

## Nursery Education Funding - All you need to know about Estimates

### The Financial implications of your estimated hours

- Your estimate payments are based on your estimate submission
- The system calculates the total and works out 75% of the amount, which is the interim value and splits this amount into 3 monthly payments. So, it is important that you do not miss the deadline for estimates and that you submit it correctly.
- If you are late submitting your estimates, then your payment will be paid in the next scheduled payment date, and it will include the payments missed.
- If it works out that you owe us money due to over-estimating, depending on the amount, we will carry forward the debit to the next term or we will invoice you the amount to pay back. So, it is important that you calculate your estimated hours correctly, so you do not end up with a big bill.

### There are different estimate submission models

- **Term time only setting** - Add all the hours for all your children for a typical week, please remember to check that the correct number of weeks are showing for the current term.
- **Stretched only setting** - Add all the hours for all your children for a typical week, multiply the **total hours** with the number of **stretched weeks** and then divide by the number of **term time only weeks**. You will need to add that number as your estimates.

#### Example:

#### Autumn term for 15 weeks (term time) and 17 weeks (stretched)

- a. Total hours for all children for a typical week = 11.17 hours X 5 number of children = 55.85
- b. Total hours x Number of stretched weeks = 55.85 X 17 = 949.45
- c. Total number of Stretched hours / Term time only weeks = 949.45 / 15 = 63.29

**So, the figure that you submit as your estimates is 63.29 hours over 15 weeks**

- **A mixture of term time and stretched offer -**
  1. Calculate all the hours for all your term time only children for the **whole term** – set that figure aside
  2. Calculate all the hours for all your stretched only children for the **whole term** – set that figure aside
  3. Add both figures together and divide by the **term time** weeks for the term.
  4. You can then submit that figure into the portal with your **term time only weeks**.
    - Child A claiming 15 hours for 15 weeks (Term time weeks)
    - Child B claiming 11.17 hours for 17 weeks (Stretched weeks)
    - Child C claiming 30 hours for 15 weeks (Term time weeks)
  - a. Total hours for Child A = 15 X 15 = 225, total hours for Child C = 30 X 15 = 450
  - b. Total hours for term time children = 225 + 450 = 675
  - c. Total hours for Child B = 11.17 X 17 = 189.89
  - d. Total hours term time and stretched children = 675 + 189.89 = 864.89
  - e. Finally, 864.89 / 15 weeks = 57.66 (rounded up)

**So, the figure that you submit as your estimates is 57.66 hours over 15 weeks**

## Who can submit estimates through the provider portal?

- For 9 to 23 months and 2-year-old funding it is for all settings - Private, Voluntary and Independent settings (PVI) and Schools
- For 3- and 4-year-old funding it is for our PVI only

## What do I do if I have made an error with my estimates or have a late starter?

- The portal can accommodate a setting changing their estimate figure at any point up until the portal closes, please remember that any new submission needs to cover **all** children at your setting
- You can adjust your estimates for the following reasons:
  - ◆ Due to an error of a submitted estimate figure
  - ◆ To accommodate a late starter or early leaver

To calculate your estimated hours to accommodate a late starter you need to do the following:

1. Multiply the number of funded hours in the week by the number of weeks remaining in the term for the late starter
2. Add this figure to the number of hours for the **whole term** for all your other children
3. Finally, divide this amount by the **number of weeks** for the whole term based on term time weeks
4. This final figure is what you submit into the estimates area by the number of **term time weeks**

### Example:

#### Autumn term for 15 weeks (term time)

- Child A claiming 15 hours for 10 weeks
  - Child B claiming 8.5 hours for 5 weeks
  - Child C claiming 30 hours for 15 weeks
- a. Total hours for Child A =  $15 \times 10 = 150$
  - b. Total hours for Child B =  $8.5 \times 5 = 42.5$
  - c. Total hours for Child C =  $30 \times 15 = 450$
  - d.  $150 + 42.5 + 450 = 642.5$
  - e. Finally,  $642.5 / 15 \text{ weeks} = 42.83$

**So, the figure that you submit as your estimates is 42.83 hours over 15 weeks**

## What happens if I miss the estimates deadline?

- Please submit your estimates as soon as you can, you can do so if the portal is open for you. Please make a note of the scheduled estimate payments on the timetable, if a payment deadline has passed, the missed payments will be applied in the next scheduled payment date.

## Is there anything else that I need to know?

- Your estimate submission is not based on a single child but for all your children. If you submit one figure and then submit again for the same fund, the second submission will override the first.
- It is important to include any extended hours when calculating your estimate submission for your child/ren.
- Your estimate submission is not linked to any specific child.