

Free funding for two, three and four year olds: A guide for Parents (2017/18)

1) Information about the free entitlements for two, three and four year olds

Free early education and childcare places are available to all eligible two year olds and all three and four year olds. Parents and Carers with parental responsibility 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](#).

Who can deliver free early education and childcare places?

Eligible two, three and four year olds may attend newly registered, Good and Outstanding Ofsted registered providers, three and four year olds may also attend Satisfactory/Requires Improvement providers; we are not able to fund Inadequate providers. If a provider becomes Inadequate following an Ofsted inspection Havering will look to find alternative childcare, in agreement with the parent, for the child to attend.

Where can I find a list of early years providers in my area?

A list of early education and childcare Providers (including breakfast, afterschool and holiday Providers, Childminders, Preschools, Day Nurseries, Independent Schools and Maintained Schools with nurseries and Local Offer provision) can be found on the Havering [Family Services Hub](#).

The Local Offer sets out in one place information about various types provision parents can expect to be available across education, health and social care for children and young people who have SEN [Special Educational Needs] or are disabled. The information is also applicable to children who do not have 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.

A child born in the period	Will become eligible for an education and childcare place
1st April to 31st August	From 1st September following the child's birthday
1st September to 31st December	From 1st January following the child's birthday
1st January to 31st March	From 1 st April following the child's birthday

Early years funding is offered over a minimum of 38 weeks (33/35 weeks in independent schools). Parents can claim no more than 10 hours funding in one day, between 7am and 7pm and with no more than two providers.

What information do I need to show the early year's provider when I register?

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. Two year olds must also have a valid reference number from their offer email.

Will I need to sign anything?

You will be required to sign registration forms for the early year's provider confirming how many hours a week of free funding you will be claiming.

Who should I contact if I have a concern once my child starts at a provider?

Please speak to your early year's provider in the first instance as they know you and your child and will want to resolve any issues you or your child has at the provision.

What fees and charges might there be?

Providers must not charge an admin fee or deposit as a condition of a child taking up an early education and childcare place for their two, three or four year old. Providers may charge parents for additional activities such as yoga, items such as uniform and consumables such as nappies and meals however this should not be as a condition of access to the early education and childcare funding.

Parents should be told about these 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 service such as yoga. Providers must give parents access to clear invoices which identify any additional hours and or charges over and above the free early education and childcare entitlement.

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

The early year's provider will confirm their notice period is when the child starts; this may also be published in the provider's admissions criteria. Parents must ensure they adhere to the providers notice period when transferring to an alternative provider. It is always advisable that notice is given in writing and that a copy is retained by the parent.

Parents who do not provide notice or who leave the provider before the end of the notice period will result in the early education and childcare funding not being transferred to a new provider until the notice period has been completed. This will mean additional costs to parents in such cases as the new provider will have to be privately funded by the parent.

The Family Information Service can be contacted by email at fis@havering.gov.uk, by calling 01708 431783 (9am to 5pm, Monday to Friday) or submitting an [Early Years enquiry form](#).

2) How can I apply for funding for my two, three or four year old?

Free Funding for Two year olds - Families may be eligible for free funded education and care for their two year old if the parent receives one of the following:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit
- tax credits and you have an annual income of under £16,190 before tax
- the guaranteed element of State Pension Credit
- support through part 6 of the Immigration and Asylum Act
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Your child may also be eligible if any of the following apply:

- they're looked after by a local council
- they have a current statement of [special education needs \(SEN\)](#) or an education, health and care (EHC) plan
- they get [Disability Living Allowance](#)
- they've left care under a special guardianship order, child arrangements order or adoption order

If eligible for funding, parents will be able to access up to 15 hours term time or 10/11 hours a week over up to 52 weeks of early years funding from the term after the child's second birthday.

Applying for two year old funding? Parents must [apply online](#) and provide their surname, national insurance number and date of birth. Parents will be informed within two working days if they are eligible for funding, once eligible, the parent should contact the early year's provider directly to find out about vacancies, fees and contract arrangements.

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 (stretched offer) of EEE 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.

Early Years Pupil Premium (EYPP) (Three and four year olds only) - Providers will be eligible to receive additional funding from the Local Authority to support improved outcomes of children whose families are in receipt of the following:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit

- tax credits and you have an annual income of under £16,190 before tax
- the guaranteed element of State Pension Credit
- support through part 6 of the Immigration and Asylum Act
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Your child may also be eligible if any of the following apply:

- they're looked after by a local council
- they have a current statement of [special education needs \(SEN\)](#) or an education, health and care (EHC) plan
- they've left care under a special guardianship order, child arrangements order or adoption order

Early Years 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 government has introduced a new funding entitlement for early education and childcare providers from April 2017, the **Disability Access Fund (DAF)**, to support children with disabilities or SEN.

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 setting).

Eligibility Criteria for DAF - The child must be in receipt of Disability Living Allowance (DLA) and receive free early education and childcare funding. Children do not have to take up the full 570 hours of early education they are entitled to in order to receive the DAF and therefore parents can continue to choose to send their child in for less hours than their full entitlement. Four-year olds in primary school reception classes are NOT eligible for DAF funding.

Making the Claim for DAF - Early education and childcare providers will be funded at a fixed annual rate of £615 per eligible child, per financial year (April to March). The funding is not means tested. If a child eligible for the DAF is splitting their free entitlement across two or more providers and this results in an over claim of funding i.e. two claims for the DAF are submitted, Havering will ask the Provider to confirm where the parents want the DAF payment to be made for the child.

If a child receiving DAF moves from one provider to another within a financial year, the new setting is not eligible to receive DAF funding for this child within the same financial year. DAF funding received by the original provider will not be recouped by the LA. Where a child lives in one authority area but attends a provider in a different local authority, the provider's local authority is responsible for funding the DAF for the child and eligibility checking.



3) 30 hours extended childcare offer for working parents of three and four year olds

From September 2017, working parents of three and four year olds may be eligible for an additional 15 hours of childcare for their three and four year olds, [30 hours childcare](#) if :

Both parents are working (or the sole parent is working in a lone parent family), and each parent earns on average:

- A weekly minimum equivalent to 16 hours at the National Minimum Wage (NMW) or the National Living Wage (NLW); and
- Each parent earn 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.

Children who are aged four and attend a Reception class in a school will not be eligible for 30 hours childcare.

4) Tax Free Childcare

[Tax free child care](#), available from April 2017, is a scheme set up to help working parents with the costs of their childcare. Families will be able to apply for all children in the family at the same time as soon as the youngest child becomes eligible. 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. The following families may be eligible for Tax Free Childcare, if:

Both parents are working (or the sole parent is working in a lone parent family), and each parent earns on average:

- Have an average weekly income of £115 or earn no more than £100,000 a year each
- Have children aged under 12 or under 17 for disabled children.
- Do not receive Tax Credits, Universal Credit or Childcare Vouchers

The following link provides further information that parents should know about Tax Free Childcare



How can I apply for 30 hours childcare and tax Free Childcare?

The online application and check system for 30 hours childcare and Tax Free Childcare has not yet been finalised. As soon as the checking system is made available this will be advertised nationally and by Havering. The online application will check entitlement for all children in the family and will confirm grace periods.

Where can I get more information about 30 hours childcare and Tax Free Childcare?

Emails about childcare schemes in 2017 including Tax Free Childcare and 30 hours free childcare and when you can apply go to [Government email about childcare schemes in 2017 \(GOV.UK\)](#). For information about [Help paying for childcare](#) or an estimate of how much help you could get with childcare costs from an approved childcare provider please go to [Childcare Calculator \(GOV.UK\)](#).

5) Applying for a School Reception class for September 2018

All children must start a Reception School class from the September after their 4th birthday. If your child is born between 1 September 2013 and 31 August 2014, you must apply online for them to start school in September 2018 between 1 September 2017 and 15 January 2018. For further information about applying for Reception classes please go to the [School Admissions](#).

Please note that attendance at a school nursery class, with a Childminder or at an early year's provider on school grounds does not mean an automatic transfer to the reception class of a school; you must still apply for a Reception class space.

The Family Information Service can be contacted by email at fis@havering.gov.uk, by calling 01708 431783 (9am to 5pm, Monday to Friday) or submitting an [Early Years enquiry form](#).

Where can I find out more information about services and activities in my area?

The [Family Services Hub](#) provides information, advice and guidance related to parents, carers, young people and children in Havering, including information about the Local Offer which sets out in one place information about available provision across education, health and social care for children and young people in their area who have SEN [Special Educational Needs] or are disabled, including those who do not have an Education, Health and Care (EHC) Plan.

