

Guidance Notes

For completion of the Two year old Free Early Education Entitlement Application Form

All details to be completed accurately and clearly to ensure child and family needs are met; and to ensure data is accurate for reporting purposes.

Section 1 - to be completed by parent/referrer	
Referral Date	Is the date the form is completed with parent
Children's Centre	The children's centre where the form is sent
e-start Number Please note The e-start field must be completed, as it is a requirement for provider payment.	To be entered or checked by children's centre when child details are cross-referenced or first entered onto e-start. All children must to be registered on e-start.
Eligibility Check Eligibility checking service check (completed by LA staff) is required to confirm family eligibility	Details required of parent who is claiming the benefit: <ul style="list-style-type: none"> • National Insurance or NASS number • Date of Birth • Surname NASS number (National Asylum Seeking Service) If family are eligible and receiving support under Part VI of the immigration and Asylum Act 1999 then they should have a NASS number instead of a National Insurance number
Preferred Provider Name (In all cases vacancies must first be sought in 'good' and 'outstanding' settings)	Parents preferred eligible provider where child could receive Free Early Education Entitlement
Method of transport?	Referrer to discuss possible provider options and practicalities of accessing
Do you require support to attend?	Member of Early Childhood services to support with attendance and maintaining attendance at provider

Section 2 – to be completed by parent/referrer	
Evidence of eligibility	Referrer/person completing form with parent to see hard copy evidence of eligibility
• Universal Credit	Current letter confirming receipt of Universal Credit
• Income Support	Current DWP letter confirming receipt of income support
• Income based Jobseekers Allowance (JSA)	Current Income Based Job Seeker Allowance confirmation. (JSA)
• Income related Employment and Support Allowance (ESA)	Current employment and support Allowance confirmation (ESA)
• Support through part 6 of the Immigration and Asylum Act	Current confirmation of support through part 6 of the Immigration and Asylum Act
• The guaranteed element of State Pension Credit	Current confirmation parent receiving State Pension Credit
• Child Tax Credit and have an annual income not over £16,190	Current year HMRC Tax Credit Award notice <i>Please note you need to look at the total income excluding CTC</i>
• The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)	Current year HMRC Tax Credit Award notice <i>Please note you need to look at the total income excluding WTC</i>
• Working Tax Credits and earn less than £16,190 a year or less	Current year HMRC Tax Credit Award notice <i>Please note you need to look at the total income excluding WTC</i>
• Children looked after by a local authority	Relevant Court Papers, endorsed by Social Care
• Children who have a current statement of special educational needs (SEN) or an education health and care plan	Child's special educational needs statement or Education Health Care Plan
• Children receiving Disability Living Allowance	Child's disability Allowance Award notice
• Children who have left care under a special guardianship order, child arrangements order or adoption order	Adoption, residence or special guardianship order
• CAF	Via CAF Team advice
• Child in Need	Via Social Care advice
• Child Protection	Via Social Care advice
• Family Focus Team	Referral from Family Focus Team
• Open to S.A.L.T. (Speech & Language Therapy)	

Section 3 – For official use only	
Referrer details	Referrer to complete all details including email address to ensure necessary communication
Other Services	Please complete to ensure appropriate services are aware of the two year old free entitlement
Eligibility criteria	<p>The eligibility checking service will include all families eligible to access funding</p> <p>Hard copy evidence still requires verification</p>
Local criteria (for children's centre monitoring only)	To ensure all relevant services are involved or updated as necessary