



Free early learning
for 2-year olds

Provider Admissions Process

Before you start...

Since April 2016 Early Help Commissioning have been working with Haringey children's centres to strengthen outreach to all potentially eligible children to ensure their parents/carers apply and take up the FF2 offer, this means;

- Children's centres now liaise with FF2 settings – including schools, in their local area to support families to access places, share information and focus on those families that need help and support to access the free entitlement for eligible 2s and 3 & 4 year olds
- Children's centres will have information on potentially eligible children and those who have applied for a place either as an immediate start or due to start the following term. This information will be shared with all settings in compliance with data protection regulations
- The centres' outreach practitioners and our Parent Champion Volunteers are tasked to work with both families and settings to maximise take up. Our target is to achieve 73% take up at borough level
- Children's Centres also network with their local provision (over the phone and visits) to obtain vacancy information on a monthly basis in order to operate effective childcare brokerage and feedback valuable vacancy data to the local authority
- ALL providers play an integral part in ensuring children take up the free entitlement and will need to proactively contact families, working with their local children's centre. A list of children's centres with their contact details and the areas they operate is attached to this document

Know which families are considered eligible for a two-year-old place.

The criteria apply to families in receipt of the following:

- Income Support
- Income Based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under part 6 (VI) of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit and Working Tax Credit and have an annual household income that does not exceed £16,190 (as assessed by HM Revenue & Customs
- Entitled to Working Tax Credit four-week run-on
- Universal Credit
- Looked after children, as defined in Section 22 of the Children's Act

- Children with a current statement of special education needs (SEN) or an education health and care plan
- Children who attract Disability Living Allowance
- Children who have left care under a special guardianship order, child arrangement order or residence order

Once a parent/carer has been found eligible and their child has started their FF2s place – they are not reassessed for eligibility - even if their circumstances change or they wish to move their child to another setting.

Understand how the two-year-old free early learning offer is delivered

- Eligible children are entitled to receive a maximum of 15 hours of free early learning per week – **until the term 'after' they turn three years old.**
- For example, a child who turns two in August/summer term will move into a three-year-old place in September/autumn term
- As a minimum of 2.5 hours per day and a maximum of 10 hours per day
- Between the hours of 7am and 7pm
- At a maximum of two settings (although this is not recommended for two year olds)
- OR parents/carers may wish to use less than 15 hours per week – this is with agreement of the provider

The Eligibility and Admission Process

Parents
 Haringey
 Providers

Step	Action	Note
1	Parents/carers apply online at: www.haringey.gov.uk/children-and-families/childcare-and-early-years/childcare-costs/free-early-education/free-early-learning-two-year-olds	Please support parents/carers to apply online, if necessary. The online application process is very quick and simple and comes straight through to the Early Learning mailbox.
2	Applications are processed.	The process usually takes 5-10 working days.
3	If eligible, an eligibility letter, together with a list of Haringey approved FF2s providers, is sent to the parent/carer via post. The letter contains a unique reference number (URN) which indicates they have been assessed and found eligible.	It's important to note that once a parent/carer has been found eligible – they will not lose their eligibility, even if their circumstances change or they wish to change settings.
4	Parents provide the original eligibility letter to their chosen provider, in person, when trying to access a place. The eligibility letter must be retained by the provider, date stamped and kept in the child's file (the letter should not be copied for the parent/carer) this is to prevent families registering at more than one setting.	Parents must provide the original eligibility letter.

Step	Action	Note
	Cont/... This is an especially important part of the procedure as funding will be affected should a child be claiming the free entitlement at more than one provider.	See: <i>What if the parent/carer has lost their letter?</i>
5	Providers confirm the parent/carers identity and the child's date of birth for validation purposes.	e.g. child's birth certificate, parents passport
6	<p>Providers complete a Parental Agreement Form with the parent/carer and retain this for their records.</p> <p>Please draw parent/carers attention to notice periods in your contract/Parental Agreement Form and ensure they have served their notice period from an existing provider before you offer them a placement.</p>	Parents must still produce an original eligibility letter which should have been returned to them by the previous provider.
7	Details of all children must be entered onto the provider portal (free training will be provided) on a termly basis in order to claim the funding.	<p>The provider portal guidance will contain the relevant information and dates for submission of headcount data.</p> <p>Free training will be given on how to use the provider portal for headcount submissions.</p>
8	Agree start date for child according to timetable	See: <i>When can eligible two-year-olds start?</i>

Fill vacancies in advance!

Please note – as a support measure to help our providers with planning, we often issue eligibility letters for forthcoming term starters as well as current term starters (the start dates are printed on the eligibility letters).

This should not be a waiting list situation – simply a means of filling vacancies in advance.

For example, if the provider knows they will have five children transitioning to a three-year-old place in September/autumn, they can register the five new children ahead of time in readiness for September/autumn start - ensuring they are filling their vacancies in advance.

Frequently Asked Questions

What if we have no vacancies?

Waiting lists for two-year-olds are discouraged. FF2 places are subject to availability and should be operated on a first come first serve basis. It is important that two-year-olds take up and utilise their free funded place **without delay** so they do not miss out on their full funding period.

The correct procedure would be to support the parents/carers by liaising with other **participating providers in the local area; or the nearest children's centre, which may still have vacancies** – this is known as childcare brokerage. This is to ensure all childcare providers work together to fill their places, support our parents/carers and prevent 'losing' eligible families in the process.

A list of approved Haringey two-year-old providers is issued to parents/carers with their eligibility letter. However, it is useful for providers to familiarise themselves with local provision in their area.

For your information and convenience, you can view or download a list of FF2 providers at www.haringey.gov.uk/children-and-families/childcare-and-early-years/childcare-costs/free-early-education/free-early-learning-two-year-olds

Please note that this list is updated on a regular basis. You can also view or download a list of three-year-old providers using the same link.

What if the parent/carer has lost their letter?

Admission should not take place without an original eligibility letter. Duplicate letters are not issued. In these instances, you will need to contact the FF2s Team on 020 8489 5230/8607 who will confirm eligibility and provide you with the URN (unique reference number) so you can proceed with admission without delay.

When can eligible two-year-olds start?

The table below shows you what term an eligible child can start:

Child's 2 nd birthday is between:	Start from:
1 April – 31 August	Autumn Term - 1 September
1 September – 31 December	Spring Term - 1 January
1 January – 31 March	Summer Term - 1 April

Can a child start at a setting later in the term?

Yes, however providers must complete a Funding Adjustment Form and send this to Early Help Commissioning Team, 4th Floor, River Park House, 225 High Road, London N22 8HQ or email it to the earlyyearsprovider@haringey.gov.uk mailbox so that funding can be adjusted.

What happens if a child changes the number of hours or leaves a setting?

In cases where a child is leaving the parent's/carers eligibility letter should be returned with a copy of the Funding Adjustment Form attached, once the parent/carer has served the agreed notice. The provider portal will need to be updated to reflect the amount of weeks the child attended your setting. (Please continue to send the original Funding Adjustment Form to the Early Help Commissioning Team, 4th Floor, River Park House, 225 High Road, London N22 8HQ or email it to the earlyyearsprovider@haringey.gov.uk mailbox so that funding can be adjusted.

NB - Please draw parent's attention to notice periods in your contract and ensure they have served their notice period from an existing provider (if applicable) before you offer them a placement.

Can I charge parents/carers for free early learning?

No. You can only charge for additional hours and services accessed over and above the 15 hours. Also, you should not charge a deposit, administration or registration fee for the free 15 hours.

Can I charge for meals and snacks?

Yes, providers can charge for meals and snacks. However, any extra charges should be clearly explained and set out on the invoice to parents/carers.

How do I get paid?

Each local authority pays their providers for the number of eligible children they actually have on roll at any one time - **irrespective of the child's borough of residence.**

Our providers are paid on a termly basis – subject to receipt of timely headcount data via the provider portal. (See Provider Portal Guidance for submission dates).

Funding periods	
Summer term	Funded for 13 weeks
Autumn term	Funded for 13 weeks
Spring term	Funded for 12 weeks

How do I invoice parents/carers?

The hours of early learning must be shown as free on an invoice with a zero monetary value. The invoice should clearly show hours that are chargeable. A breakdown of charges for additional hours, showing the number of extra hours charged for and the charge per hour for those additional hours must be shown in the invoice in order to make it clear to parents/carers that fees are not included. **You cannot charge for admin or a registration fee for their child's free place.** You can however, charge a parent/carer for any additional services they agree to purchase from you.

Can the funding to providers be backdated?

No. All completed data regarding children claiming early learning must be returned by the termly headcount date (three weeks into the start of each term) If any details are omitted after the form submission date it could result in delays in providers receiving payments.

Can I take a child from another borough?

Yes – and the same admission procedures apply. The parent/carer will still need to provide an original eligibility letter from their local authority. It is recommended however that you contact the relevant local authority to verify eligibility.

Haringey Children's Centres

A children's centre brings together a range of services for children under five and their families such as family support, health and education. It also includes good quality childcare.

Centre	Phone number
Broadwaters Children's Centre Adams Road, N17 6HE	020 8885 8800
Park Lane Children's Centre 139 Park Lane, N17 0HB	020 8489 4945
Pembury House Nursery School and Children's Centre Lansdowne Road, N17 9XE	020 8801 9914
Rowland Hill Nursery and Children's Centre 315 White Hart Lane, N17 7LT	020 8808 6089
Triangle Children, Young People and Community Centre 91-93 St Ann's Road, N15 6NU	020 8802 8782
Welbourne Nursery School and Children's Centre Stainby Road, N15 4EA	020 8493 1197
West Team (not centre based)	07970 242 803 childrencentrewest@haringey.gov.uk
Woodlands Park Nursery School and Children's Centre Woodlands Park Road, N15 3SD	020 8802 0041
Woodside Children's Centre 59 White Hart Lane, N22 5SJ	020 8888 4398

FF2s briefings for staff around admissions and childcare brokerage can be provided by the Free for 2s Coordinator.

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Updated 1 August 2017