

A guide for Parents (2017/18)
Early education and childcare funding for two, three and four year olds

Parents and Carers with Parental Responsibility (PR) may access funding for their child. Children will attend an early year's provider registered with [Ofsted](#) and who follows the [Early Years Foundation Stage Curriculum](#).

Eligible two, three and four year olds may attend an early education and childcare provider registered with the Local Authority. Early years funding is offered over a minimum of 38 weeks (33/35 weeks in independent schools). Parents can claim a maximum of 10 hours funding in one day, between 6am and 8pm and with no more than two providers. All approved early education and childcare Providers in Havering, including, breakfast, afterschool and holiday providers, childminders, preschools, day nurseries, independent, maintained and academy schools with nurseries and Local Offer provisions are available on the [Family Services Directory](#).

The [Local Offer](#) sets out in one place information about various types of provision parents can expect to be available across education, health and social care for children and young people with Special Education Needs or Disabilities (SEND) and those currently being assessed for an Education, Health and Care (EHC) Plan.

When can children take up their free funded early education and childcare?

Children can start at an early year's Provider from the term after the second or third birthday. All four year olds, not in a Reception class, can access early education and childcare funding.

Three and four year olds eligible for 30 hours childcare will also need to have a valid eligibility code.

A child born in the period	Will become eligible for a place from
1st April to 31st August	From 1st September following the child's birthday (Autumn term)
1st September to 31st December	From 1st January following the child's birthday (Spring term)
1st January to 31st March	From 1 st April following the child's birthday (Summer term)

Free Funding for Two year olds - Two year old funding is available to parents in receipt of income related benefits on a low income, for Looked After Children and children with special guardianship, child arrangement or adoption order in place, for children who receive [Disability Living Allowance](#) and those with a current statement of SEN or an Education Health and Care Plan (EHCP).

Eligible children can attend for 15 hours term time, or 10/11 hours a week over up to 52 weeks of the year, of early years funding from the term after the child's second birthday. Parents must [apply online](#) and will be informed within two working days if they are eligible for funding. Once eligible, parents must contact the early year's provider directly to find out about vacancies, fees and contract arrangements and provide email evidence of their offer of funding.

Free funding for Three and Four year olds - 15 hours (universal entitlement) - All three year olds from the term after the third birthday and all four year olds are eligible for up to 15 hours term time, or 10/11 hours a week over up to 52 weeks of the year of early education and childcare funding. Parents do not need to apply online for three and four year olds, but should contact the childcare providers directly to find out about vacancies, fees and contract arrangements.

Free funding for Three and Four year olds - 30 hours (extended entitlement) - Working parents (both parents in a couple or a single parent) of three and four year olds may be eligible for an extended 15 hours of childcare for their three and four year olds. Each parent must work on average 16 hours a week at National Minimum Wage (NMW) or the National Living Wage (NLW) and each parent earns less than £100,000 per year. Families will remain eligible if one parent is working and the other has a disability or substantial caring responsibilities. A parent is away from work temporarily (sick leave or maternity/adoption leave). A grace period has been put in place by government to assist parents whose employment circumstances change.

Eligible children can access their 30 hours place from the term following their third birthday or the term following the date, on which they received their code, whichever is the later. Parents must have their codes verified in advance of the term that the child intends to take up a 30 hour place. Parents can reserve a place for their child with their provider prior to the code being checked, but the code must be verified before the child can take up their place. Parents must reconfirm their eligibility every three months via their [Childcare Service Account](#).

Early Years Pupil Premium (EYPP) Three and four year olds only - Providers will be eligible to receive additional funding to support children's improved outcomes and/or to purchase additional resources for use at an early education and childcare provision for children whose families receive: certain income related benefits, have a low income, for looked after children, those with special guardianship, child arrangement or adoption orders, children with a statement of SEN or an EHCP.

Early education and childcare Providers will be able to confirm with parents how they will use the EYPP payment to support educational outcomes for your child. In order to check eligibility with the Department for Education, Providers will apply to the Local Authority and must provide the parents surname, national insurance number and date of birth for the application to be checked with the Department for Education.

Disability Access Funding (DAF) Three and four year olds only - The DAF supports access to early years places by, for example, supporting providers in making reasonable adjustments to their provision and / or helping with building capacity (be that for the child in question or for the benefit of children as a whole attending the provision). The child must be in receipt of Disability Living Allowance (DLA) and receive free early education and childcare funding. Four-year olds in Reception classes are not eligible for DAF funding.

The DAF is not means tested and can only be used at one provider per year, is not transferrable and is funded at a flat rate of £615. If using more than one provision, parents must confirm which provider should receive the funding. If a child leaves a provider the DAF payment is not recouped.

Tax Free Childcare – This scheme is to support working parents with the costs of childcare, application are being accepted for children aged 9 and under at present, this will increased to age 12, or under 17 for disabled children. Working parents (both in a couple or a single parent) will be able to apply for the scheme if each parent works on average 16 hours a week at National Minimum Wage (NMW) or National Living Wage (NLW) and each parent earns less than £100,000 per year.

For every £8 paid into the online account by the parent, the Government will immediately top up £2 into the parent account up to a maximum of £2,000 per child per year, or, £4,000 for disabled children. Parents must reconfirm their eligibility every three months via their [Childcare Service Account](#). Families cannot receive Tax Free Childcare if they also receive Tax Credits, Universal Credit or Childcare Vouchers.

How can I find out about and apply for childcare offers for my family?

Parents should complete a [childcare calculator](#) to review the best available childcare options for them before applying for any childcare offers via www.childcarechoices.gov.uk. The application for 30 hours childcare and Tax Free Childcare will take around 20 minutes to complete. Most parents will be informed straight away if they are eligible for the extended 30 hour childcare offer and/or Tax Free childcare. Some parents may be required to provide further information before their account set up is completed.

What forms, fees and charges might there be?

You will be required to sign a new child registration form and parental declaration which outlines how many hours a week of early education and childcare your child is claiming and details of any other provider. If you mistakenly over claim your maximum entitlement to early education and childcare funding, the Local Authority will refer back to these forms when advising the Provider if funding is going to be withdrawn.

Deposits and notice periods

Providers may charge parents a refundable deposit to secure a childcare place; this must be returned within 4 weeks of the child's start date at the provider. Providers cannot impose more than a four week notice period for children using early education and childcare funded hours. Providers may also charge for additional activities, services and consumables such as yoga, uniform, nappies and meals; however this should not be as a condition of access to the early education and childcare funding.

Additional costs

Parents must be told about any additional costs in advance and be given the opportunity to make alternative arrangements such as providing a packed lunch or confirm that they do not want to access the additional activity. Providers must give parents access to clear invoices which identify any additional hours taken above the offers for two, three and four year olds, activities, services and the cost of consumables.

What information do I need to show the Provider when I register for a childcare place?

You must provide evidence of the child's full name and date of birth (birth certificate or passport), your full name and address (recent utility bill or council tax bill) and contact details. For eligible two year olds and for the extended 30 hours childcare offer for three and four year olds, parents must provide a copy of your eligible two year old 'AF' reference number or 30 hour eligibility code to the Provider. Parents supporting a claim for EYPP and or DAF will also be required to provide support evidence on request from the Provider for them to be able to submit a funding claim to the Local Authority.

What do I need to do if I want to change my early year's provider?

The notice period for the Provider will be confirmed when your child starts and will be published in the provider's admissions criteria or information to parents before the child starts. You must ensure you adhere to the notice period when transferring to an alternative provider and confirm that you are leaving in writing or by email, this must be before your child leaves. Children claiming 30 hours childcare cannot move to a new provider during the Grace period of funding.

If you do not give notice to your current Provider you will not be able to access funding at the new provider until the notice period has expired. This will mean additional costs to you as you will have to pay privately at the new provider.

Applying for a School Reception class for September 2018

Children start a Reception School class from the September after their fourth birthday. If your child was born between 1 September 2013 and 31 August 2014 they will start in a reception class in September 2018. If you have not already done so, you must apply for a Reception class place now. You must apply online at www.eadmissions.org.uk. For information, advice and guidance, please contact School Admissions urgently on 01708433600 (Monday to Friday 12noon- 5pm).

Who should I contact if I have a concern?

If you have a concern about your child once they start at an early year's provider, please speak to the provider in the first instance as they will know you and your child and will want to resolve any issues directly with you. If you have a concern about the administration of your child's early education and childcare entitlements please contact earlyyears@havering.gov.uk. To raise any other complaint about early education and childcare in Havering please contact www.havering.gov.uk/complaints.

Full information about early years offers are available at www.havering.gov.uk/earlyyears, by emailing fis@havering.gov.uk, calling 01708 433954 (9am to 5pm, Monday to Friday) or submitting an [Early Years enquiry form](#).