**FEL Funding Advance / Missed Payment Request Form**

If you would like to request an Advance Payment for FEL Funding, please be aware that SCC Officers require a minimum of 5 working days’ notice to allow for pupil data checks to be made prior to any approval. You will be notified by email if your request is approved or rejected, and the reasons why will be shared. If your request is approved for payment, you will be notified of an estimated time frame of when the payment will credit your bank account.

**Mandatory Evidence**

You must provide additional evidence to support your request for it to be considered, examples are shown below. If your request does not include the additional information required, it will be rejected, and you will have to reapply for funding and risk a further delay to receiving the payment.

All Advance / Missed Payment requests **must** be made in writing by completing this form and returning it to: [EYFUNDINGTEAM@sheffield.gov.uk](mailto:EYFUNDINGTEAM@sheffield.gov.uk)

If you require a payment for a Missed headcount then please go to Section **(C)**

1. **Requesting an Advance Payment**

Please respond to each question below, providing as much information as possible to allow SCC Officers to consider your funding request.

1. Please indicate the value of funding that you wish to request for the Advance payment.

**2)** Why are you requesting an Advance payment?

1. What will you be paying or purchasing with the Advance payment? (*staff salaries, utilities, unexpected invoice*)
2. **Mandatory Evidence Required to Support your Request**

Please provide the mandatory evidence of any pending payments that you are due to make e.g.:

1. Future Salaries *(provide evidence of the previous month’s salary report and bank statement along with the forthcoming salary report (****staff initials only****).*
2. Copies of any unexpected invoice(s) to be paid (*clearly showing the payment due date).*
3. **Evidence Required for a Missed Headcount Payment**

Please respond to each question below, providing as much information in the table below to allow SCC Officers to consider your funding request.

1. Missed Headcount Year & Term:
2. Number of weeks in the Term:
3. Your hourly FEL funding rate payable for each age group:
4. Missed Pupil(s) initials:
5. Missed Pupil(s) date of birth:
6. Missed Eligibility code/s:

Example

26 (3&4yo pupils) x £hourly rate x 14 weeks in the term = £#####

| **Headcount Period:**  **Weeks in the term:** | | | |
| --- | --- | --- | --- |
| **Funding Age** | **FEL Hours**  ***(e.g) 15 pupils x 15 hours x 11 weeks*** | **EYPP hours** | **DAF pupils** |
| *(from April 2024)*  **2-Year-Old WPE Hours** |  |  |  |
| *(eligible from September 2024)*  **9 Months to 2 Years WPE Hours** |  |  |  |
| **2 YO Targeted FEL Hours** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3&4 YO Universal FEL hours** |  |  |  |
| **3&4 YO WPE hours** |  |  |  |

|  |
| --- |
| **Key**  **FEL** – Funded Early Learning  **Targeted** – 2 YO Disadvantaged Pupils  **WPE** – Working Parent Entitlement  **EYPP** – Early Years Pupil Premium  **DAF** – Disability Access Funding |

Please ensure have you taken steps to prevent a missed headcount occurring in the future by reading all FEL Provider Supporting Documents including - T*he Providers guide to Claiming FEL& WPE and Provider Headcount & Payment Dates found:* [*Funded Early Learning information for providers | Sheffield City Council*](https://www.sheffield.gov.uk/schools-childcare/fel-funding-providers)*)*

Please email this form to [eyfundingteam@sheffield.gov.uk](mailto:eyfundingteam@sheffield.gov.uk)