

NURSERY EDUCATION GRANT AUDIT



SETTING: Little Angelz Day Nursery

ID: 649088

DATE: 01/03/2016

TERM: Autumn 2015/2016

1. Setting Details

Name Little Angelz Day Nursery
Type Private Full Day Care
Address 54 Humberstone Gate
Leicester

Post Code LE1 3PJ
Telephone (0116) 251 9329
Fax
Mobile
Email littleangelzdn@gmail.com
Web www.littleangelzdn.uk

2. Contact Details

<i>Contact</i>	<i>Position</i>	<i>Who completes the Headcount forms?</i>
Ms Laura Paris		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

3. Correspondence Address

Little Angelz Day Nursery
54 Humberstone Gate
Leicester
LE1 3PJ

Notes:

Contact Telephone No. **(0116) 251 9329**

4. Opening Times of Setting (Please include Start & Finish times for AM or PM sessions)

	MORNING		AFTERNOON	
	Start	Finish	Start	Finish
Monday	7:30	-	-	18:30
Tuesday	7:30	-	-	18:30
Wednesday	7:30	-	-	18:30
Thursday	7:30	-	-	18:30
Friday	7:30	-	-	18:30

Notes:

Weeks per year: 52 (Closed Bank/Public holidays + 1 day)

Is your setting:

- Full Day Care Provider (i.e. open for a continuous period of 4 hours or more)
- Sessional Provider (i.e. open for a continuous period of less than 4 hours)

5. Nursery Education Session Times (Please include all times during which Nursery Education sessions are run)

	MORNING		AFTERNOON	
	Start	Finish	Start	Finish
Monday	7:30	-	-	18:30
Tuesday	7:30	-	-	18:30
Wednesday	7:30	-	-	18:30
Thursday	7:30	-	-	18:30
Friday	7:30	-	-	18:30

Notes:

Setting currently working within 5 hour blocks over 3 days (as identified within information leaflet).
 NEG hours are flexible within the Setting's opening times.

NEG Hours per Week: 15 NEG Weeks per Year: 38

All settings must offer a **MINIMUM** of 2½ hours NEG per day. The maximum that can be taken is:

- 10 hours over 1 day, 15 hours over 2 days or more with no single day being less than 2½ hours or greater than 10 hours.
- Sessions must not commence before 7:00 a.m. or finish after 7:00 p.m.

It is up to the provider and parents to decide how to spread their NEG entitlement over the number of days that the child is in attendance.

6. Nursery Charges

6.1 Please indicate your usual nursery fees (i.e. for non-NEG children). Alternatively, please attach a separate sheet detailing your nursery fees.

	FULL DAY	AM	PM
1	£34.00	£25.00	£25.00
2			
3			
4			
5			

Other:

Crèche £5.00 per hour

*Full day includes: Breakfast / snack / lunch / snack / dinner (applies to all)

*Applies to Crèche only

6.2 Any other charges (e.g. Breakfast, Lunch etc.) £2.00*

6.3 Usual Registration/Enrolment fee for all children (£): £20.00*

Registration/Enrolment fee (if any) for children attending free NEG sessions only (£):

Nil

What is the registration process for children attending free NEG sessions only:

As for fee paying children

6.4 Usual Deposit (if any) for all children (£): £250 (Refundable against last invoice)

Deposit (if any) for children attending free NEG sessions only (£): Nil

6.5 Are taster sessions offered to parents prior to all children attending setting?

Please specify any charges made to parents for taster sessions for all children attending setting (£): Free

Please specify any charges made to parents for NEG only taster sessions for children attending setting (£): Free

6.6 Please specify any other charges made to parents for children attending only NEG sessions (£): Nil

Are any of the 'other charges' made as a condition of children accessing the setting?

7. Nursery Education Grant Funding

7.1 How do you administer the NEG funding?

- NEG sessions are free, and any other hours attended around this are charged at an appropriate rate.

And/Or:

- NEG funding is deducted from fees or credited to parents: How do you administer the NEG funding (e.g. deducted from invoice monthly)

- | | |
|--|--|
| <input checked="" type="checkbox"/> N/A (Free) | <input type="checkbox"/> Calendar Monthly |
| <input type="checkbox"/> Each Half Term | <input type="checkbox"/> Each Term |
| <input type="checkbox"/> On Receipt of Grant | <input type="checkbox"/> Other (please specify): |

Not aware of 'Stretch' free NEG funded hours entitlement

- Are fees for other hours charged in addition to free NEG funded hours explained to parents in advance of children registering with Setting.
- Is there flexibility for parents to 'Stretch' free NEG funded hours entitlement by taking fewer hours a week over more weeks.
- Are parents made aware that their child's free NEG funded hours entitlement can be 'Stretched' by taking fewer hours a week over more weeks.

7.2 How do parents usually pay their fees (if any)?

- | | | | |
|---|--|---|--|
| <input checked="" type="checkbox"/> Cash (rarely) | <input checked="" type="checkbox"/> Nursery Vouchers | <input checked="" type="checkbox"/> BACS/Standing Order | <input type="checkbox"/> N/A (Free) |
| <input type="checkbox"/> Cheque | <input type="checkbox"/> Other Grant Aided | <input checked="" type="checkbox"/> Credit/Debit Card | <input type="checkbox"/> Other (please specify): |

7.3 When is payment of fees from parents requested?

- In advance/start of term End of each month Other (please specify):

7.4 Do you provide invoices, receipts or NEG information for parents?

- Invoices Receipts Info/Leaflet/Letter None

7.5 Do your invoices, receipts or information leaflets clearly detail the NEG funding?

- Invoiced on the 20th of month – to be paid by 30th of month
Sample invoice shows free NEG hours plus addition fees (referring to calculation sheet).

All settings must offer up to 15 hours free NEG entitlement for 38 weeks per year to qualify for NEG funding. There can be no charges imposed whatsoever (either directly or indirectly) for these sessions- they must be completely free. If a child attends your setting beyond their Nursery Education entitlement, then you can impose your usual charges. These must be in line with your normal fees and must not be inflated to cover any shortfall in the grant funding. All parents must have the choice to attend just the Nursery Education sessions with no other obligation to attend other times or to purchase any other goods or services.

8. Verification of Age, Identity and eligibility of children – 2 Year Olds

- 8.1 Do you provide places for 2 Year Olds eligible for the entitlement of NEG funding?
- 8.2 Do you currently check a valid form of ID for each child before claiming NEG?
- 8.3 Do you currently take a copy of a valid form of ID? (Various)
- 8.4 Do you currently check eligibility for the entitlement of NEG funding?
- Eligible for Free School Meals Statement of SEN or an Education, Health and Care Plan Family receives Working Tax Credits
- Disability Living Allowance Looked after by a Local Authority Other (please specify):
- 8.5 Do you currently take a copy of any valid documentation that identifies eligibility for the entitlement?

Telephone Geoff at LCC to confirm entitlement.

Providers should check a valid form of ID and any relevant documentation for each child claiming NEG for 2 Year Olds to ensure that they are entitled to claim the grant. Any funding paid to the provider for claims that subsequently turn out to have been invalid will be reclaimed. It is not necessary to keep a copy of the ID, but it must be verified by an authorised person at the setting.

9. Verification of Age & Identity of children – 3 & 4 Year Olds

- 9.1 Do you currently check a valid form of ID for each child before claiming NEG?
- 9.2 Do you currently take a copy of a valid form of ID?

Providers should check a valid form of ID for each child claiming NEG to ensure that they are entitled to claim the grant. Any funding paid to the provider for claims that subsequently turn out to have been invalid will be reclaimed. It is not necessary to keep a copy of the ID, but it must be verified by an authorised person at the setting.

10. Attendance at other providers

10.1 Do you check with all parents whether children are in attendance at any other settings?

10.2 Do parents sign any form of declaration stating whether they attend any other provision?

Uses LCC declaration sheet

Children who attend a Local Authority school provision cannot claim the grant at a private/voluntary provision. The grant can be claimed at more than one private/voluntary provision as long as no more than 15 hours are claimed in total. It is the provider's responsibility to check with the parents whether they are claiming NEG elsewhere. It is recommended that providers ask parents to sign a declaration stating whether they are attending or claiming the grant at any other provision.

An example parental declaration form is included in the NEG Admin guidance.

11. Registers

11.1 Do you keep a register for all NEG claiming children?

11.2 How do you manage and record absences:

- On registers
- Other (please specify):

What procedures are in place to manage long term absences (including holidays):

Absences are recorded on registers with reasons.
Call Parents after two days absence. On third day call other contacts provided. On day four send letter.

All NEG children must be included on registers kept at the setting. Registers will be checked as part of the audit process to ensure that children are attending the number of NEG sessions which have been claimed for them by the provider.

If a child is absent from a session, then this should be recorded (e.g. Illness, Holiday etc.). Children who are on long term absence (e.g. extended holiday or illness) should still be included on the register if NEG is still being claimed for them.

It is recommended that attendance records are kept for a period of 7 years after the child has left the nursery.

12. Ofsted & Insurance Certificates

12.1 Ofsted certificate details:

Date of certificate: 17/05/2013 (Displayed on notice board)
Ofsted registration number: EY463996
Current Ofsted Rating: Good / Outstanding

12.2 Insurance details:

Name of Insurance Company: Pound Gates Nursery Insurance
Date of expiry of policy: From 02/09/2014 rolled over until cancelled (paid monthly) - (Displayed on notice board)

All provisions must have a valid Ofsted certificate and a valid Liability Insurance certificate on display.

13. Setting Information

13.1 Maximum registered occupancy at provision (under 8's):

13.2 Maximum registered occupancy (under 5's): 47 No.

13.3 Maximum registered occupancy (under 3's): 29 No.

13.4 Maximum registered occupancy (under 2's): 13 No.

13.5 Average occupancy at provision (all ages): 20 No.

13.6 Average number of NEG claimants per term: 8-9 No.

13.7 Named SENCO officer: Laura Paris

14. Audit Comments, Conclusions & Recommendations

Comments/Conclusions: Registers checked against headcount for weeks commencing 21st September 2015 and 23rd November 2015.
 Register checks confirm that hours claimed are accurate although showing several absences.
 Copy invoice retained clearly identifies free NEG hours and additional hours charged at normal rates (calculation sheet provided).

Recommendations:

Section	Desirable	Compulsory

15. Certification

I certify that the information provided on this form is accurate. I understand that any information that proves to be inaccurate may result in Leicester City Council reclaiming all Nursery Education Grant funding provided to me and suspending any further payments. I agree to comply with any recommendations made by Leicester City Council regarding the Nursery Education Grant, and comply with the NEG Guidance at all times.

Name **Laura Paris** _____
 Signed _____
 Position _____
 Setting _____
 Date _____

LCC Officer: **Robert Garness** _____
 Signed **Robert Garness** _____
 Date: **01/03/2016** _____

Audit Rating:
5 – Excellent 4 – Very Good 3 – Good 2 – Moderate 1 – Poor

16. Follow up

Desirable Action			Compulsory Action		
Section	Action	Implemented	Section	Action (incl. dates)	How resolved (incl. dates)