**Early Learning and Childcare for two year olds**

**June**

**2019**





**Information for Local Authority Early Years Settings**

Early Learning and Childcare is available for eligible two-year olds across some local authority settings and partnership nurseries.

Eligible two-year olds are currently entitled to receive a maximum of 600 hours of Early Learning and Childcare during the school year. From August 2020 eligible two-year olds will be entitled to 1,140 hours of Early Learning and Childcare a year. We are already offering 1,140 hours at some of our settings and we will continue to add to this number until 2020.

**Who is eligible?**

Children may be eligible if a parent or carer receives **one** or more of these benefits:

* Income Support
* Income based Jobseekers Allowance
* Income based Employment and Support Allowance
* Incapacity Benefit or Severe Disablement Allowance
* State Pension Credit
* Child Tax Credit, but not Working Tax Credit with annual household of £16,105 or less
* Both Child Tax Credit and Working Tax Credit with annual household of £7,320 or less
* Support under part VI of the Immigration and Asylum Act 1999
* Universal Credit where household take-home pay is £610 a month or less

 Or if the child is:

* Looked after
* Under a kinship care order
* Living with a parent-appointed guardian.

 

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**When can a child start?**

**Children will become eligible for a place in the term following their second birthday, or, in the term after the parent/carer starts receiving any of the qualifying benefits listed. Children born between 1 March 2017 and 28 February 2018 will be eligible during the August 2019 to June 2020 academic year.**

**The term intake has been arranged as follows:**

* **Autumn Term: August – December 2019**

 Children born between 1 March 2017 and 31 August 2017

* **Spring Term: January – March 2020**

 Children born between 1 September 2017 and 31 December 2017

* **Summer Term: April- June 2020**

 Children born between 1 January 2018 and 28 February 2018

**Looked After Children**Two-year olds who are looked after, under a kinship care order, or with a guardian become entitled from the moment they have that status on or after their second birthday. They do not need to wait until the first term after to start.

**Application process**

1. Parent/carer completes an application once their child turns 2 at their first choice establishment.

 Where a parent/carer submits an application before their child is 2, they need to be advised that the

 eligibility criteria must apply on their child’s second birthday.

1. The following documents **MUST** be seen. Any copies made should be destroyed in line with GDPR regulations following the application being processed:

* Evidence of benefits, for example award letter for current year
* Proof of child’s age, for example birth certificate or passport in exceptional circumstances
* Proof of child’s current address, for example council tax letter or utility bill, or other letter.

1. If a place is not available at the parent/carer’s 1st choice establishment, the staff will support them to contact their 2nd/3rd choice establishments. If a place is available and the parent is happy to proceed they should take the application to the appropriate establishment.

1. If a place is not available in their first choice establishment, and the parent does not wish to use an

 alternative, the child’s name will then be placed on the first choice establishment’s waiting list.

1. Child to be added to SEEMIS/ NAMS.

1. It should be noted on top of the form whether a place has been allocated/accepted or whether the child’s name is being put on a waiting list.

1. Regular discussions should take place with parents/carers across all stages to plan for the allocation of places for children and ensure well planned transitions.

1. Regular monitoring of applications should take place by senior staff. 2

1. Places should be prioritised for children whose parents/carers are in work or training and then by the

child’s age.

**Other factors to consider when allocating places in Local Authority Settings**

Following an eligible child’s second birthday, and where there is capacity, a child may start earlier where needs have been identified and documented through the Child Planning Process.

Where there is capacity, a child who is not eligible under the criteria for eligible two’s, but has needs identified and documented through the child’s planning process may be offered a place.

**This should be done in consultation with a senior member of the Early Years Team (Your Early Years QIEO or Early Years and Childcare Manager)**

**CRITERIA**

 **The information below is to help assess under the criteria**

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| **Universal Credit** Universal Credit will start to roll out in Edinburgh for new claimants and claimants with a change of circumstances from **November** **2018**. Migration over to this new system will take place gradually over a 4- year period.  When this is rolled out this will **replace**; * Income-based Jobseeker’s Allowance (JSA)
* Housing Benefit
* Working Tax Credit
* Child Tax Credit
* Income-related Employment
* Support Allowance (ESA) and Income Support.

 A family in receipt of Universal Credit with a household earned income threshold of **£610 per month or less** would be eligible for a -year old place.   |

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# Child Tax Credit and Working Tax Credits - AUGUST 2018- JUNE 2019

Until Universal Credit is rolled out in Edinburgh in November 2018, families in receipt of Child Tax Credit and Working Tax Credits will continue to be eligible under the following criteria.

# Step 1 - Check the document is titled ‘Tax Credits Award for xx/xx/2018-xx/xx/2019’

 See example award letter.

 If it is not parent/carer can call to receive a copy of this on Tel: **0345 300 3900** or Textphone **0345 300 3909**

**Step 2 -** Check whether it is Child Tax Credit **ONLY** **or** whether is it **BOTH** Child Tax Credit and Working Tax Credit

**Step 3** – Look for the section on **Income** which will say Your Income for the year xx/xx/2014 - xx/xx/2015 and check it is under the household thresholds listed below:

 Child Tax Credit **but not** Working Tax Credit with annual household income **of £16,105** or less

 **Both** Child Tax Credit **and** Working Tax Credit with annual household income **of 7,320 or less.**

**Support under** **Part VI of the Immigration and Asylum Act 1999**

If the family is supported under **Part VI of the Immigration and Asylum Act 1999** one of the following must be seen as proof of eligibility:

* ARC card
* Biometric residence card
* Letter from Home Office

# Free School Meals

If a child’s older siblings are eligible for free school meals, the parent/carer will be in receipt of one of the qualifying benefits. The school can be contacted and confirmation of older siblings being in receipt of free school meals can be taken as proof of eligibility.

# Funding for LAAC children placed out with their home authority

If a child is placed outwith their home authority, please inform earlyyears@edinburgh.gov.uk to allow for effective monitoring and payment to be confirmed.

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**Where are these places currently available?**

* Broomhouse & St Joseph’s Primary School
* Cameron House Nursery School
* Craigentinny Early Years Centre
* Craigmillar Early Years Centre
* Craigroyston Early Years Centre
* Davidson Mains Primary School
* Fort Early Years Centre
* Ferryhill Primary School
* Fox Covert Early Years Centre
* Gilmerton Early Years Centre
* Granton Early Years Centre
* Greendykes Early Years Centre
* Gylemuir Primary School
* Hailesland Early Years Centre
* Hillwood Primary School
* Leith Primary School
* Leith Walk Primary School
* Longstone Primary School
* Oxgangs Primary School
* Royal Mile Primary School
* Sighthill Early Years Centre
* Stenhouse Early Years Centre
* Tollcross Early Years Campus
* Viewforth Early Years Centre
* Queensferry Early Years Centre

**For more information**

[www.edinburgh.gov.uk/nursery](http://www.edinburgh.gov.uk/nursery) [www.earlylearningandchildcare.scot](http://www.earlylearningandchildcare.scot/) earlyyears@edinburgh.gov.uk

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