

2 Year Old Early Years Education Request Form Guidance notes

Filling in the form

Please complete the form fully to ensure no delays in the processing of the request. Any forms that are received without enough information to assess eligibility or that are not signed by the parent / guardian will be returned.

Section 1 - Child's details

Please complete the child's details as requested. The name and date of birth should be written as shown on the child's Birth Certificate.

The address entered as the child's address will also be the address used for all correspondence.

Section 2 – Eligibility

Children must meet either **criterion A or B** below to be eligible for 2 Year Old Early Years Education funding from September 2013:

Criterion A: Children whose parent/guardian is in receipt of one or more of the following benefits: (This parent/guardians details must be given in Section 3)

- Income Support
- Income-based Job Seekers' Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Child Tax Credit, provided you are **not** also entitled to Working Tax Credit, and have an annual gross income, of no more than £16,190 as assessed by Her Majesty's Revenue and Customs

Or

Criterion B: 'Children in Care' who are looked after by the Local Authority. The request **must** come from the child's social worker.

Section 3 – Parent / Guardian details

Please complete the details of one parent / guardian. For children meeting eligibility criterion A, the person named in Section 3 must be the parent / guardian in receipt of benefits and with responsibility for the child. They should also be the parent / guardian to sign the declaration in Section 8 of the form. (A second parent / carer can be recorded in Section 4.)

Please complete fully the details of parent/guardian. In order to complete an application you will need to provide:

- Parent / Guardian's own name and date of birth
- Address (if different to child's address) and contact details
- Relationship to child
- National Insurance Number or National Asylum Seekers Number

Section 4 – Family / household details

Please complete the details of the additional parent / carer (if appropriate) and any other children and/or adults living within the household.

Section 5 – Family Support

As part of the 2 Year Old Offer, all families will be offered support from their local children's centre. Parents/carers may choose whether or not to accept this offer once information on what is available has been shared with them.

Please provide details of any support that has been offered to the family (if any) and a brief summary of any family issues or support that is required.

Other agencies:

Please enter the details of the family doctor and health visitor.

Any other agencies involved with the family should also be listed, for example therapists, social worker, Home Start, etc.

Section 6 – Early Years Education Provision

If the child is already attending an early years provider (nursery / pre-school or childminder) even if only for a few hours a week, we would like to know. Not all early years / childcare providers currently deliver the offer.

Section 7 – Referrers details

Please complete all referrers details requested, including contact details. Referrers will be sent a copy of the letter notifying parents/carers of the outcome of the request.

If there are any issues that need to be considered before contacting or visiting the family, please attach details.

Parents/carers of children accepted as eligible for 2 Year Old Early Years Education will be sent a list of locally approved providers and their contact details, in order to make arrangements themselves for a placement.

Please answer all three questions on page 4 of the form, so that we can identify any parents/carers who may require support with this, (for example, if a parent/carer will not be able to access written materials we send them or they have difficulty in making contact with new people)

We do request that referrers support and check parents/carers have arranged a placement. If for any reason you will not be able to check that the parent/ carer has arranged a placement for their child, please request the support of the local Childcare and Family Information Team's (CFIT) outreach worker.

Section 8 – Parent / Guardians' declaration

*Declaration – Please ensure this is signed by the parent/guardian listed in Section 3, requests cannot be processed without this and will be returned.

Where to send the completed form:

Basingstoke & Deane	Services for Young Children Mayhill Junior School The Bury Odiham, Hook RG29 1NB 01256 395095
Hart and Rushmoor	Services for Young Children Children's Services Fleet Local Office, Birch House Barley Way Fleet GU51 2YB 01252 814821
East Hampshire	Services for Young Children Bushy Leaze Children and Families Centre Eastbrooke Road Alton GU34 2DR 01420 80862
Eastleigh & Winchester	Services for Young Children The Aviary Children's Centre Blackbird Road Eastleigh SO50 9JW 02380 650034
Test Valley	Services for Young Children Beech Hurst Weyhill Road Andover SP10 3AJ 01264 368656
Havant	Services for Young Children Mill Hill Children's Centre Mill Road Waterlooville PO7 7DB 02392 259906
Fareham & Gosport	Services for Young Children Haven Children's Centre Harris Road Gosport PO13 0UY 01329 283498
New Forest	Services for Young Children Ashurst Child and Family Centre Lyndhurst Road Ashurst SO40 7AR 02380 293768

What happens next?

Once the form has been received by Services for Young Children, it will be processed and eligibility checked using the Department for Education (DfE) Eligibility Checking Service.

Acceptance:

Parent/carer

If accepted to receive 2 Year Old Early Years Education, the parent/carer will be sent an **Acceptance letter** which will include a reference number unique to the child.

(Please note the address listed as the child's address will be used for all correspondence)

With this letter, the parent/carer will be sent details of providers approved to deliver 2 Year Old Early Years Education in their area and guidance on how to find their child a place. Information will also be given on what to do if the parent/carer needs help to do this.

The parent/carer will need to show the **Acceptance letter** to the provider their child will be attending, to confirm the reference number (Unique Claim Number) that the provider requires to claim 2 Year Old funding for the child and the date that funding can begin.

Referrer

The referrer will be sent a copy of the **Acceptance letter** and is asked to support and check that the parent/carers has arranged for an approved provider to place their child. Please contact Services for Young Children if any additional support is required.

Family support

The family's local children's centre will also be notified that the child has been accepted and will make contact with the parent/carer to let them know about the types of service available through children's centres and to offer any specific family support.

Non-acceptance:

Should a request be received for a child where the family do not meet the criteria (for example, if the parent/carer does not receive one of the benefits listed), a letter will be sent to the parent/carer (copied to the referrer) to explain this. As it is likely that the request will show some vulnerability within the family and we would like some support to be offered, the family's local children's centre will be notified. The children's centre will then be able to make contact with the parent/carer to let them know about the types of service available through children's centres and to offer any specific family support.

Who should I contact if I have any questions?

Please contact the Services for Young Children Information Support Team on 01962 847070 or email childcare@hants.gov.uk