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**Audit checklist questions**

**Free Early Education Entitlement**

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| **Name of setting** | | |  | |
| **Person being interviewed** | | |  | |
| **Position of person being interviewed** | | |  | |
| **Inspected by** | |  | | |
| **Date** |  | **Term being audited** | |  |

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|  | What date did the last Free Early Education audit take place and were all the actions completed on time? |
|  | How many children are on role for the term being audited? |
|  | How many children on role claim 2, 3 & 4 year old funding: |
|  | How many 3 & 4 year old children were eligible for EYPP? What is the EYPP value? |
|  | How does the setting record the EYPP children and value? |
|  | Do you have a plan to spend the EYPP funding? If so what is it? How has the funding been used? |
|  | How do you measure the impact of the EYPP? |
|  | How is the Childs date of birth verified? |
|  | Check registers for attendance, number of weeks attended and value of claim, are there any gaps in attendance?  NB ensure there is a register for every day, and that all start and end times are completed. |
|  | Have any enrolled children not taken up their FEF place? If yes what actions were taken? |
|  | Have you reported to your local children’s centre periods of absence or if an enrolled child did not take up their place? |
|  | Have you used the ‘guidance on promoting good attendance and punctuality’ that is available within the online provider agreement? |
|  | Check there are signed parent declaration forms for all children on 2, 3 and 4 year old the grant? |
|  | Is there a clear and visible fee structure and where is it displayed? |
|  | Are any costs for additional services clear to parents, does the parent sign to confirm to these charges? |
|  | How is the free early education entitlement calculated, by directly deducting the grant received or by calculating an hourly rate? |
|  | Do parents sign to confirm any changes or anomalies that affect their fees? Is there a new parent declaration form signed if it effects the free entitlement? |
|  | Is the free early education entitlement free at the point of delivery i.e. no fees should be charged up front or top up fees incurred? |
|  | How is the free early education entitlement funding explained to parents? |
|  | Do you encourage parents of 2 year olds to carry out an online eligibility check? |
|  | For fee paying parents what process is in place regarding information issued when the child becomes eligible for free early education entitlement? |
|  | Is free early education entitlement information included in the prospectus / parent induction pack? |
|  | Has the setting got a specific bank account? |
|  | Does the bank account have duel signatory? If not how is spend authorised and monitored? |
|  | Check the bank account statement for the relevant term showing the free early education funding and the date it was received. |
|  | Does the provider maintain adequate financial systems and are processes in place and in what from? |
|  | Where is the providers Ofsted report displayed and is it accessible to parents? |
|  | Check the providers trading name is the same as the Ofsted certificate/ registration. |
|  | Check staff qualifications certificates i.e. 1 per member of staff, that being the highest qualification they hold. |
|  | Name and contact details of the owner of the setting |

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| **Documents required:** | * Evidence of DOB verification, * Registers * Parent Declaration forms * Sample Invoices * Prospectus / Induction pack * Bank Account statement. * Staff qualification certificates |

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| **Signed on behalf of Oldham Council** |  |
| **Sign on behalf of the setting** |  |
| **Date** |  |