

## Families Receiving Additional Support (Early Learning for 2-year-olds) Referral Form

*To be completed by the professional working with the child/family. Please note, if the form has been submitted incorrectly it will be returned to the referrer.*

The following **MUST** be completed in full before the referral can be accepted:

Child's Full Name: ..... Date of Birth: .....

Address: .....

Postcode: ..... Telephone Number: .....

Parent / Guardian Name: ..... Date of Birth: .....

E-mail address: .....

National Insurance Number:..... Relationship to child: .....

Name of professional referring: .....

Organisation: .....

Address: .....

Postcode: ..... Telephone Number: .....

Email address:.....

Please give names and contact details or any other relevant professionals working with the family:

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**The following table shows when a child could be eligible for 2 year old funding:**

<b>Date of birth</b>	<b>Term eligible for 2 year old funding</b>
1 <sup>st</sup> Apr – 31 <sup>st</sup> Aug	Autumn Term
1 <sup>st</sup> Sept – 31 <sup>st</sup> Dec	Spring Term
1 <sup>st</sup> Jan – 31 <sup>st</sup> Mar	Summer Term

*A child will be eligible to the funded hours from the term after the child's 2<sup>nd</sup> birthday and when eligibility has been confirmed.*

## Statutory Eligibility

### Income Related Eligibility:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit, non working
- Universal Credit and working and your household income from employment is £15,400 a year or less after tax, not including benefit payments (Evidence may be required)
- The guaranteed element of Pension Credit

### 2-year-olds can also get free childcare if they:

- are looked after by a local authority
- have an education, health and care plan (EHCP) (Category = High SEN)
- get Disability Living Allowance (Evidence may be required)
- have left care under an adoption order, special guardianship order or a child arrangements order (Evidence may be required)

*A referral form is not required for families who meet any of the above criteria. Applications should be made via the GCC Portal by visiting: [Citizen Portal - Sign in \(gloucestershire.gov.uk\)](#)*

## If a family has “No Recourse to Public Funds” (NRPF)

If your immigration status says you have ‘no recourse to public funds’, you may still get free childcare for your 2-year-old. You must live in England and your household income must be no more than:

- £26,500 for families outside of London with one child
- £30,600 for families outside of London with two or more children
- You cannot have more than £16,000 in savings or investments.

Please submit the correct application form that can be found by visiting:  
[Nursery Education Funding \(NEF\) | Early Years Service \(gloucestershire.gov.uk\)](#)

***2 year old funded hours can only be claimed at Early Year's providers in England, it cannot be accessed at a provision in Wales.***

*Please continue overleaf for the “Gloucestershire Discretionary Offer” and consent signatures*

**Gloucestershire Discretionary Offer\*:**

As part of our offer to improve outcomes and reduce inequalities for all children, 2 year old children with additional needs may be able to access Early Learning for 2-year-olds funding. Please note that the following conditions apply, and all requests are considered on an individual basis on receipt of a completed referral form.

- The child lives in Gloucestershire and attends a Gloucestershire registered childcare provider to claim their funded hours, and
- The child is supported through the Graduated Pathway and has a current My Plan/My Plan+ with clearly identified needs relating to SEN/disability, and/or
- The child lives with a parent who is acutely ill, disabled or has severe mental health issues.

**Additional Information must be provided to support the referral**

Please give a detailed explanation of why you are making your referral and indicate all professionals that are working with the family.

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***\* Any child referred under the Gloucestershire Discretionary Offer must live within Gloucestershire and if accepted must use a Gloucestershire registered childcare provider.***

Parent/Guardian Consent (*the referral will not be accepted without signatures*)

Signature:.....

Date:.....

Referrer Signature:.....

Date:.....

I declare that the above details are true and accurate. I understand that any of the information provided as part of the referral will be used by Gloucestershire County Council to administer the referral and I consent for it to be shared with the relevant Early Years Provider(s) and the local Children’s Centre.

**Please return completed forms to: [Eyfunding@gloucestershire.gov.uk](mailto:Eyfunding@gloucestershire.gov.uk)**

**Data Protection Act.** This information is being collected by Gloucestershire County Council for the purpose of referring into the Two Year Old Programme and related administrative purposes. The information will be shared with setting providers and may also be shared with other organisations for statutory purposes, for example the protection of young people or the prevention or detection of crime. The information collected may also be used for the wider purpose of providing statistical data used to assist with monitoring provision and/or determining areas of need in order to target future resources. If you have a query or concern regarding this, please contact the Nursery Funding Team on 01452 328668