



**OXFORDSHIRE
COUNTY COUNCIL**

Claiming Early Education Funding Guidance Notes

Independent, Private and Voluntary Providers
(including Academies and Childminders) claiming Early
Education Funding for **2, 3 and 4-year olds** from
Oxfordshire County Council

April 2022 - March 2023

IMPORTANT - Please read these guidance notes carefully. If you have any queries regarding the guidance please do not hesitate to contact us.

Early Education Funding Team
Access to Learning
County Hall – Fourth Floor
New Road
Oxford
OX1 1ND
Email: earlyeducation@oxfordshire.gov.uk
Tel: 01865 894811

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A. General

These notes outline the claims and payments process for Private, Voluntary, and Independent providers (including academies) who have access to the Early Years Provider Portal. It is best read on a computer as it contains hyperlinks to other important documents.

Where the word 'parent' is used in this document it refers to parents and caregivers who have a legal responsibility for a child accessing Early Education Funding

The website <http://www.oxfordshire.gov.uk/formsandguidance> has the following documents (there is also a link to this webpage within the Provider Portal).

Termly Documents:

- **Funding Timeline** – key dates for the term. **Please save or print for easy reference**
- **Parent Declaration** * - must be completed and signed for 2,3 and 4 year old eligible children, **before** you claim funding. The form is the basis for the contract between yourselves and the parent for claiming Early Education Funding. Please do not offer a 30 hour place if you haven't checked they have a valid 30 hour code.
- **Privacy Notice**
- **When is my Child Eligible** – indicates the date of birth range for the different funding ages
- **Guide on valid 30 hour code dates** – what the different dates mean for a 30 hour code; can it be used in current term. Not all codes are eligible, you need to look at the specific dates on this guidance.

Guidance notes for using the Provider Portal

All claims are done online via the provider portal. Therefore, access to a private computer or tablet is essential for functionality.

The first place to look for help when completing claims via the Provider Portal are the following Portal Guidance Notes, available via a link on the announcements page of the portal (or on the website link above):

- Headcount Portal Guidance Notes
- 2-Year-Old Funding Provider Portal Guidance Notes
- Thirty Hour Checks Portal Guidance Notes
- Disability Access Funding Portal Guidance Notes
- SEN Inclusion Funding Portal Guidance Notes
- Early Years Pupil Premium Portal Guidance Notes
- Self-Update Portal Guidance Notes

* You must ask to see the child's ID (e.g. the child's birth certificate, "red book" or passport) to verify the child's date of birth, name, and address before offering a

place. We will request to see any Parent Declaration forms for audit purposes and claim queries. They **must** be retained for **6 Years** plus the current financial year. You must comply with the [Early Education Funding Terms and Conditions](#) and will be asked to reaffirm this agreement every time you make a funding claim through the provider declaration on Headcounts.

You must inform us immediately whenever there is a change in your circumstances, and these include but are not limited to:

- A change of ownership, governance, or premises.
- A change of name or address of the contact responsible for the free early education funding administration.
- A change to Portal User, new or revoked
- A change of bank details.
- A change of the Ofsted inspection grade or Ofsted number
- If you are closing
<https://www.oxfordshire.gov.uk/business/information-providers/childrens-services-providers/business-and-funding-childcare-providers/early-education-fund/joining-and-leaving-scheme>

Where such a change results in a new provision, you will need to re-register with Ofsted and complete a new application form with the Council for the purposes of Early Education Funding. You must give us reasonable notice of these changes, especially if a payment is due to be made.

You can choose whether to deliver the 30 hour extended funding, which will be bound by the same terms and conditions as the universal 15-hour funding.

A child meets the required age for 2-year-old or 3-year-old funding the term after they turn that age.

Turn 2 or 3 years old between	Can start to access the 2 or 3-year-old funding at
1 Jan to 31 Mar (inclusive)	The start of the school summer term funding period (April)
1 April to 31 Aug (inclusive)	The start of the school autumn term funding period (Sept)
1 Sept to 31 Dec (inclusive)	The start of the school spring term funding period (Jan)

Payment is based on the set pattern of 38 weeks per financial year.

- **Summer Term** 12 Weeks
- **Autumn Term** 14 Weeks
- **Spring Term** 12 Weeks

B. 2021/22 Academic Year

The school term dates for the current academic year are shown below.

If you offer 38 weeks funding (i.e. not stretching the funded hours), you must follow the school term time calendar as a minimum.

Term	Start Date	End date	Number of days		Weeks	Paid as
Autumn	02/09/2021	22/10/2021	37		14 weeks 2 days	14 weeks
Autumn	01/11/2021	17/12/2021	35	72		
Spring	04/01/2022	18/02/2022	34		12 weeks 4 days	12 weeks
Spring	28/02/2022	08/04/2022	30	64		
Summer	25/04/2022	27/05/2022	24		11 weeks 3 days	12 weeks
Summer	06/06/2022	21/07/2022	34	58		

Number or Weeks
38 weeks, 4 days 38 Weeks

Bank holiday, 2 May 2022, is not included in the count of days.

The 4 inset days reduce the weeks funded to 38 weeks. It might be better for parents if you follow your local school in planning when you are going to take these inset days. Let parents know in advance which will be inset days and that you are open for the remaining times. Otherwise, we will deduct any missing weeks from your payment.

You must show that you offered the funding over the full 38 weeks (190 days) if you have deviated from the Oxfordshire school calendar.

As an exception, if you are offering wraparound care (e.g. School Holiday Play Schemes), you can claim for fewer than 38 weeks per year. In this case you need to work in partnership with other providers to deliver the full offer.

Children starting school are legally entitled to a full-time reception place from the first day of the new school year. Schools receive place funding to cover this.

Make sure parents know that we do not fund children at your setting if they start reception later in the term.

Queen's Platinum Jubilee bank holiday:

With the additional bank holiday due to take place on Friday 3rd June 2022 and considering that for most this will be during the half term break, we are aware that

some providers may intend to close on a different day to give their staff the entitlement to a bank holiday.

Our statutory guidance (paragraph A4.37) is clear that local authorities should ensure providers are not penalised through withdrawal of funding for short term closures of a setting, for example, as a result of local or national elections or damage to the premises.

Therefore, providers should not be penalised for closing as a result of the additional bank holiday, as is currently the case with other bank holidays. However, providers should be mindful of the impact on parents if they choose to close on a different day. Providers should be confident that they can still provide the total number of hours that parents agreed with the provider in their parental declaration.

You shall still be funded as usual for the 38 weeks of the year. Funding will be paid on actual attendance, with no notice periods for just funded children. However, you must inform the parents with plenty of notice if their contracted hours are going to change and also be able to offer them, where possible, an alternative for their hours. If a parent wishes to take up their hours for that day elsewhere, they are able to do this if you are unable to offer an alternative for them.

C.2-Year-Old Funding Eligibility

The Government's intention is that 2-year-old funding is delivered by providers with a rating of 'outstanding' or 'good' in their most recent Ofsted report.

We will not automatically agree to fund 2-year-olds in a provision with 'requires improvement' rating at their last inspection.

If you have re-registered with Ofsted and your previous judgement was less than good, you will not automatically be approved to take funded 2-year-olds.

Newly registered providers can take funded 2-year-olds.

- The funding rate is £5.89 per hour (for financial year 2022-23)

Criteria:

- The child turned two at least the term before (refer to chart in section A).
- And a parent(s) meets **one** of these:

Economic

1. Income Support
2. Income-based Job Seekers' Allowance
3. Income-related Employment and Support Allowance
4. Universal Credit - if you and your partner have a combined income from work of less than £15,400 a year after tax

5. the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
6. Support under Part 6 of the Immigration and Asylum Act
7. The Guaranteed element of State Pension Credit
8. Tax credits and they have an annual income of under £16,190 before tax

Non-Economic

1. They have a current statement of special educational needs or an education, health and care plan
2. They attract Disability Living Allowance (DLA)
3. They are looked after by their local authority or they have left care through special guardianship or an adoption or residence order

Other Criteria

The children of the groups below will also be eligible for a free place if their parents or carers meet similar low-level income requirements

1. Children of Zambrano Carers, if household income is £15,400 a year or less after tax
2. Children of families with no recourse to public funds with a right to remain in the UK on grounds of private and family life under Article 8 of the European Convention on Human Rights, if household income is £15,400 a year or less after tax
3. Children of a subset of failed asylum seekers (supported under section 4 of the Immigration and Asylum Act 1999 – ‘the 1999 Act’) or claimed asylum in the UK and are waiting for a decision (known as ‘part 6’)

Eligible Codes:

To be eligible for the 2-year-old funding, parents must have a valid 15-digit code in the format of TYF-2109-71L8VZF7 (referred to as a TYF code). -2109- indicates YMM that the code was applied for.

The **TYF code** can be obtained in one of three ways:

- Parents can go online to check their eligibility, using the Citizen Portal www.oxfordshire.gov.uk/twoyearoldfunding
- Parents can call the Family Information Service 01865 323332, who can help complete an assisted application over the phone
- You can complete an assisted application for the parent, via the Provider Portal (see 2-Year-Old Funding Provider Portal Guidance Notes page 5)

A child with an **eligible** TYF code

- **will not** lose eligibility
- Can use it with any approved provider in Oxfordshire

Letter Eligibility:

Parents might receive a letter stating they **could** be eligible for 2-year-old funding. This data comes via the Department of Education.

Each letter has a unique 7-digit reference code and an expiry date. This expiry date is to encourage parents to apply as soon as possible as they may fall out of eligibility during this time.

The parent can then make an application using one of the three methods above.

If you are doing an assisted application and the eligibility check comes back as **not found/not eligible, you must complete all three below steps:**

- click the **Help Request button**,
- in the box - state the reference code that's on the letter, and the date it was received.
- Attach proof of how the parent meets the criteria.

This will come through to the Funding team to check manually and potentially approve. Please allow 2 working days for a reply.

For more information, refer to *2-Year-Old Funding Provider Portal Guidance Notes*. (Page 12)

Be aware that TYF numbers are generated for every application, including those that return an ineligible result.

Placement Request:

A placement request is done via the Provider Portal placement notification area and allocates a child to your provision:

- All new starters **must** have a Placement Request done via the Provider Portal to claim funding.
- You will need the TYF code to do a Placement Request.
- If the Placement Request is done before a Headcount Task, the child will appear on it. If it is done after the Headcount Task has been issued, you must also add the child to the headcount. The system should then find the child and ask you to confirm the match.

If a 2 year-old funded child leaves your provision early:

You **must** complete a **Child Left Setting** form (as per clause 9.3 in the Terms & Conditions), as well as add an end date to your headcount.

We use this information to assist families as part of our safeguarding duties.

A Child Left Setting form can be found on:

- Our website
- Provider Portal 2-year-old home page
- Or by clicking <https://service.oxfordshire.gov.uk/childleftsetting>

D.3 & 4-Year-Old Funding

Universal entitlement:

- The funding rate is £4.35 per hour (for financial year 2022-23)
- All 3 and 4-year-olds in Oxfordshire are eligible for the universal 570 hours free early education the term after they turn three (see chart in section A).
- There are no eligibility criteria or codes required

Extended entitlement (30 hours):

- The funding rate is £4.35 per hour (for financial year 2022-23)
- Some 3 and 4-year-old children of working parents may be eligible for the extended 570 hours (in addition to the universal hours).
- Parents can find information, eligibility criteria and application process on Childcare Choices website <https://www.childcarechoices.gov.uk/>
- Or they can call the Childcare Services Interaction Centre on 0300 123 4097. If they choose this option, they will then also have to reconfirm each time via phone.
- **Parents are advised to apply for the 30 hours in plenty of time e.g., by July, November, and February) in the term before they wish to take up their funding.**
- Parents must reconfirm their code every 3 months through Childcare Choices to remain eligible

A parent with a valid code, can only claim for the 30 hours in a term if:

- their child has turned three at least the term before (refer to chart in section 1)
- and they received and/or reconfirmed their eligibility code with Childcare Choices **the term before** they wish to use it.
- Might not be able to claim for the first time if the code is in its grace period

Eligible families will receive an 11-digit code, beginning with a 5 (most families), a 4 (foster families). The parent needs to give you this 30 hour code.

You must validate the 30 hour code in the Provider Portal **before** offering the extended 15 hours. Please see the *Provider Portal Guidance - Extended Hours Checking System* notes for more information on how to validate codes in the Provider Portal. There is also a video guide:

https://www.youtube.com/watch?v=_4YGaxAyp0&feature=youtu.be

Dates relating to a 30-hour code:

There are three dates that apply to a 30 hour code:

- 'Eligible From' date - when the code was issued/valid from, **BUT** this isn't the date that the child can start their 30 hours funding (see table below).
- 'Eligible To' date - the date the parent needs to reconfirm with Childcare Choices by. The code falls into its Grace Period the day after this date.
- 'Grace Period End' date - **potential** date that the child could be funded up to if they fall out of eligibility.

Eligible From Date – any date up to and including	Eligible To Date – any date on or after	Actual point allowed to start taking 30 hours funding
31 st Dec 21	1 st Jan 22	Spring Term 2022
31 st Mar 22	1 st April 22	Summer Term 2022 (Starting April 25th 2022)
31 st August 22	1 st Sept 22	Autumn 2022

For more detail refer to the termly documents [Thirty-hour codes](#).

Audit Dates and Grace Periods:

Parents are required to reconfirm their code every three months with HMRC through childcare choice website <https://www.childcarechoices.gov.uk/>

If they are no longer eligible, the extended hours will cease at the end of their grace period. We will inform you which families are in their grace period at the beginning of the term and at half-term points.

The grace period enables parents to retain their childcare if they become ineligible for 30 hours and will take them up to the end of term.

The grace period will not apply if the child didn't claim 30 hours the previous term or if the child is trying to move providers in the grace period.

A grace period will not continue beyond the age that a child has achieved compulsory school age (the term following their fifth birthday).

You are advised to monitor parents' codes to see that they are reconfirming by using the Expiration Dashboard on the Provider Portal.

E. Early Years Pupil Premium (EYPP) and Deprivation Supplement

The Early Years Pupil Premium (EYPP) gives providers extra funding to support eligible children to develop, learn and ensure they are 'school ready'.

- An extra £1.07 per hour for universal hours. It is made up of 60p EYPP and 47p deprivation supplement (for financial year 2022-23)
- The deprivation supplement is also applied to the extended 15 hours (if eligible) at the rate of 47p per hour.

3 and 4-year-olds in funded early education will be eligible for EYPP funding if they meet at least one of the following criteria:

Their family gets one of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999

- The guaranteed element of State Pension Credit
- Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on, which is paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit (provided they have an annual net earned income equivalent to and not exceeding £7,400, assessed on up to three of the parent's most recent Universal Credit assessment periods.)

Or

- They have been in local authority care for one day or more in England or Wales
- They've left care under a Special Guardianship Order, Child Arrangements Order or Adoption Order.

Four year olds in primary school reception classes who already receive the school-age Pupil Premium are *not* eligible for Early Years Pupil Premium funding.

Children will be eligible from the term after their third birthday, in line with the universal entitlement to free early education for 3- and 4-year-olds.

You can claim EYPP via any Headcount Task **only if** the parent has given **permission** on the Parent Declaration form. Do it by adding parent details to the child's record. You will need the parent's National Insurance number and the parent's date of birth, as given on the Parent Declaration Form.

The Early Education Funding team will run checks and inform providers whether children are eligible or not during the headcount task.

You will receive EYPP payments in your **main** and/or **amendment** payments.

F. Disability Access Funding (DAF)

Designed to help children access learning activities and promote inclusion.

- The DAF funding is a non-transferable lump sum of **£800 per year** (for financial year 2022-23) and the parent must nominate which provider will receive the funding.

If the child moves to another funded provider during the year, the DAF funding is **not** transferable to the new provider.

Criteria:

- the child is **currently** in **receipt** of child Disability Living Allowance
- **and** the child receives early education funding.

Apply for DAF via the Provider Portal and attach the child's DLA letter.

Parents will need to complete the appropriate section in the Parent Declaration form.

You will receive DAF funding with your **main** or **amendment** payments.

G. Special Educational Needs (SEN)

Children who would be in receipt of this funding would meet the criteria for SEN Support and this would be indicated where the child's needs:

- Meet descriptors in the "Special Educational Needs Support in Oxfordshire's schools and settings."
- Are evidenced by clear tracking of their developmental levels which show a need to provide some additional provision/ planning for the child.
- Are considered by setting staff/class teacher, SENCo and parents to require this level of intervention and specific planning.
- May have required external agencies, such as speech and language therapists to be involved to offer advice and support which can be implemented with some small adaptations and interventions.
- Are claiming early education funding.

The amount paid is £38.50 per week

To claim you need to select a 'K' in the 'SEND Status' box, within the child's record on either Headcount Task.

We have a duty to ensure that all funding is allocated in an effective and equitable manner. SEN data will be regularly reviewed, trends analysed, and you may be contacted for a discussion to understand if data falls outside of expected trends. Children in receipt of this funding will be supported through SEN outcomes planning and reviewing. *You must be able to show how you have used this funding to offer the child an enhanced provision to support their access to appropriate developmental and learning opportunities and aid their progress.*

If any child in receipt of SEN Inclusion Funding goes on to have higher needs and is awarded Additional SEN funding (RAF) then the SEN funding would cease.

For information about Additional SEN Funding see:

<https://www2.oxfordshire.gov.uk/cms/content/guidance-and-procedures-support-providers>

H. Payment Process

Payments are made separately for 2-year-olds and 3 and 4-year olds

At the beginning of the financial year:

We will send an indicative budget to all providers, except childminders. It shows your termly funding based on what you received in the previous financial year. It will also indicate the amount we will pay you for your estimated payment for 3- and 4-year-olds (see below).

Each term you will receive:

An Estimated/Interim Payment - This is paid at the beginning of each term.

- 3 and 4-year olds (Excluding Childminders) - An estimated payment will be made for 60% of the total hours from the equivalent term of the previous financial year. This value is shown on your 'Indicative Budget', issued at the beginning of the financial year.
- If you feel this figure is not a true reflection on your current records, you can send us your revised hours, via the Self Update area of the Provider Portal (see *Provider Portal guidance - self update*). Look for the 'Additional Information' tab. You will only be able to submit your estimated hours before the estimated hours submission deadline as per the timeline.
- 3 and 4-year olds for Childminders - you will be notified to say that the Portal Self Update Additional Information tab is available to start sending your estimated hours for the following term. We need to know the total number of hours for the term that you are expecting.
- 2-Year-Old Entitlement – you will be notified to say that the Portal Self Update Additional Information tab is available to start sending your estimated hours for the following term. We need to know the total number of hours for the term that you are expecting.

Main Payment – the main payment is based on your Actual Headcount Task submission via the Provider Portal for the term, less your estimated payment.

Your claim includes the total hours and weeks children attend in the current term and any start and/or end dates.

- 3 and 4-year olds - you can indicate a K for SEN Inclusion Funding and add parents details so that an EYPP check can be performed
- 2-year olds - Only enter those 2-year olds who have a valid TYF code

All data, including children and parents' details must be entered accurately from information completed on the child's Parent Declaration form (including the child's full legal name according to the ID supplied by the parent). You can amend and resubmit the Headcount Task again up to the deadline. Tasks cannot be re-opened after the deadline date has passed. No payment will be made if the Task has not been submitted.

If you miss the deadline, a £50 administrative charge may be deducted from your re-issued Headcount Task.

Please see the document *Headcount Portal Guidance Notes* for a full walk through of how to submit your headcount claims.

Amendment Payment - use the Amendment Headcount Task to make any changes that have occurred since the main headcount claim and payment, e.g. new starters; changes in hours (which may be a calculated average); or early leavers during the term. You can also rectify any mistakes or omissions that were made when submitting your Headcount Task. Lastly, you can apply for EYPP or SEN Inclusion funding which was not included in the first submission/payment.

The Amendment Task will show the hours and weeks that you have claimed through your actual claim. Use the 'Edit Headcount' button to make the necessary changes and submit the information.

You can amend and submit the Headcount Task again up to the deadline. Tasks cannot be re-opened after the deadline date has passed. No payment will be made if the Task has not been submitted.

If you miss the deadline, a £50 administrative charge may be deducted from your re-issued Headcount Task.

If you do not have any amendments, you can ignore the Amendment Task.

Provider statements - Issued via the Provider Portal for both the main and amendment Payment. Statements can be found in 'Payment History' under the Headcount Menu.

Your provider statement will indicate:

- The payments you have received during the term
- A child level breakdown that will include splits for Early Years Pupil Premium, Deprivation Supplement, SEN Inclusion Funding and Disability Access Funding payments. **These funds must be used for those specific children**

Should your setting have an **overpayment**, where the estimated payment was greater than the main claim, or due to an Amendment claim, the monies owed to us will be deducted from your next payment. Should we require you to make a repayment before the following term, we will contact you detailing how.

I. Stretched Funding

Some providers make funding available over more than 38 weeks, i.e. a 'stretched offer'. Providers choosing the 'stretched offer' continue to claim the funding on the basis that the terms are split over 38 weeks (i.e. to a maximum of 12 weeks in the summer, 14 weeks in the autumn and 12 weeks in the spring). You must keep records to show how they have delivered the funding under the 'stretched offer'.

A stretched funding calculator (Excel) is available [here](#)

570 hours can be divided neatly into 15 hours delivered over 38 weeks. This is not the case for other delivery models. Parents can be asked to pay for the additional time or be given the option for their children to attend for fewer hours. The table below illustrates the variation in hours for different delivery models.

15 hours of free entitlement Hours per five-day week	Number of weeks	Total annual hours	Variation
15	38	570	0
14	41	574	4
13	44	572	2
12	48	576	6
11.5	50	575	5

30 hours of free entitlement Hours per five day week	Number of weeks	Total annual hours	Variation
30	38	1140	0
28	40	1120	-20
25.5	44	1122	-18
23.5	48	1128	-12
22.5	50	1125	-15

J. Local Authority Audit Process

We will audit a sample of providers each term in accordance with the Terms and Conditions. This is to ensure that funding is being claimed and paid correctly and that parents receive their child's entitlement free at the point of delivery.

You will be contacted by the Early Education Funding Team to arrange a convenient time to visit in person, or we may conduct an audit remotely by email.

You should expect a typical audit visit to last around an hour and it is the current term's funding claim that will be checked.

An audit report will be sent approximately 10 working days after the audit visit and details if any actions are required by you. If the audit identifies any incorrectly or falsely claimed funding, it will be recouped from you.

K. Frequently Asked Questions

1. Where can I find help to use the Provider Portal?

We have created on-line tutorials for you to watch.

How to check a 30-hour code:

<https://www.youtube.com/watch?v=4YGaxAyp0&feature=youtu.be>

How to create a Headcount task:

<https://vimeo.com/269156981/df15893bd4>

How to use your Dashboard:

<https://www.youtube.com/watch?v=wuNvTY1By54&feature=youtu.be>

An Overview of the Claims Process for Childminders:

<https://player.vimeo.com/video/301818307>

2. Do providers have to offer 15 hours or 30 hours and nothing in between?

You can offer **up to** 30 hours to eligible parents. If you are offering fewer than the 30 hours, you should ensure that the parent is aware of their full entitlement.

3. Is the 2-year-old code just an Oxfordshire code.

Yes, the 2-year-old code starting TYF is an Oxfordshire code only. If you have a child moving from outside Oxfordshire, they will need to do another eligibility application to obtain a TYF number. If the application returns an ineligible result, then click request help, and give details of which local authority issued the other code so we can verify it. The code is transferable between any Oxfordshire setting.

4. Can childminders claim funding for their own relatives or relatives of their childminding assistants?

A childminder cannot claim early education funding for providing childcare for their own children or those of any assistants employed by them or children related to the childminder or assistant. This is because the legal definition of childcare specifically excludes care provided for a child by a parent or step-parent or other relative (section 20 of the Childcare Act 2006). The provision by a childminder (for his/her own child) does not count as childcare in legal terms and therefore early education funding cannot be claimed, even if they are claiming for other children.

In addition to this Funding made available in the Dedicated Schools Grant (DSG) for the entitlements to early education for two-, three- and four-year-olds cannot be claimed by, or spent on, childminders providing childcare for related children. The restriction for local authorities funding relatives is set out in the [Childcare Act 2006](#). Section 18(4)(c) of the 2006 Act specifically excludes care provided for a child by a parent or other relative, and section 18(8)(c) of the 2006 Act states that a relative, in relation to a child, means “a grandparent, aunt, uncle, brother or sister, whether of the full blood or half blood or by marriage or civil partnership.” You may wish to seek further legal advice from your own lawyers if you require any further clarity.

5. A parent wants their child to access early education funding after the Headcount deadline. Can I claim for funding for that child?

Yes, you can. You should claim for these children on your Amendment Task.

6. How many hours per day can be offered to parents?

The Terms and Conditions allow for maximum flexibility so providers can claim up to 10 hours per day for eligible children. You are strongly encouraged to continue to offer a maximum of 6 hours especially for vulnerable funded 2-year olds.

7. Can a child whose parent(s) is visiting be entitled to funding?

No. All 3 and 4-year olds living in England are entitled to the universal entitlement irrespective of the immigration status of the child or their parent(s). However, if a family is **only visiting**, they are **not** entitled to funding.

L. Useful Contact Information

Early Education Funding Team (funding and portal queries)	earlyeducation@oxfordshire.gov.uk	01865 894811
Family Information Service (parent queries)	fis.enquiries@oxfordshire.gov.uk	01865 323332
Early Years Team (safeguarding forms)	Early.years@oxfordshire.gov.uk	0845 6042346
Early Years SEN Team	EYSENFunding@Oxfordshire.gov.uk	
Childcare Service 30 Hour funding Helpline (Gov) for parents	https://www.childcarechoices.gov.uk/	0300 123 4097