

Business Health Check for School-run Early Years

Red, Amber, Green (RAG) questionnaire

Name of School:		Contact email address:	
BHC completed by:		Date completed:	
Position:		Date of review:	

Red not met. **Amber** partially met. **Green** fully met.

Governance		
Question	Evidence/Actions	RAG
What type of school are you?	<input type="checkbox"/> Local Authority Maintained: <ul style="list-style-type: none"> • <input type="checkbox"/> Voluntary Controlled/VC. • <input type="checkbox"/> Voluntary Aided/VA. • <input type="checkbox"/> Community. • <input type="checkbox"/> Foundation. <input type="checkbox"/> Academy/Trust. <input type="checkbox"/> Independent. <input type="checkbox"/> Other, please specify:	
School Unique Reference Number/URN, or Department for Education/DfE number: What is the school age range? Are the school details correct on Get Information about Schools - GOV.UK?		

How is your Early Years run?	<input type="checkbox"/> Maintained nursery. <input type="checkbox"/> Section 27. <input type="checkbox"/> Foundation unit. <input type="checkbox"/> Academy-run nursery class. <input type="checkbox"/> Independent.	
<p>Are the governors aware of the early years foundation stage (EYFS) statutory framework requirements, particularly section three – the safeguarding and welfare requirements? EYFS statutory framework for group and school-based providers*, section three. *Size: 711KB File format: pdf</p> <p>Do you have an EYFS governor?</p>		
Premises		
Question	Evidence/Actions	RAG
<p>Where is the nursery/pre-school located?</p> <p>If applicable, do you have a premises agreement in place?</p>		
<p>Are the premises shared?</p> <p>If so, do you have a user agreement?</p>		
<p>If applicable, are the premises in good condition?</p> <p>Who is responsible for the maintenance of the premises?</p> <p>If applicable, do you have a premises maintenance fund? Is this adequate?</p>		
<p>Are you able to expand if required?</p>		

Finance		
Question	Evidence/Actions	RAG
<p>Are the finances for the nursery/pre-school separate from the main schools? For example, do you have separate cost codes?</p> <p>Does income meet expenditure? Sustainability tool term time April 2026 - March 2027. Size: 155KB File format: excel</p> <p>Do you have a reserves/contingency fund? If so, how much? Is this adequate to cover statutory redundancy costs? Calculate your employee's statutory redundancy pay - GOV.UK.</p> <p>And any other closure costs?</p>		
<p>What is your proportion of total staff costs to income (%)? Staff costs, including NI/pension ÷ income x 100.</p> <p>Do you staff in accordance with EYFS statutory ratios? EYFS statutory framework for group and school-based providers*, staff: child ratios. *Size: 711KB File format: pdf</p> <p>Are any of your staff supernumerary? If yes, please state.</p>		
<p>What is your maximum capacity in each room/s? EYFS statutory framework for group and school-based providers*, indoor space requirements. *Size: 711KB File format: pdf</p> <p>How many children do you have on average in each room per day?</p> <p>Do you have a waiting list? If yes, please give details.</p>		

<p>Private/non-funded fees hourly rate – when were fees last increased?</p> <p>Do you know your break-even point? If so, please state. Break-even calculator April 2026 - March 2027. Size: 91KBFile format: excel</p>		
<p>Do you have information about the early years, fees, and funding on the school website? Early education and childcare - GOV.UK, charging.</p> <p>What is your core funded offer?</p> <p>Do you have a late payment/non-payment of fees policy?</p> <p>Do you currently have any unpaid/late payment fees outstanding?</p>		
<p>Do you set financial forecasts/annual budgets specifically for the early years?</p> <p>Does the governing body finance committee/headteacher monitor the early years budget?</p>		
<p>Employment</p>		
<p>Question</p>	<p>Evidence/Actions</p>	<p>RAG</p>
<p>How many staff do you employ?</p> <p>Do your staff have up-to-date contracts and job descriptions?</p>		
<p>What is the highest staffing qualification required in your early years provision?</p>		

<p>Within your staffing structure, do you have a day-to-day manager or lead practitioner who is line managed by the EYFS lead? If the school-run early years provision is not separately registered on the early years register and has an age range of four to 11 or is academy-run, it does not require a day-to-day manager or named deputy. The provision should instead be overseen by a lead practitioner and the EYFS lead.</p>		
<p>Is the supervision process in accordance with EYFS requirements? EYFS statutory framework for group and school-based providers*, supervision of staff. *Size: 711KB File format: pdf</p>		
<p>Do you keep a record of staff continuing professional development/CPD?</p>		
<p>Do you have the designated person roles in accordance with the EYFS? (Designated Safeguarding Lead/DSL, special educational needs coordinator/SENCo) EYFS statutory framework for group and school-based providers*, safeguarding training, special educational needs. *Size: 711KB File format: pdf</p> <p>Are early years staff trained in food hygiene and paediatric first aid? EYFS statutory framework for group and school-based providers*, safer eating, Paediatric First Aid. *Size: 711KB File format: pdf</p>		

Action Plan				
Completed by:		Agreed by:		
Summary of actions	List of actions	By when?	By whom?	Date completed
Governance				
Premises				
Finance				
Employment				

February 2026 early years school-run provision in local authority-maintained schools and academies.

Aspect	Governor led (Section 27 community powers)	School age range (maintained nursery class)
Pupils Get Information about Schools - GOV.UK	Not classed as pupils of the school because not within the schools published age range. No age range change required. School age range will be four to 11 even if admitting children from two-years-old/under two-years-old. Can indicate on Get Information about Schools (GIAS) that there is nursery provision.	Are classed as pupils of the school as within the published age range. School age range will be two, three, or four to 11 with nursery class. Will need to follow an age range change process if needed.
Ofsted	No separate registration required unless taking children under two. Inspected as part of the school.	No separate registration required unless taking children under two. Inspected as part of the school.
Census	Early years census only.	School census only.
Employment	Staff employed directly by the school under school terms and conditions.	Staff employed by the local authority under local authority terms and conditions.
Staffing Early years foundation stage (EYFS) statutory framework - GOV.UK	Section 27 preschools who are not on the Early Years Register must adhere to 3.44 EYFS statutory framework with a Level 3 and at least half of all other staff at Level 2. There is no requirement for a named deputy. Schools should consider 3.44 EYFS and have a lead practitioner. The schools' early years lead with qualified teacher status (QTS) would line manage the preschool staff.	(3.53 EYFS) QTS, as defined by 122 Education Act 2002, and at least one other staff with approved Level 3 qualification.
Ratios Early years foundation stage (EYFS) statutory framework - GOV.UK	Under two's (3.47 EYFS). Two-years-olds: 1:5 (3.48 EYFS) at least one Level 3 and at least half of all staff must hold an approved Level 2. Three and four-years-old 1:8 (3.50 EYFS). Three and four-years-old 1:13 (3.49 EYFS).	Under two's (3.47 EYFS) Two-year-olds 1:5 (3.48 EYFS) at least one Level 3 and at least half of all staff must hold an approved Level 2. Three and four-years-old 1:13 (3.53 EYFS).
Free school meals	Not eligible.	May be eligible.
Admissions	Setting must have its own admissions and registration processes.	Must follow local authority admissions/registration processes.
Early Years Funding	Private Voluntary Independent (PVI) funding.	Maintained nursery funding.
Finances	Income/expenditure managed by school with separate cost code, ensuring that early years stands alone from the school finances and not subsidised by the school or vice versa .	By the school with support from education finance.
Accommodation	Early Years provision can be run on or off school site with an agreed premises contract and budget cost code for utilities, upkeep, maintenance, and so forth.	School must have permanent accommodation to meet schools published admission number (PAN) in all year groups.

Local authority school foundation unit: 3.55 EYFS: Some schools may choose to mix their reception classes with groups of younger children. In such cases they must determine ratios within mixed age groups guided by all relevant ratio requirements and by the needs of individual children. In exercising this discretion, the school must comply with the statutory requirements relating to the education of children of compulsory school age and infant class sizes.

Aspect	Foundation Unit
Pupils	Pupils of the school. Published age range on GIAS will be the youngest age children in Foundation Unit. Will indicate has nursery provision.
Ofsted	Schools' Ofsted registration.
Census	School census.
Employment	Staff employed by the school/local authority.
Staffing	QTS, EYFS 3.55 and 3.48 for two-year-olds.
Free school meals	May be eligible.
Early Years Funding	Maintained Nursery funding.

Academy-run early years: Academy schools are funded directly by the government and controlled by an Academy Trust or function as a standalone academy. Academy Schools can open early years provision as a school nursery class, incorporating early years provision and the pupils into the age range of the school, or as a subsidiary company registered separately with Ofsted.

Aspect	School age range	Subsidiary company
Pupils Get Information about Schools - GOV.UK	Classed as pupils of the school as within the schools published age range. Will indicate on GIAS school has nursery provision. Academy trusts are no longer required to apply via the 'significant change' process to add a nursery, expand a nursery's age range, or increase the physical capacity of the school to accommodate a nursery. Academies: making significant changes or closure by agreement - GOV.UK.	Not classed as pupils of the school. Academy age range will be four to 11 with no nursery class. Can indicate on GIAS has nursery provision.
Ofsted	Under school's registration.	Separate registration required (early years register).
Census	Schools census.	Early Years census.
Employment	Employed by the academy.	Employed by the subsidiary company.
Free school meals	May be eligible.	Not eligible.
Staffing	In accordance with EYFS 3.42 - 3.53.	In accordance with EYFS 3.44 (setting manager and named deputy) 3.48, 3.44, 3.51.
Early Years Funding	PVI.	PVI.