**Early Years Pupil Premium Eligibility Checks – Guidance for Schools with Nurseries**

**Arrangement**

On the 3rd May 2022 an EYPP initial spreadsheet will be sent to each school via S2S.

There is a template created which will show the results and qualifiers assigned by the ECS alongside. Please use this new template to send the new entries back.

This template will include all EYPP applications that were eligible in your spring term EYPP spreadsheet.

Any child eligible will remain eligible till they take their early year’s free entitlement.

Please update this spreadsheet by removing the details for any children who have since left your setting and add any new EYPP applications that have been received. Also, add the Universal funded hours the child is attending at your setting and the extended hours if eligible for 30 Hours funding.

This will enable the local authority to check the eligibility of any new EYPP applications as well as conducting rechecks where specified by the Department for education (DfE) guidance.

## Eligibility checks

To check the income criteria’s the local authority uses the DfE’s online eligibility checking system (ECS) which checks the parent’s records against DWP and HMRC data and returns a result as either “true” or “false”.

The “True” would mean Eligible under the new income thresholds introduced from 1st April 2018.

However where an application states a “False”, this would mean various different qualifiers introduced by the ECS checking system: The qualifiers and their meaning are as follows:

* 1. Final/ Null: This qualifier means that the claimant is not eligible for EYPP.
	2. Pending – Keep checking: This qualifier means that LA will keep checking for up to 6 weeks until the result changes.
	3. No trace – check data: This qualifier means that details entered by the parent/ providers are incorrect. Please re-enter the details or double check.
	4. Found pre-thresholds: This means that the claimant is not eligible under the new eligibility criteria with earnings thresholds for UC claimants applied, but is eligible under the eligibility criteria that applied before the introduction of earnings thresholds.
	5. Manual process: This would mean that under new rules parent will provide proof of household earnings and LA evaluates result manually.
	6. Unknown – Raise manual query / Result from ECS is demonstrably wrong: LA will raise a manual query with DWP/HMRC to confirm the circumstances.

Also, where the provider feels the child is eligible through special circumstances the local authority won’t be able to check these children’s eligibility through ECS. Instead the School will need to ask the parents, adoptive parents or guardians of the child to show you evidence, which you should then confirm with the Local authority.

**Returning your settings updated EYPP spreadsheet**

The deadline to return your settings EYPP spreadsheet is the 20th May and should be uploaded via S2S.

If you have any question please contact Halak Nanavaty on 07917521328 or Halak.Nanavaty@Wokingham.gov.uk