

EYE Compliance Audit

Name Of Setting:		Date:	
UNR:		Visit By:	
Period to be sampled			

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

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

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"> Has stretched offer form been completed for each child? 			
3.9. Delivering within Lincolnshire's definition of flexibility <ul style="list-style-type: none"> RAG Rationale – 2.5hrs to 6hrs per day, between 8am and 6pm 			

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 NB In most cases this is NA			

Funding the Free Entitlement	Y	N	Comments
5.5. Provider clear that funding is for 3-4 Year old places only <ul style="list-style-type: none"> Rate for 3-4 yrs not whole nursery staff costs Charges permissible for extras e.g. forest schools 			
5.16. Provision is free at the point of delivery <ul style="list-style-type: none"> No charges made and refunded to secure places No conditions of access – uniform, registration fee. 			
5.22. Claims after head count date <ul style="list-style-type: none"> Notification form complete for each child 			
5.18. Records kept for all children accessing funding at Spilt Provision <ul style="list-style-type: none"> Including parent contract information 			
5.28. Request to see accounts relating to free entitlement (refer to policy on auditing and accounting) <ul style="list-style-type: none"> For compliance or double funded anomalies records to be available. 			
5.29. Charges for Meals			

<ul style="list-style-type: none"> Charges are acceptable Charges are not compulsory 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"> Refer to training directory courses 			

Delivery in Partnership	Y	N	Comments
6.5. Providers working with other providers <ul style="list-style-type: none"> Evident on parent declaration/ contract Systems in place for sharing information and joint EYFS Delivery 			(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"> Notifications received 			
6.11. Provider aware of local agreement conditions <ul style="list-style-type: none"> Signed declaration with relevant documents received 			
6.14. Provider notified LA of child leaving via appropriate form and email address <ul style="list-style-type: none"> Notification received via appropriate form NB failure to complete funding to be recouped – detail opposite			
6.15. Parental Declarations <ul style="list-style-type: none"> parental declaration form held for all children, including late starters (these 			Number of children:

<p>need to match to notification forms)</p> <ul style="list-style-type: none"> • completed in full and signed by parent • if parent has declared split provision confirm that these details have been recorded by the provider accurately on the headcount form, other provider named. • parent declaration details agree with details on the headcount form (name, address and age) • Confirm that an attendance register is held • the hours claimed for agrees with their attendance • have been reviewed and amended in consultation with parents prior to head count day. 			
<p>6.20. Provider has appropriate admissions policy pertaining to the EYE</p> <ul style="list-style-type: none"> • EYE accepted if place available 			
<p>6.30. Local authority guidance on partnership agreements adhered to</p> <ul style="list-style-type: none"> • Sharing of records system • Transition arrangements in place 			

<p>Additional Points Discussed</p>
Empty space for additional points

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.