

THE ENTITLEMENT FOR DISADVANTAGED 2 YEAR OLDS REFERRAL PROCESS FLOW

Parent/Carer
 Early Years Provider
 Birth to Five Service
 Referrer

Parent makes contact with Early Years Provider/ Social Worker / Health Visitor / Family Support

Early Years Provider/ Social Worker / Health Visitor / Family Support make contact with Parent/Carer

Information is given to parent about the Entitlement for 2 Year Olds

Complete Referral Form and return to the Birth to Five Service

Assessment of Eligibility

Birth to Five Service process Referral Form

Eligible but no funded place available

Eligible and funded place available

Not eligible

Add to waiting list and inform Referrer

Funded place becomes available

Place allocated using BFS priority process

Letter is sent from BFS to Referrer

Identify Childcare Provider

Provider delivering offer

Provider not delivering offer

Complete Setting Declaration Form

Early Years Provider has capacity

Early Years Provider has no capacity

BFS confirm place with Referrer, who contacts the family. BFS sends Confirmation Letter to the Early Years Provider to confirm funded place.

Parent/Carer & or Referrer contacts Early Years Provider to arrange initial visit and settling in period for child

Parent/carer to complete Declaration on initial visit once hours of attendance are agreed and Provider retains Declaration.

Referrer & Early Years Provider delivers Family Support as defined by BFS

Child's place is allocated by the Birth to Five Service

Monitor and Review

Provider completes Case Study reviews to BFS (as requested)

Parent/carer feedback to BFS (via Early Years Provider)

Child progress monitored by Early Years Provider and reviewed through BFS quality support processes

Early Years Provider completes monthly Census submission on Data Exchange for all children accessing a funded place

Early Years Provider works in partnership with the Children's Centre to support parental needs and delivers Home Learning support to families

Birth to Five Service administers funding to Early Years Provider for children accessing a place