

Free Early Education and Childcare for Eligible Two Year Olds

Parent/Carer Application Form



North Tyneside Council

If you have any questions about this form then contact us on 0345 2000 109.

Please Note:

- Free early education and childcare is available to a limited number of two year olds in North Tyneside who meet certain eligibility criteria – see section 2.
- Eligibility will be checked by using the parent/carers date of birth and National Insurance number in order to confirm receipt of certain benefits.
- Please enclose a **photocopy** of relevant evidence with your application form if you meet the following criteria:
 - ✓ Your child is eligible due to having a statement of Special Educational Need (SEN) or an Education, Health and Care Plan
 - ✓ Your child is eligible for Disability Living Allowance
 - ✓ Your child has left care through special guardianship or an adoption or residence order.

Please do not include original documentation with your application form

- All application forms should be completed in full.
- A place represents **up to** 15 hours per week term-time (for 38 weeks) or fewer hours throughout the year.
- Submission of this form does not guarantee the child a funded place.

Please complete all sections:

Section 1: Family Details

Name of Parent/Carer:	
Parent/Carer date of birth:	
Parent/Carer National Insurance number: (or National Asylum Support Service (NASS) reference number if relevant)	
Address: (This must be the address where child benefit is payable)	
Email Address:	
Telephone number/s:	
Child's full name: (Legal name as per birth certificate or legal document)	
Child's date of birth: (dd/mm/yy)	
Child's gender:	
Language spoken at home:	
Child's Health Visitor:	

Ethnicity of child:

White – British (WBRI)	<input type="checkbox"/>	Gypsy / Roma (WROM)	<input type="checkbox"/>	Indian (AIND)	<input type="checkbox"/>	Black – African (BAFR)	<input type="checkbox"/>
White – Irish (WIRI)	<input type="checkbox"/>	White and Black Caribbean (MWBA)	<input type="checkbox"/>	Pakistani (APKN)	<input type="checkbox"/>	Any other Black background(BOTH)	<input type="checkbox"/>
White – Other (WOTH)	<input type="checkbox"/>	White and Black African (MWBA)	<input type="checkbox"/>	Bangladeshi (ABAN)	<input type="checkbox"/>	Chinese (CHNE)	<input type="checkbox"/>
Traveller of Irish Heritage (WIRT)	<input type="checkbox"/>	White and Asian (MWAS)	<input type="checkbox"/>	Any other Asian background (AOTH)	<input type="checkbox"/>	Any other ethnic group (OOTH)	<input type="checkbox"/>
Information not yet obtained (NOBT)	<input type="checkbox"/>	Any other mixed background (MOTH)	<input type="checkbox"/>	Black Caribbean (BCRB)	<input type="checkbox"/>	Refused (REFU)	<input type="checkbox"/>

Early Help Assessment (EHA)

Has an Early Help Assessment previously been carried out with your family?

Yes ☐ No ☐ Unsure ☐

Section 2: Eligibility Criteria

To be eligible for a place you must be in receipt of one or more of the following benefits or your child must be looked after or has left care through adoption, special guardianship or a residence order. Please indicate which of the following benefits or criteria your family meets:

Eligible benefits/criteria	
Income Support	<input type="checkbox"/>
Income-based Job Seekers' Allowance	<input type="checkbox"/>
Income-related Employment and Support Allowance	<input type="checkbox"/>
Support under Part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>
The Guaranteed element of State Pension Credit	<input type="checkbox"/>
Child Tax Credit, without Working Tax Credit element and have an annual income of no more than £16,190	<input type="checkbox"/>
I am caring for a looked after child. (In the care of the local authority.)	<input type="checkbox"/>
Receive Working Tax Credits and have annual gross earnings of no more than £16,190 per year	<input type="checkbox"/>
My child has a current statement of SEN or an Education, Health and Care Plan Please enclose a photocopy of relevant evidence (please do not send original documentation)	<input type="checkbox"/>
My child is eligible for Disability Living Allowance Please enclose a photocopy of your award letter (please do not send original documentation)	<input type="checkbox"/>
My child has left care through special guardianship or an adoption or residence order. Please enclose a photocopy of relevant evidence (please do not send original documentation)	<input type="checkbox"/>

Eligible two year olds born between the dates shown below (inclusive) will be entitled to a place for up to three terms per year.

A child born between	Is eligible from:	Please indicate when your child becomes eligible
1 st April to 31 st August.	The start of the autumn term (September) following their 2 nd birthday.	<input type="checkbox"/>
1 st September to 31 st December	The start of the spring term (January) following their 2 nd birthday.	<input type="checkbox"/>
1 st January to 31 st March	The start of the summer term (April*) following their 2 nd birthday.	<input type="checkbox"/>

*Please note that this is the case even if the Easter break falls after the 1st April.

Section 3: Choosing an early education and childcare setting

Please let us know if your child **already attends** an early education and childcare setting and you would like to continue to use this setting (please leave blank if you do not already use a setting).

Early education and childcare setting my child currently attends	
Number of hours / days currently used	

If you do not already use an early education and childcare setting please indicate which type of provision you would prefer to use:

Day Nursery		Play Group		Childminder	
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If you would prefer to leave this section blank then we can talk through your options once we have confirmed your eligibility.

1st choice of early education and childcare provision:	
Reason for choice:	
2nd choice of early education and childcare provision:	
Reason for choice:	

A place may be offered at a setting other than the preferred choice of the parent/carer. The location of the place on offer is dependant upon availability, the needs of the child and is offered at the discretion of the early education and childcare provider.

Please indicate how you would prefer to use the 570 hours a year:

I would prefer to access an early education and childcare place up to 15 hours a week during school term time (38 weeks) and understand that my child will not attend during holiday periods subject to a maximum of 570 hours care.	<input type="checkbox"/>
I would prefer to access an early education and childcare place over fewer hours per week throughout the year with no breaks for school holiday periods subject to a maximum of 570 hours care.	<input type="checkbox"/>

Please provide details of preferred pattern of care e.g. 5 x 3hr sessions per week **or** one full day and one half day etc.

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Section 4: Parent/Carer Declaration

- I confirm that the information contained above is a true and accurate reflection of my circumstances.
- I understand that, where relevant, the Local Authority may use my National Insurance number to check whether or not I am eligible.
- I understand that if my application is successful then the allocation of a place with my choice of early education and childcare provider will be dependant upon their availability and the needs of my child.
- I understand that North Tyneside Council needs to record and process information about me and my child in order to deal with my application, and to monitor the effectiveness of the Flexible Free Entitlement for eligible two year olds.
- I understand that information about me and / or my child may be shared with appropriate professionals within the Council, and with Health Services if there is good reason to do this. I understand that the Council will only share information when it is legally allowed to do so.
- I understand that, where relevant, it is my responsibility to inform HMRC of changes to my childcare costs within the appropriate time frame. Further information can be found at: www.hmrc.gov.uk/taxcredits or by contacting the tax credits helpline on 0345 300 3900.

If a place is awarded then I understand that I must agree to the following or the place may be lost:

- Attend the induction visit arranged for me and to take up the place within 3 weeks of it being offered to me.
- Ensure that my child attends regularly.

Signature:

Date:

Section 5: Referrer Details

Whilst it is not essential for an application to be supported by a professional it is useful for us to know if the application has been completed with the support of a referrer.

Name of Referrer:	
Job Title of Referrer:	
Organisation/agency:	
Telephone Number:	

Please forward the completed application form by email to:
parent.partnership@northtyneside.gov.uk

Or by post to: Strictly Personal
 2YO
 Commissioning and Fair Access
 1st Floor
 Quadrant West
 The Silverlink North
 North Tyneside
 NE27 0BY

Please note: It is your responsibility to ensure the data held on the application form is passed to North Tyneside Council in a safe and secure manner.

Section 6: What Happens Next?

We will assess your application and let you know whether or not you are eligible for a place.

If you are eligible, where relevant, we will telephone you to let you know that your application has been approved and to discuss the most appropriate setting to meet your needs and the needs of your child. We will also contact early education and childcare providers on your behalf to arrange a place.

If you are not eligible then we will let you know. Please see below:

Section 7: Further Guidance

Common reasons for delays or difficulties in establishing eligibility

There may be delays in establishing the eligibility of parents/carers for a two year old place. This can be due to:

- Parent/carer circumstances have recently changed.
- Parent/carer has previously worked for the HMRC or DWP.
- The parent/carer is an asylum seeker and has not received a NASS number.

The system that is used to check eligibility can be up to 4 weeks behind the parent's current circumstances. If we are unable to confirm eligibility using the checker we will

request evidence of benefits. This would be a copy of the letter received from the DWP for income support, job seekers allowance or employment and support allowance. For child tax credits we will need a copy of the letter issued by HMRC.

If the parent/carer is an asylum seeker then we will require a NASS number.

If we receive further evidence and are still unable to establish eligibility then we will contact HMRC to confirm the applicant's income and benefits that they are receiving. This would also be the process that is followed if the parent/carer had previously worked for HMRC or DWP.

For Office Use Only:

Section 8: Checklist

Brokerage	
Eligibility confirmed:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Early Education and Childcare Provider to be used	Yes <input type="checkbox"/> No <input type="checkbox"/>
Approved Provider:	
Date placement to commence:	
Number of funded hours per week:	
Pattern of care agreed:	
Commissioning	
Expiry date of placement:	
Copy application form forwarded to Family Partner (if appropriate):	Name Date
Decline letter to parent (if applicable):	
Commitment recorded:	