THE APPLICATION PROCESS TO PROVIDING FUNDED ENTITLEMENT CHILDCARE

Provider wishes to go onto the Buckinghamshire Council Directory of Approved Funded Entitlement Childcare Providers

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The provider emails their expression of interest to earlyyears@buckinghamshire.gov.uk

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The Early Years Service emails the provider with details of the application process and the policies to be submitted by the provider

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Providers will submit their Admissions and Fees Policy, along with a sample invoice to earlyyears@buckinghamshire.gov.uk. This will be checked by the Early Years Service to ensure it meets the DfE mandatory requirements.

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An Early Years Advisor will arrange a visit to check that all Safeguarding and Welfare procedures meet Buckinghamshire Council's requirements. The Early Years Advisor will offer support to the provider in completing the application.

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The provider completes their SEND Local Offer on the Buckinghamshire Family Information Service (BFIS) website once their Ofsted registration is Active.

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Once ALL the requirements have been met by the provider, the Early Years Service will approve the Directory application and issue the provider with a FE contract.

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The provider returns the completed, signed and dated LA/Provider Agreement (FE Contract)

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Once the process has been completed the provider is included on the Buckinghamshire Council Directory of Funded Entitlement providers and issued with a Unique Reference Number (URN). This is used by the provider to claim funding from Buckinghamshire Council. The date the URN is issued will be the date from which the funding is claimed.