

Addendum

Updates to the Early Years Provider Agreement



This document provides updates to the Early Years Provider Agreement (EYPA) and Annex documents. The revisions and/or additional conditions made to the Summer 2024 documents are applicable from Summer Term 2025 (April 2025). See [index of changes](#) for an overview of where changes are made.

Section 1

• Introduction

Paragraph 1.2 - The table shows the FEEE offers applicable since April 2024, September 2024 with a note for the expanded entitlement which will come in effect from September 2025.

There is also a note for foster families: the information link for this is replaced with:

[Foster parents and funded hours | LCC Family Hub](#)

• Legal framework and statutory guidance

Paragraph 1.6 - The following documents on the list of frameworks and legislation are replaced with updated versions, as follows:

- Early Education and Childcare, Statutory guidance for Local Authorities (February 2025)*
- Children Act 1989
- Statutory framework for the Early Years Foundation Stage – EYFS (effective November 2024)**
- The Childcare (Free of Charge for Working Parents) (England) Regulations 2022

*The updated guidance applies from April 2025 - [Early education and childcare \(February 2025\)](#)

**There are separate documents for childminders and for group and school-based providers - [Early years foundation stage \(EYFS\) statutory framework](#)

• Eligibility

Paragraph 2.8 - Additional text inserted; the full paragraph is now as follows:

The Provider should offer places to eligible 2 year olds from families receiving some additional forms of government support on the understanding that the child remains eligible until they become entitled to the universal entitlement for 3 and 4 year olds even if the child or parent ceases to meet the eligibility criteria during this time. From September 2025, where a 2 year old qualifies under the criteria for families receiving some additional forms of government support (TYF) and also the working parent criteria, providers should first account for the entitlement hours available under the TYF criteria when determining how many hours the child should be funded for under the working parent criteria.

Paragraphs 2.10 to 2.20 - The note before the paragraphs remains applicable with the following text additionally inserted: From September 2025, these paragraphs relate to 30-hour entitlement for eligible children aged 9 months old and above from working families.

Section 2

• The Grace Period

Paragraph 2.19 - The reference to the statutory guidance is updated to Early Education and Childcare, Statutory guidance for Local Authorities (February 2025)

• Flexibility

Paragraph 2.27 - Text replaced with:

Where a child is accessing shared care for FEEE it is usually with 2 providers. For a 30 hour place, this could be referred to as 'Blended' delivery. For a 30 hour 'blended' place for a 3 or 4 year old child one provider will be delivering the UE and the other will be delivering the EE. From September 2025, where an eligible 2 year olds, qualifying under both the eligibility criteria for families receiving some additional forms of government support (TYF) and the working parent criteria, is accessing a 30 hour 'blended' place, one provider will be delivering the entitlement under the TYF criteria and the other will be delivering the entitlement under the working parent criteria.

Paragraph 2.28 - text for the second bullet point replaced with:

- where a 3 or 4 year old is accessing a 30 hour blended place with a school nursery class, it will always be over 38 weeks AND the school nursery class will always be the provider of the UE proportion and PVI/CM will be delivering the EE proportion.

Paragraph 2.29 – link in the text replaced with:

[Self update provider portal | LCC Family Hub](#)

Paragraph 2.30 – text replaced with:

There is no requirement that the Provider must offer the full 30 hours working parent entitlement in order to deliver FEEE places.

• Special Educational Needs and Disabilities

Paragraph 2.42 – link in the text replaced with:

[SEND for professionals | LCC Family Hub](#)

Paragraph 2.43 – link in the text replaced with:

[SEND local offer | LCC Family Hub](#)

Section 3

• Charging

All paragraphs (Paragraph 3.28 to 3.42) are replaced in full, with the following paragraphs:

Paragraph 3.28 - Government funding is intended to deliver 15 or 30 hours a week of funded, high quality, flexible childcare. The 15 or 30 hours must be able to be accessed free of charge to parents. There must not be any mandatory charges for parents in relation to the funded hours. Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services.

Paragraph 3.29 - Providers can charge parents for the following extras in connection with the funded hours, but these charges must be voluntary for the parent:

- consumables to be used by the child, such as nappies or sun cream
- meals and snacks consumed by the child
- extra optional activities such as events, celebrations, specialist tuition (for example music classes or foreign languages) or other activities that are not directly related or necessary for the effective delivery of the Early Years Foundation Stage (EYFS) statutory framework

Providers can also charge parents for any additional, private paid hours according to their usual terms and conditions provided taking up private paid hours is not a condition of accessing a funded place.

Paragraph 3.30 - Providers must follow these terms in levying any chargeable extras.

Paragraph 3.31 - Providers should publish the costs of chargeable extras on their websites or, where they do not have any website, on the local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider. They should set out, for each setting, the amounts charged for all the chargeable extras listed, as well as the pattern of hours that parents can take the entitlements. Providers are encouraged to follow DfE's template of how to set out these costs and childminders and providers caring for 10 or fewer children at any one time may be exempt. Providers should fully implement this by January 2026 at the latest.

Invoices and receipts should be itemised, and have a break down to separately shown:

- the funded entitlement hours
- additional private paid hours
- food charges
- non-food consumables charges
- activities charges

Providers should ensure these itemised invoices are in place by January 2026. This is to allow parents to see that they have received their child's funded entitlement hours completely free of charge and understand that any fees paid are for additional hours or optional services. Invoices and receipts should include the provider's full details so that they can be identified as coming from a specific provider.

Paragraph 3.32 - Providers must ensure that Parents are able to opt out of paying for chargeable extras and the associated consumable or activity for their child. For activities and extra services, parents should be made aware that participation in any optional extra activity should be on the basis of parental choice and a willingness to meet the charges. In these circumstances, providers should ensure that children who do not participate in optional activities continue to receive provision that complies with the EYFS.

Paragraph 3.33 - Providers should be mindful of the impact of charges on families, particularly the most disadvantaged. Providers who choose to offer the funded entitlements, are responsible for setting a policy on providing parents with options for alternatives to additional charges. This policy must offer reasonable alternatives that allow parents to access the entitlement for free, including allowing parents to supply their own, or waiving the cost of these items.

Paragraph 3.34 - In all cases, these chargeable extras must not be a condition of taking up a funded place. All parents, including disadvantaged families, must have fair access to a funded place. The local authority will intervene if a provider seeks to make additional hours, optional services or optional consumables a mandatory condition of taking up a funded place.

Paragraph 3.35 - Providers should deliver the funded entitlements consistently, so that all children within a setting accessing any of the funded entitlements receive the same quality and access to provision, regardless of whether they choose to pay for voluntary hours, voluntary extra services, meals or consumables.

Paragraph 3.36 - Providers must ensure that the funded entitlement is available free of charge and therefore must not charge parents for the following in connection with the funded entitlement hours:

- Top-up fees (any difference between a provider's normal charge to parents and the funding they receive from the local authority to deliver funded places)
- the supply of or use of any materials, including, but not limited to, craft materials, crayons, paper, books, instruments, toys, or other equipment or learning resources that are necessary for the effective delivery of childcare
- business running costs, including, but not limited to, rent, staff wages, cleaning materials, insurance, or utility bills such as energy, gas or water
- registration fees as a condition of taking up a child's funded entitlement place, where parents are not choosing to access any additional hours or chargeable extras.
- Deposits:
 - o deposits for funded entitlement places for eligible 2 years olds from families receiving some additional forms of government support (TYF), where parents are not choosing to access any additional hours or chargeable extras.
 - o non-refundable deposits as a condition of taking up a child's entitlement place for all other funded entitlements.
- general charges, including but not limited to, non-itemised enrichment charges, sustainability charges, business continuity charges, additional charges, enhanced ratios, hourly rates, or any other supplementary charges on top of the funded hours
- any additional fees that are not specifically identified and itemised as being for chargeable extras as described in **Paragraph 3.29**.

Paragraph 3.37 - Providers should ensure that they adhere to the following terms, regardless of whether they charge any chargeable extras.

Paragraph 3.38 - Providers should work with parents so that parents understand which hours and sessions can be taken as funded provision. Not all providers will be able to offer fully flexible places, but providers should work with parents to ensure that as far as possible the pattern of the entitlement hours are convenient for parents' working hours. Providers should ensure that children are able to take up their free hours in continuous blocks if they wish to, and there should be no artificial breaks in the entitlement hours. For example, a provider should not offer 10am to midday and 1pm to 3pm as entitlement hours and offer only private paid hours in between.

Paragraph 3.39 - Providers should ensure that parents are aware that the Early Years Pupil Premium (EYPP) provides additional funding to providers to support the quality of early education for eligible children taking up funded entitlement places and that the Disability Access Fund (DAF) supports eligible, disabled children's access to the funded entitlements.

Paragraphs 3.40, 3.41 and 3.42 - are now not in use

- **Funding rates for FEEE places**

Paragraph 3.53 - link in the text replaced with:

[Disability access fund | LCC Family Hub](#)

- **Attendance Monitoring – Recording of Daily Attendance**

Paragraph 3.63 – table replaced with the following to clarify absence durations:

Codes	Reason for absence	Provider action
H	Holiday for 2 consecutive weeks of attendance	Explanation documented
F	Holiday of more than 2 consecutive weeks of attendance	Contact funding and grants team
I	Illness	Explanation documented
R	Religious observance	Explanation documented
N	Absent no reason supplied	Explanation documented
Y	Provider is unable to open	Contact funding team, outlining the reason for closure. (e.g., for exceptional circumstance such as poor weather/ health and safety building issues etc.)

- **Family holidays during the claim period**

Paragraph 3.72 – text replaced with:

Children may be absent due to family holidays for a maximum of 2 consecutive weeks of attendance per term and parents must inform the provider in advance of the dates the child will be absent. If the parent is requesting more than 2 consecutive weeks leave, please contact the Funding and Grants team in advance to seek authorisation. If the child does not return, the Provider should notify the funding and Grants team, as the funding may be reduced.

Authorisation for more than 2 consecutive weeks leave in a term must be requested prior to the absence. If the authorisation is not granted, the Council will not fund the child's place for this period. The parent and provider will have to come to a private arrangement for any non-funded hours if the parent wants to retain the place. The maximum number of weeks the Council will fund for absences due to family holidays is 4 weeks (in total), anything above this must be resolved with the parents.

- **Termination and withdrawal of funding**

Paragraph 3.88 – point (a) text replaced with:

is a Provider of places for 2-year-olds from families receiving some additional forms of government support and receives an “inadequate” Ofsted rating

- **Complaints process**

Paragraph 3.95 – link in the text replaced with:

[Complain about childcare | LCC Family Hub](#)

- **Contact details for Leicester City Council teams**

Early Education Development Team – link in the table replaced with:

[Early Education Development | LCC Family Hub](#)

SEN Inclusion Funding (SENIF) – link in the table replaced with:

[SENIF and Element 3 application forms | LCC Family Hub](#)

Early Help

Children, Young People and Families Centres – link in the table replaced with:

[Family Hubs | LCC Family Hub](#)

- **Annexes section and updates to Annex documents**

Annex D (ii)

Updates have been made to Annex D (ii) to reflect the clarity given by DfE on charging and in line with the paragraphs under Charges above. The updated Annex D (ii) Sum-25 replaces the previous version and therefore Providers must refer only to the updated version particularly for information on 'Admissions Criteria or Policy' and 'Invoicing and Charges'.

Annex E

Updates have been made to Annex E to reflect the new funding rates from Summer Term 2025.

- **Parental Declaration Form (April 2025)**

This form has been updated to reflect changes made by DfE to their template, requiring Providers to include information on additional charges for each funded child.

Providers must use the updated form for all new children starting from the Summer Term 2025.

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