguidance>

The Establishment portal allows us to gather the data relating to children receiving early education funding and process the payment to you accordingly.

We will create Portal User accounts for each person that you wish to access the online portal and/or to view payments as a Payments User. Usernames must not be shared, and each user should have their own user account with an email address unique to the individual user (i.e. the same email address cannot be used for more than one user). You may have up to 4 registered users, but we suggest that you limit access to employees who are responsible for dealing with the funding.

Once you have completed and returned this form to us, we will set your school and individual portal users up on our systems. We will then email the individual users their log in details along with an explanation on how to log in for the first time.

You will need to inform us immediately if any of your email addresses have changed or are no longer valid.

Please return the completed application form to: earlyeducation@oxfordshire.gov.uk

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| **PART A: SCHOOL DETAILS** |
| Name of School:Address: Telephone No:E-mail: |
| DfE Number  | **9** | **3** | **1** | **/** |  |  |  |  |
| Ofsted Number |  |  |  |  |  |  |  |  |
| **PART B: PLANNED PLACES** |
| Which of these early education funding entitlements do you intend to offer (please cross all that apply)[ ]  ‘Disadvantaged’ funded 2- year- old places (up to 15 hours per week)[ ]  Working parent entitlement funded 2- year- old places (up to 15 hours per week)[ ]  Universal 3- and 4-year-old places (up to 15 hours per week)[ ]  Working parent entitlement funded 3- & 4-year-old places (up to 30 hours per week)From September 2024: [ ]  Under 2’s working parent entitlement funding ( up to 15 hours per week) |

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| **PART C: PROVIDER PORTAL USERS** |
| **User 1 New Portal User?** [ ]  **and Payments User?** [ ]  **or Revoke Access?** [ ]  |
| **Name** |  |
| **Position** |  |
| **Email Address****(must be unique to the user)** |  |
| **User 2 New Portal User?** [ ]  **and Payments User?** [ ]  **or Revoke Access?** [ ]  |
| **Name** |  |
| **Position** |  |
| **Email Address****(must be unique to the user)** |  |

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| **User 3 New Portal User?** [ ]  **and Payments User?** [ ]  **or Revoke Access?** [ ]  |
| **Name** |  |
| **Position** |  |
| **Email Address****(must be unique to the user)** |  |
| **User 4 New Portal User?** [ ]  **and Payments User?** [ ]  **or Revoke Access?** [ ]  |
| **Name** |  |
| **Position** |  |
| **Email Address****(must be unique to the user)** |  |

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| **Declaration**This form must be signed by someone with the authority to sign on the behalf of the organisation (e.g. head teacher). By signing this form, you are agreeing to the following:* the user access and/or payments access accounts requested above will only be used by the person identified with that account. It will not be shared with others in the organisation.
* if a member of staff leaves who has access to the provider portal, I will contact OCC immediately to ask for access to be revoked.
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| Signed - An electronic signature will be accepted |  |
| Print Name |  |
| Position |  |
| Date |  |