

## EYE Compliance Audit

<b>Name Of Setting:</b>		<b>Date:</b>	
<b>URN:</b>		<b>Visit By:</b>	
<b>Period to be sampled</b>			

RAG	EYE	WFDT	WF	LD & I	Overall	Comments:
<b>SCC Timescale for improvement</b> (date raised) / /						

Delivering the Free Entitlement	Y	N	Comment
2.5. Children accessing EYE are eligible to do so. <ul style="list-style-type: none"> <li>• Check <b>eligibility</b> against <b>birth dates</b></li> <li>• <b>Record</b> of Birth Certificates <b>being checked</b></li> </ul>			
2.7. Top up fees, registration fees or compulsory purchases charged in relation to the EYE. <ul style="list-style-type: none"> <li>• Details in contract and <b>fee structure</b></li> </ul>			
2.11. Clear <b>fee structure</b> <ul style="list-style-type: none"> <li>• Clear indication on when EYE hours are available</li> <li>• Costs detailed for additional hours, activities or charges</li> </ul>			
2.11. Bill to parents (see <b>example bill</b> ) <ul style="list-style-type: none"> <li>• EYE not represented as monetary value shows max. 15 hrs and is not removed or deducted</li> <li>• Distinction between free and purchased hours</li> <li>• Invoice matches fee structure</li> </ul>			

Flexibility	Y	N	Comment
3.3. Delivering core model of 3x5 or 5x3 (conversation if required on extending to core)			(please detail)

3.4. Delivering flexibly (please detail opposite)			
3.6 / 3.19. Delivery of stretched offer from 2012 (45 weeks/ 50 weeks) <ul style="list-style-type: none"> <li>• Has stretched offer form been completed for each child?</li> <li>• Is Term Time only also offered? Is this made clear to parents?</li> </ul>			
3.9. Delivering within Lincolnshire's definition of flexibility <ul style="list-style-type: none"> <li>• RAG Rationale – 2.5hrs to 6hrs per day, between 8am and 6pm</li> </ul>			

Quality	Y	N	Comments
4.1 Attendance at Manager's Briefings (taken from admin record check before visit and raise as a concern if required)			
4.6. Training requirements for EYE met (taken from WFDT RAG raise as a concern if required)			
4.6. Whole Team RAG (highlight option of not funding below Good)			
4.9. Does setting support flexible offer in SOA. (Disadvantaged area exemptions)			
4.19 – 4.25. Exemptions to EYFS either by provider or child <b>NB In most cases this is NA</b>			

Funding the Free Entitlement	Y	N	Comments
5.5. Provider clear that funding is for free hours only <ul style="list-style-type: none"> <li>• Rate for free hours, not whole nursery costs</li> <li>• Charges permissible for extras e.g. forest schools</li> </ul>			

5.16. Provision is free at the point of delivery <ul style="list-style-type: none"> <li>No charges made and refunded to secure places</li> <li>No conditions of access – uniform, registration fee.</li> </ul>			
5.22. Claims after head count date <ul style="list-style-type: none"> <li>Notification form complete for each child and parent declaration completed</li> </ul>			
5.18. Records kept for all children accessing funding at Spilt Provision <ul style="list-style-type: none"> <li>Including parent contract information</li> </ul>			
5.28. Request to see accounts relating to free entitlement (refer to policy on auditing and accounting) <ul style="list-style-type: none"> <li>For compliance or double funded anomalies records to be available.</li> </ul>			
5.29. Charges for Meals <ul style="list-style-type: none"> <li>Charges are acceptable</li> <li>Charges are not compulsory</li> </ul> Displayed on contract/ fee structure/ parent literature			
5.31. Setting have accessed support on healthy, balanced and nutritious meals <ul style="list-style-type: none"> <li>Refer to training directory courses</li> </ul>			

<b>Delivery in Partnership</b>	<b>Y</b>	<b>N</b>	<b>Comments</b>
6.5. Providers working with other providers <ul style="list-style-type: none"> <li>Evident on parent declaration/ contract</li> <li>Systems in place for sharing information and joint EYFS Delivery</li> </ul>			(please detail names of other providers)
6.7. Provider has informed Ofsted and Local authority of material changes in particulars <ul style="list-style-type: none"> <li>Notifications received</li> </ul>			
6.11. Provider aware of local agreement			

<p>conditions</p> <ul style="list-style-type: none"> <li>Signed declaration with relevant documents received</li> </ul>			
<p>6.14. Provider notified LA of child leaving via appropriate form and email address</p> <ul style="list-style-type: none"> <li>Notification received via appropriate form</li> </ul> <p><b>NB failure to complete funding to be recouped – detail opposite</b></p>			
<p>6.15. Parental Declarations</p> <ul style="list-style-type: none"> <li>Parental declaration form held for all children, including late starters (these need to match to notification forms)</li> <li>Completed in full and signed by parent</li> <li>If parent has declared split provision confirm that these details have been recorded by the provider accurately on the headcount form, other provider named.</li> <li>Parent declaration details agree with details on the headcount form (name, address and age)</li> <li>Confirm that an attendance register is held detailing arrival and departure times</li> <li>The hours claimed for agrees with their attendance</li> <li>Have been reviewed and amended in consultation with parents prior to head count day.</li> </ul>			Number of children:
<p>6.20. Provider has appropriate admissions policy pertaining to the EYE</p> <ul style="list-style-type: none"> <li>EYE accepted if place available</li> </ul>			
<p>6.30. Local authority guidance on partnership agreements adhered to</p> <ul style="list-style-type: none"> <li>Sharing of records system</li> <li>Transition arrangements in place</li> </ul>			

<b>Additional Points Discussed</b>

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Comments:		Additional Visit required	
Setting Manager Name:		Signature:	Date:
BFS Name:		Signature:	Date:

**NB: ACTIONS to be added to duplicate pad and left with provider detailing timescales for completion.**