

A parent guide to early years funding for 2, 3 and 4 year olds (2023/24)

1) Early Education and Childcare Providers and Offers

Early Education and Childcare (early years) funding is available for eligible children aged 2, 3 or 4 year olds who attend an Early Years Provider (Provider) registered with [Ofsted](#) and Havering Council.

All early years Providers follow the [Early Years Foundation Stage](#) curriculum.

Provider Types delivering early years funded places	
Childminders	Out of School Care Providers
Day Nursery	Maintained Schools
Independent Schools	Academy Schools
Preschools	Free Schools

A full list of providers approved to delivery early years funding in Havering, their opening and closing times and Ofsted grades are available at www.havering.gov.uk/earlyyears.

Early Years funding is available between 6am and 8pm (no session longer than 10 hours) and can be used at a maximum of two providers in one day.

Universal 15 hour funding for eligible 2, 3 and 4 year olds

- 15 hours term time (38 weeks) or 10/11 hours a week stretched offer up to 52 weeks

Extended offer for working parents of 3 and 4 year olds

- 30 hours term time (38 weeks) or 20/22 hours a week stretched offer up to 52 weeks

When can 2, 3 and 4 year olds start at an early years Provider?

Eligible 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, are eligible for early years funding.

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

2) Eligibility Criteria for early years funding offers

2 year old funding

Applications for funding must be made online at www.havering.gov.uk/earlyyears; you must show your offer email to your chosen early year's provider to secure your place.

Families are eligible if:

- Parents are claiming Income support, Job Seekers Allowance (JSA) or Income-related Employment and Support Allowance (ESA)
- Parents are claiming Tax Credits with an income of less than £16,190
- Parents are claiming Universal Credit with an income of less than £15,400
- Children are looked after by a Local Authority, with special guardianship, child arrangement or adoption orders in place following a period of time in Local Authority Care.
- Children are in receipt of [Disability Living Allowance](#) and have a formalised Education Health and Care Plan (EHCP)

A child will also qualify for an early education and childcare place, if any of the following apply:

- They are 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 have left care under a special guardianship order, child arrangements order or adoption order
- They are children of Zambrano carers
- They are children of families with no recourse to public funds with a right to remain in the UK on grounds of private/family life under Article 8 of the European Convention on Human Rights
- They are children of a subset of failed asylum seekers (supported under section 4 of the Immigration and Asylum Act 1999 – 'the 1999 Act')

3 and 4 year old Universal funding

No application for funding is required.

- All three year olds from the term after the third birthday and all four year olds (not in a school reception class) are eligible.

3 and 4 year old Extended (30 hours childcare) funding eligibility criteria

Applications for funding must be made online at www.childcarechoices.gov.uk.

Parents (single or both parents in a couple), must work on average 16 hours a week and earn less than £100,000 each per year to be eligible. Parents will remain eligible if one parent is working and the other has a disability or substantial caring responsibilities or is away from work temporarily (sick leave or maternity/adoption leave).

Two conditions must be met before parents can access the Extended childcare offer.

- **Condition 1 – Code issued:** The parent must have received a valid 11 digit 30 hour code from the Childcare Service by the end of the term before the code is to be used.
- **Condition 2 – Child's age:** Children must be in the term after the 3rd birthday, or 4 year olds and not be in a reception class, in the term in which they want to use the code.

Condition 1 - Code issued Condition 2 - Child's age	Term in which 30 code can be used
01 April – 31 August	September – December (Autumn term)
01 September – 31 December	January – March (Spring term)
01 January – 31 March	April – August (summer term)

- A grace period has been put in place by government to assist parents whose employment circumstances change.
- Parents must login to their childcare service account every three months to reconfirm their details for the Extended offer to be reconfirmed and remain in place.
- Parents must provide the 30 hour code, their name, date of birth and National Insurance number to validate the code and secure their place.

Tax Free Childcare

Applications for funding must be made online at www.childcarechoices.gov.uk.

Tax Free Childcare supports working parents with the costs of childcare. For every £8 paid into an online account by the parent, the Government immediately tops up £2 giving the parent a total of £10 to spend on the costs of childcare. Maximum government top up per child per year:

- Birth to 12 years old: £2,000 per child per year
- Birth to 17 year olds for children with disabilities £4,000 per child per year

Parents (single or both parents in a couple), must work on average 16 hours a week and earn less than £100,000 each per year to be eligible. Parents will remain eligible if one parent is working and the other has a disability or substantial caring responsibilities or is away from work temporarily (sick leave or maternity/adoption leave).

- Families cannot receive Tax Free Childcare if they also receive Tax Credits, Universal Credit or Childcare Vouchers.
- Parents must login to their childcare service account every three months to reconfirm their details for the Tax Free Childcare to be reconfirmed and remain in place.

3) Additional Funding

With parent permissions, Early Years providers will be able to apply for additional funding to support your child to meet their potential and/or to purchase additional resources to support the child at the provider. You may be asked for supporting evidence on request from the Provider, for them to be able to submit an additional funding claim to the Local Authority.

Early Years Pupil Premium (EYPP) for 3 and 4 year olds

Families will be eligible for Early Years Pupil Premium (EYPP) if; they receive certain income related benefits, have a low income, if the child has previously been in Local Authority care for 1 day or more, been adopted from care or have a special guardianship or residence order in place. Providers will confirm how they will use the EYPP payment to support educational outcomes.

Disability Access Funding (DAF) 3 and 4 year olds

The child must be in receipt of Disability Living Allowance (DLA) and receive free early education and childcare funding. 4 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.

4) Registering for an Early Education and Childcare place

You will be required to sign a New Child Registration and Parental Declaration form, which outlines the names of all providers and funded hours you are looking to claim at. Where a parent mistakenly over claims funding, the Local Authority will refer back to these forms when advising the Provider if funding is going to be withdrawn.

Fees and charges

2, 3 and 4 year old offers the provision of Early Education and Childcare only as outlined in the Early Years Foundation Stage, the national curriculum for children from birth to 5. Providers must:

- Deliver the Universal and Extended offer free at the point of delivery
- Advise parents of any fees and charges in advance of the offer of a place
- Provide clear invoices showing free hours and any additional charges
- Allow parent to make alternative arrangements such as providing a packed lunch or confirm they do not want their child to access additional activities
- Return any deposit for a child only accessing a Universal or Extended place, within four weeks of the child's start date
- Cap the maximum notice period for children who only accesses a Universal or Extended offer to four weeks.

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

You must provide evidence of:

- Your 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.
- Your 2 year old code, 30 hours code and evidence of entitlement for EYPP and DAF as applicable.

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

Funding will be transferred to the new provider at the end of the notice period

- Ensure you have provided the correct written, ideally emailed, notice as required in your contract of admission. Provider will confirm the notice period end date to you in writing.
- Children claiming 30 hours childcare cannot move to a new provider during the Grace.

5) Applying for a School Reception class for September 2024

3 and 4 year old children born between 1 September 2019 and 31 August 2020 will start school in September 2024. Parents must apply for their child's Reception place between 1 September 2023 and 15 January 2024.

For information, advice and guidance on applying for school places, please go to www.havering.gov.uk/admissions, email schooladmissions@havering.gov.uk or call 01708 433600 (Monday to Friday 12noon- 5pm).

6) Who should I contact if I have a concern?

If you have a concern about your child's access to their early years place or funding, please speak to the Provider in the first instance; they will know you and your child, and will want to resolve any issues directly with you.

To raise any other complaints about Early Education and Childcare in Havering please contact www.havering.gov.uk/complaints.

7) Early Years Term Dates 2023/24

The early years term dates are based on a financial calendar year and run from 01 April – 31 March with a maximum of 38 weeks of funding available in the early years calendar.

The maximum funding available in each financial year is:

- Up to 570 hours for eligible 2 year olds and universally funded 3 and 4 year olds
- Up to 1,140 hours for extended funded 3 and 4 year olds (30 hours childcare)

Funding can be taken as a term time or stretched offer – please speak to your provider about what type of offer they deliver.

School and Early Years term dates can be found at www.havering.gov.uk/termdates

Summer Term 2023	Term Dates (13 funded weeks)	Maximum Funding
Early Years dates	Monday 17/04/2023 – Friday 21/07/2023	15 hours x 13 weeks = 195 hours (universal funding)
School dates	Monday 17/04/2023 – Friday 21/07/2023	30 hours x 13 weeks = 390 hours (extended funding)
Half Term	Monday 29/05/2023 – Friday 02/06/2023	

Autumn Term 2023	Term Dates (14 funded weeks)	Maximum Funding
Early Years dates	Monday 04/09/2023 – Friday 16/12/2023	15 hours x 14 weeks = 210 hours (universal funding)
School dates	Thursday 01/09/2023 – Tuesday 20/12/2023	30 hours x 14 weeks = 420 hours (extended funding)
Half Term	Monday 24/10/2023 – Friday 28/10/2023	

Spring Term 2024	Term Dates (11 funded weeks)	Maximum Funding
Early Years dates	Monday 09/01/2024 – Friday 31/03/2024	15 hours x 11 weeks = 165 hours (universal funding)
School dates	Thursday 05/01/2024 – Friday 31/03/2024	30 hours x 11 weeks = 330 hours (extended funding)
Half Term	Monday 19/02/2024 – Friday 23/02/2024	