

Early Years Schools Briefing

Questions and Answers

26th February 2024 via MS Teams

The
Early Years
Team

Please find below the questions and answers raised across the 2 sessions held, for your information.

Q1. How do you check eligibility with parents?

Depending upon the funding stream, parents will either have a working parent code or a letter stating that they are eligible for the disadvantaged 2 year old entitlement. If they don't have these, you can signpost them to the [HMRC](#) for the working parent code or the [Families Information Service](#) for disadvantaged 2 year old funding.

Q2. We regularly ask parents for codes, and to renew their codes, but we have a couple who apply late or don't renew on time – how do we get round this?

Unfortunately, unless parents apply on time or ensure that their code is kept up to date, they will lose their working parent entitlement. Ultimately it is the parent's responsibility to renew/apply on time to ensure they remain eligible. We have used discretion in the past, but this isn't something that we can continue. Please continue to use the expiration dashboard on the portal to keep an eye on these codes turning to amber when they are due for renewal.

We are aware that some parents may not gain employment until half-way through the term and will therefore apply for their code after the deadline date, unfortunately the funding cannot start until the term after the code is applied for. This is a government ruling.

Q3. We would put names on the waiting list, offer a place after the child's 3rd birthday and then get the paperwork in to check 30 hour eligibility, how do you check the parent's eligibility without their National Insurance (NI) details?

You can not check eligibility without NI details. There is a template that schools should have, but this is also available on our [website](#) to ensure you capture the information required in order to run a check on the portal.

Q4. Would we need to check codes and eligibility before offering a place?

Yes, with all funding streams, apart from universal 3 & 4 year old funding, you must be checking eligibility before offering places to ensure that you will receive the funding. Please see Q1 for further information.

Q5. Is it true that the children can only begin the term after the 'eligible from' date on a working parent 30-hour code?

Yes, the government ruling is that you can start a working parent entitlement place the term after the code is received, or the term after the child is the eligible age, whichever is later.

Q6. We have children who are eligible for Free School Meals, but haven't come back as eligible for Early Years Pupil Premium, why is this?

This may be due to the checks being undertaken at different times and circumstances changing. You also need to make sure that the details that you are putting into the portal are accurate as those that come back as not eligible do not give a reason why.

*Early Years Team
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