

EARLY YEARS PUPIL PREMIUM (EYPP)

Early Years Pupil Premium (EYPP) is additional funding for early years pre-school settings to improve the education they provide for disadvantaged children claiming Early Education Funding.

It is paid as an uplift to the Hourly Rate claimed at a Provider and is paid at the relevant rate for that claim year.

It is paid on the first 15 hours of a child's weekly claim, up to a maximum of 570 hours during a child's funding year.

A child's funding year starts from the term after their birthday.

Child is 3 or 4 Years Old

EYPP is on the 15 Universal hours only, even if the child is also claiming the Extended hours.

Child is under 3 Years Old and claiming Working Parent Funding

EYPP is applied to the first 15 hours irrespective of whether they are claiming up to 30 hours.

Child is 2 years old and ONLY claiming Think 2 Funding

As the claim is for 15 hours only, EYPP is applied to these hours.

Child is 2 years old and claiming BOTH Think 2 and Working Parent Funding

EYPP is only applied to the Think 2 hours, even if claiming less than 15 hours.

If a child is attending one Provider, the EYPP is payable to that Provider.

If an Under 3-Year-Old claiming Working Parent Funding is attending multiple Providers, the EYPP is divided between the Providers up to a maximum of 15 hours in total across all Providers.

As an example, if a child attends 2 Providers and is claiming over 7.5 hours at each, a total of 7.5 hours will be awarded to both Providers.

To be eligible on **economic grounds one** of the following criteria must be met:

- family gets one of the following:
 - [Income Support](#)
 - income-based [Jobseeker's Allowance](#)
 - income-related [Employment and Support Allowance](#)
 - support under [part VI of the Immigration and Asylum Act 1999](#)
 - the guaranteed element of [State Pension Credit](#)
 - [Child Tax Credit](#), provided they are not also entitled to [Working Tax Credit](#) and have an annual gross income of no more than £16,190
 - [Working Tax Credit](#) run-on, which is paid for 4 weeks after they stop qualifying for working tax credit
 - [Universal Credit](#) (household income must be less than £7,400 a year after tax, not including any benefits)

A child can also be eligible if one of the following **non-economic criteria** is met:

- they are currently being looked after by a local authority in England or Wales
- they have left care in England or Wales through:
 - an adoption order
 - a special guardianship order
 - a child arrangements order

If a child qualifies for EYPP under more than one set of criteria, they will only attract the funding once.

Full details can be found on the County Council's website:

[Early Years Pupil Premium \(EYPP\) | Staffordshire County Council](#)

HOW TO CLAIM

If making a claim on Economic Grounds, permission needs to be given on the Parental Declaration form for the Carer's Details to be inputted into the Early Years Portal. When completing a task, you will need to add these details in to the relevant section on the Child's Details records. The Early Years Funding Team will run a check periodically to check for Eligibility against the DWP database.

(NOTE: Putting "Decline to provide" as below will mean that no check for EYPP is performed)

Add Child

This child is in the correct age range for Early Years Pupil Premium - please supply the supplementary information requested below to allow us to check the child's eligibility for Pupil Premium. x

Personal Details

Carer Details

Carer information is required to check eligibility for Early Years Pupil Premium (EYPP). If "Decline to Provide" is chosen, then a check cannot be performed. If the child is eligible for EYPP under non-economic criteria then please claim using the manual form on the website. [Overview - Staffordshire County Council](https://www.staffordshire.gov.uk/Children-and-early-years/Childcare-providers-and-professionals/Early-Years-Pupil-Premium/Overview.aspx)

Provide Carer Information * Yes
 Decline to provide

* Required field

In addition, there is a manual process for children that are eligible on non-economic grounds, and the form can be downloaded from the website:

[Claim for Early Years Pupil Premium](#)

For these children a manual eligibility will be entered on to the system.

The EYPP check on an economic basis returns a result which determines if the additional funding can be paid or if there is no eligibility at this time.

A report will be issued to Providers periodically, via the Early Years Portal, to identify the status of the children at your setting on whom checks have been performed.

If the child does not appear on the report and is registered as attending at your setting, then the child is either not eligible at this time, or the carer's details and permission has not been entered on the Early Years Portal.

If you have entered "Decline to provide" but you have permission and Carer's Details should have been provided on the Early Years Portal, you will be able to do this when the next task is available.

If found eligible within a term, EYPP is payable (backdated if necessary) to the whole of that term's relevant funded hours.

The results of the check carried out by the Local Authority can be summarised as follows:

RESULT	NARRATIVE	ACTION
Eligible		System will be updated, and the uplift applied to the first 15 hours claimed in the term that eligibility has been ascertained.
Not Eligible		No eligibility at this time – but will be checked again at the next time a check is performed (roughly every 2 weeks).
Not Eligible	Pending - Keep checking	<p>A check is done against the data held at the Department for Work and Pensions (DWP). It can take up to 6 weeks for records to be updated, so if claim is new, or some details have changed in the last few weeks, it may return a negative result.</p> <p>Eligibility will be checked again at the next time a check is performed until a different result is obtained.</p>
Not Eligible	No Trace - Check data	ACTION REQUIRED Details input onto Portal do not match those that are held on DWP database.

		<p>The DWP database matches the following key details:</p> <ul style="list-style-type: none"> • Carer's National Insurance Number • Carer's Date of Birth • First 3 letters of Carer's Surname <p>Please ensure that the details you have entered are correct and accurate and match the details used when the claim was initially made for benefits with the DWP.</p> <p>If they need changing you can do this the next time a task is open.</p> <p>Or, you can send in Manual information (see below)</p>
Not Eligible	Manual process	<p>ACTION REQUIRED Eligibility cannot be ascertained at this date, but it is possible to provide evidence to manually check eligibility.</p> <p>Please see details below as to evidence required and how to submit it.</p>

Action Required by Provider:

Not Eligible – No Trace Check Data and Not Eligible – Manual Process:

- Where the child is identified as **No Trace - Check data** please check the data that has been input into the Portal with the parent and if incorrect please change on the next available task. The check will be run against the revised details.
(Note: It could be that the parent is not known to the DWP and therefore would come back as No Trace)
If you are satisfied that these details are correct, manual evidence can be supplied (see below).

NOTE: If the child is listed under eligible part of the report, please ignore the request for additional information as eligibility has already been ascertained using details of the other Parent/Carer.

Manual Evidence

If it is felt that the Parent/Carer meets the Economic criteria, we will be able to review the application manually on receipt of some evidence as detailed below:

- If in receipt of UNIVERSAL CREDIT, please ask the Parent/Carer to provide the following evidence: -

Go onto their UC Gateway account and click on the most recent statement and screenshot the page which shows the payment and the date of payment, and - still in the most recent statement - scroll down to find the section 'Other support you may be able to get' and click on the '+' symbol; this will open a new section. Screenshot the section which displays 'Take Home Pay' or 'Earnings from employment'.

Both pages as detailed above will need to be supplied.

- If they are in receipt of CTC/WTC or any other benefit listed on the criteria: - supply a copy of the most recent award letter in full.
- If they are in receipt of one of the other benefits listed on the criteria, please Supply a copy of the most recent award letter.

On receipt of the relevant supporting documentation the Early Education Funding Team will then perform a manual check and if found eligible reflect this in Capita so that it will show up at the next check and will reflect on your next report and statement. The payment will then be generated for that term (backdated to the beginning of the term).

Please see Crib Sheet for Parent/Carer to assist with the collection of this information.

[Crib-Sheet-for-parents-to-provide-evidence-to-determine-EYPP-eligibility.pdf](#)

There are a few general points to remember:

- It is paid on top of any disadvantage uplift funding.
- Having Think 2 funding does not automatically qualify the child for EYPP (the criteria for EYPP has a different income threshold)
- Once EYPP eligibility is confirmed it will continue until the child no longer claims Early Education Funding, even if the Parent/Carer's circumstances change.
- Once the child enters Reception, they will no longer be eligible for EYPP, but may become eligible for the Pupil Premium. Eligibility for EYPP does not lead automatically to eligibility for Pupil Premium when the child starts school.
- As eligibility is ascertained on the circumstances of the Parent/Carer at the time of the check, it can be that siblings have been eligible, but the current child is not and vice versa.