Filling in the form
This form can be used by parent / carers to self-request 2 Year Old Early Years Education or can be used by professionals to refer a family who may need additional support to access the offer, or where specific family support is identified.

If the request is supported by a professional, e.g. a health visitor, please complete your details in Section 3. Referrers will receive a copy of the application outcome.

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.

Any fields marked * are mandatory and must be completed.

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 – Parent / Guardian details
Please complete the details of one parent / guardian. For children meeting the economic eligibility criteria (Section 4, Part A i), the person named in Section 2 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 7 of the form.

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)
- Telephone number (this is needed in case of query)
- Relationship to child
- National Insurance Number or National Asylum Seekers Number (NASS)

Section 3 – 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 both questions on bottom of page 1 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 answer YES to the question – “Will this family require support to find and arrange an Early Years Education place with an approved provider?”

*Please ensure Section 7 is signed by the professional making the request.

**Section 4 – Eligibility**
Children must meet at least ONE of the criteria to be eligible for 2 Year Old Early Years Education from September 2014.

Please complete ONE of the following sections:

Section A Economic Criteria (parent / guardian receiving one of the listed benefits / tax credits)

or

Section B Child in Care or Child Leaving Care (through Special Guardianship, adoption or Residence Order)

or

Section C Child with a Special Educational Needs or Disability

**Evidence needed:**

- if applying under the Working Tax Credit criteria, please send a copy of your TC602 Tax Credit Award Notice. Without this we will be unable to verify your child’s eligibility.

- If applying under the criteria for a two year old with Special Educational Needs and/or disability, please send a copy of your DLA Award letter, Statement of SEN or Education, Health and Care Plan. Without this we will be unable to verify your child’s eligibility.

**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.

If you would like to make a specific request for family support, 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:**
If family support is requested, 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.

Please note funding cannot be ‘backdated’ to before acceptance onto the scheme.

**Section 7 – Parent / Guardians’ declaration**
*Declaration – Please ensure this is signed by the parent/guardian listed in Section 2, requests cannot be processed without this and will be returned.*

**Where to send the completed form:**

<table>
<thead>
<tr>
<th>Region</th>
<th>Address</th>
</tr>
</thead>
</table>
| Basingstoke & Deane | Services for Young Children  
                      Dame Mary Fagan House, Lutyens Close, Basingstoke  
                      RG24 8AG  01256 359002 |
| Hart and Rushmoor | Services for Young Children  
                      Children's Services  
                      HCC 2nd Floor, Rushmoor Borough Council Offices,  
                      Farnborough Rd, Farnborough, GU14 7JU  
                      01252 814770 |
| 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 387443 |
What happens next?
Once the form has been received by Services for Young Children, it will be processed and eligibility verified using the Department for Education (DfE) Eligibility Checking Service for economic criteria (Section 3, Ai) or using other evidence provided.

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 and the date from which funding can be claimed.

(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 (if applicable) 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 or tax credits 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.