

Date: 23 January 2015
Your Ref: Eligibility Checks/LH/BW
Our Ref:
WP No:

Bolton Council

Children's & Adult Services
Educational Improvement
Early Years & Childcare Team
Bolton Science & Technology
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Dear Colleague

Re: Eligibility checks for free 2 year old childcare places

We are aware that some parents whose child may be eligible for 2 year old funding are struggling to get to the children's centre to have their eligibility checked.

In order to ensure that this does not become a barrier to children accessing their entitlement, we would like to make it possible for you to help parents with their eligibility check should they come straight to your setting looking for a place.

We have access to a new national eligibility checker which means that most parents will not need to produce any documentation to assess eligibility – this information is provided directly by the Department of Education / Department of Work & Pensions.

Parents will still be encouraged to register at their local children's centre and to go there to have eligibility checked. However, for those parents that aren't able to access their local children's centre and who want to register their child for a place at your setting, you can now phone Bev Wagner, Lead Administrator for Early Years on telephone 01204 334246.

To check a child's eligibility over the phone you will need to provide;

1. Child's name
2. Child's date of birth
3. Parents name
4. Parents date of birth
5. Parents national insurance number
6. Which criteria you / the parent feels the child might be eligible under
7. Family's home address

You will be told over the phone:

- Whether the child is eligible
- The date that they are able to start



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If a parent is eligible they will be sent a letter to confirm their eligibility. They will need to bring that letter to you to confirm their place. This letter will have a unique reference number on it which you will need to include on the 2 Year Old Headcount Form.

You will appreciate that the Early Years Team will not be able to process every child's information in this way, but the intention is to provide options for those parents experiencing difficulty in visiting the children's centre for themselves.

If parents feel that they are eligible but do not show as 'eligible' on this checker, they will still need to go to their local children's centre with their TC602.

Please note that under data protection regulations we are not asking you to store any evidence about a family's eligibility at your setting – this information will be stored by Bolton Council once eligibility has been confirmed.

Yours faithfully,

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