

Newcastle Provider's Eligibility Guide for Early Years Funded Places (Updated May 2024)

Purpose of this guide

- a) To understand who is eligible, for how many hours and from which term.
- b) What providers/ parents need to do to confirm eligibility and by when.
- c) Understanding each parents' status (eligible, ineligible, grace period and notice periods).
- d) Appeals.

This guide is detailed with screenshots and examples. Any queries, please contact the Early Years Sector Support team - EarlyYears@newcastle.gov.uk or 0191 277 4674.

When do children qualify?

Children are eligible from the term AFTER they turn the relevant age:

- Universal entitlement (all parents) – three- and four-year-olds 15 hours
- Working families' entitlement
 - two-year-olds 15 hours from April 2024, increasing to 30 hours from September 2025
 - three-and-four-year-olds 15 additional hours (30 in total inc. Universal hours)
 - nine-month-olds through to two-year-olds 15 hours from September 2024, increasing to 30 hours from September 2025
- Disadvantaged entitlement - two-year-olds for 15 hours

Other changes for eligible children two and under:

****From April 2024 all children eligible for a funded place may also be eligible for EYPP and DAF**

- EYPP - you check on the Wizard and claim each term
- DAF - annual, you apply and provide evidence in Spring term for next year
- Deprivation - annual, we determine this by postcode of family
- Inclusion Fund – now open to all children eligible for funding. Contact SEND Early Years service – see here: [Newcastle SEND Advice and Support Allocation Panel \(SEN ASAP\)](#)

Misconceptions clarified

- Universal entitlement is not changing. This is for three-and-four-year-olds only.
- You cannot claim both disadvantaged funding *and* working parent funding for two-year-olds.

When is a child eligible and when can a parent apply?

Children become eligible the term AFTER they reach the relevant age. See tables below:

A child born between* <u>or</u> turns nine months between	Will become eligible from	Apply from
1 April – 31 August	Start of Autumn term (September)	1 January
1 September – 31 December	Start of Spring term (January)	1 April
1 January – 31 March	Start of Summer term (after Easter holidays)	1 September

*This refers to two-, three-and-four-year-olds

For nine-month-olds specifically

The following table advises *when a child turns nine months from their date of birth*, and when the first eligible term would be:

Child born between	Turns nine months between	Validity start date must also be before	Eligible from the start of the following term
1st July – 30th November	1st April – 31st August	31 August (if later, start the following term)	1 st September (Autumn term)
1st December – 31st March	1st September – 31st December	31 December (if later, start the following term)	1 st January (Spring term)
1st April – 30th June	1st January – 31st March	31 March (if later, start the following term)	1 st April (Summer term)

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Section 1: Accessing the Wizard

1.1 How to access and log into the Wizard

Reminder before you run an eligibility check on the Wizard: you must have signed consent from parents to check eligibility for funding. You may use our Parent Declaration Form to obtain this.

It is essential that eligibility codes are recorded and checked for eligibility before you offer a child a place or confirm continuation of provision from a previous term.

Use this link to access the Wizard

<https://providers.newcastle.gov.uk/eligibilitychecker/>

To login to the Wizard, you will need your **Provider Reference, Username and Password**. If you need a password re-set, please email

EarlyYears@newcastle.gov.uk

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Section 2: Universal 15 hours for three-and-four-year-olds

2.1 When you can offer funded hours based on universal hours

All three-and-four-year-olds are entitled to 15 hours childcare per week (total of 570 hours for the year).

The entitlement is universal and applies irrespective of income. It also applies regardless of the immigration status of the child's parents.

This does not therefore need any eligibility check, but please check for EYPP for these children. This entitlement can start at any time during the term.

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Section 3: Working families' entitlements - eligibility checks

Working families eligibility checks start from nine-months-old through to three-and-four-year-olds. See page 2 for dates.

Irrespective of which age group the child falls into, you can check a child the term prior to them turning the age of eligibility. For example, a child born 2nd September can be checked from 1st April, if a parent has provided a code.

3.1 When you can offer funded hours based on working families' entitlements:

You can only offer a child a place based on an eligibility code when:

- the child is age-eligible (i.e. the place can start in the term after they have turned the relevant age) – see the [table on page 2](#)
- the Wizard check result is found and eligible
- the Validity Start Date is before the beginning of the term the child will receive the funding i.e. before 31 Dec, 31 Aug, 31 Mar
- new children must not start if the validity end date has passed AND they are in the Grace Period
- new children can start mid-term with an eligibility code, if the code is valid by the cut-off date, BUT only once the code has been validated in the Wizard. Also, you need to ensure the parent has signed to say they were not attending somewhere else and in notice period!
- the access to the funding is only available after the child is age eligible as stated above, but also the term after their eligibility has been established, i.e. a parent who is confirmed eligible in October cannot normally access their hours until the following January
- There is an appeal process for exceptional circumstances - see [Section 6](#).

N.B. Children attending a reception class or who have turned five-years-old stop being eligible, as they are covered by school funding.

Please refer to the tables on page 2 to check when an eligible child can start accessing their working families' entitlements.

3.2 How to check a child's eligibility for working families' entitlements on the Wizard:

Reminder before you run an eligibility check on the Wizard: you must have signed consent from parents to check eligibility for funding. You may use our Parent Declaration Form to obtain this.

Parents can check whether they are eligible for a range of government childcare offers, including working families' entitlements, via Childcare Choices at: <https://www.childcarechoices.gov.uk> and if eligible, are issued a code. The helpline number for Childcare Choices is 0300 123 4097.

It is essential that eligibility codes are recorded and checked for eligibility before you offer a child a place or confirm continuation of provision from a previous term.

Use this link to access the Wizard

<https://providers.newcastle.gov.uk/eligibilitychecker/>

To login to the Wizard, you will need your **Provider Reference, Username and Password**. If you need a password re-set, please email EarlyYears@newcastle.gov.uk

Once in the Wizard, a screen will appear to Check Eligibility. This can also be accessed by going to the menu/icon 'Working Families Eligibility Checker' on the left-hand side of the screen (example below).

The screenshot shows the 'Newcastle Eds Childcare' interface titled 'The Wizard'. On the left is a sidebar menu with options: Logout, Change Password, Home, Working Families Eligibility Checker (highlighted with a red circle), Check a child's eligibility for Working Families funding, Disadvantaged 2YO Eligibility Checker, Disadvantaged 2YO Entitlement Summary, EYPP Eligibility Checker, EYPP Entitlement Summary, Payment Claim, DAF Claim, Funding Breakdown, Questions, Key Dates, Code of Practice, and Provider Agreement. The main content area is titled 'Check Eligibility for Working Families Scheme'. It contains the following fields: Child's First Name, Child's Surname, Child's Date of Birth (with a date format hint 'dd-mm-yyyy'), Parent's National Insurance Number, a separator '-OR-', National Asylum Support Service Number, and Eligibility Code. Below these fields is a question: 'Have you received consent from the parent/guardian to carry out this check?' with radio buttons for 'Yes' and 'No' (the 'No' button is selected). At the bottom right are two buttons: 'Check' (green) and 'Reset' (red).

Complete all required fields. You must select 'yes' for the parent/guardian consent button.

Click the 'Check' button for the result.

3.3 What the eligibility results mean:

Check Eligibility for Working Families Scheme

Child's First Name	<input type="text"/>
Child's Surname	<input type="text"/>
Child's Date of Birth	<input type="text"/>
Parent's National Insurance Number	<input type="text"/>
Eligibility Code	<input type="text"/>

Have you received consent from the parent/guardian to carry out this check?

☐ Yes

☒ No

Check

Reset

Results

PupilRef:

Status: Found and Eligible

Start Date: 17/10/2023

End Date: 19/04/2024

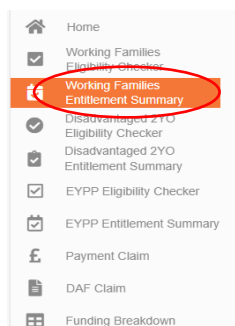
If the result shows an error message or 'not found', check and confirm with the parent their details are correct and try re-entering.

Commonly a date of birth could be mis-typed or hard to read on the parent consent form, or the child's first name or surname might appear differently on different official documents. Always double check as one letter out or transposed first names and surnames will lead to a 'not found' result.

Note: if there is an error with the eligibility code, the parent will need to contact Childcare Choices to resolve – Tel: 0300 123 4097.

3.4 To view eligibility codes checked and confirmed on the Wizard:

Go to the menu/icon for 'Working Families Entitlement Summary' on left-hand side of the screen. An Entitlement Summary will appear (example below).



Entitlement Summary for Working Families Scheme

These records are the Working Families checks you have made and the entitlement expiry dates. For security reasons, we will c show the initials of the child.

NOTE Please ensure that you use the remove button to remove any records where children have now left.

Eligibility Code	Child Firstname	Child Surname	Start Date*	End Date	Grace Period End Date	
	*****	OH*****	01/11/2023	11/02/2024	31/08/2024	Remove
	*****	VE*****	19/12/2023	12/03/2024	31/08/2024	Remove
	*****	HA*****	08/09/2023	17/03/2024	31/08/2024	Remove

The **‘Start Date’** or **‘Validity Start Date’** is the date which the parent has applied and been issued a code. Remember this is not the date they can start, but the date which their code is valid for and usually means they can start the following term.

Note: the child must be age eligible and cannot start until the term after they reach the relevant age.

The **‘End Date’** is the parent’s ‘deadline’ for re-confirming (a child cannot start if the end date has passed). If a parent fails to re-confirm they will fall into ‘Grace Period’ and will continue to be funded until the Grace period end date.

The **‘Grace Period End Date’** is the last date on which they can receive funding for the place – after this date:

- For nine-month-olds and two-year-olds they will no longer be eligible for the working families’ entitlement.
- For three–and-four-year-olds, they will revert to Universal 15 hours.

Note: The Grace Period will not continue beyond the age that a child has achieved compulsory school age (the term following their fifth birthday).

To support parents and to ensure your funding claim is correct you should check the Entitlement Summary of eligibility codes regularly to ensure children remain eligible. If a child enters Grace Period, you will need to inform parents that their eligibility will end.

We recommend you check the validity of eligibility codes at least **three times each term** i.e. start of term, half term and end of term.

We also advise you remind parents who need to reconfirm or who are in Grace Period and have not reconfirmed.

3.5 Some examples and what action you need to take:

Example 1: Child exceeded Grace Period End Date.

Action: Child cannot start. Inform parent, cannot claim funding for Spring 2024 term.

Entitlement Summary for Working Families Scheme

These records are the Working Families checks you have made and the entitlement expiry dates. For security reasons, we will only show the initials of the child.

NOTE Please ensure that you use the remove button to remove any records where children have now left.

Eligibility Code	Child Firstname	Child Surname	Start Date*	End Date	Grace Period End Date	
	*****	CI*****	14/11/2022	20/09/2023	31/12/2023	Remove
	*****	AP*****	14/03/2023	10/03/2024	31/08/2024	Remove
	*****	BR*****	01/09/2023	11/03/2024	31/08/2024	Remove

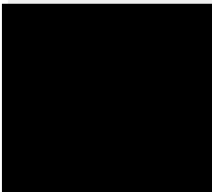
Example 2: Child cannot start in the Summer 2024 term as the end date has passed, and a child cannot start during Grace Period.

Action: If a three-and-four-year-old then inform parent that only the Universal 15 hours can be offered. If a two-year-old or younger, inform parent that their hours will go to zero. Remind parent to reconfirm their code with Childcare Choices.

Entitlement Summary for Working Families Scheme

These records are the Working Families checks you have made and the entitlement expiry dates. For security reasons, we will only show the initials of the child.

NOTE Please ensure that you use the remove button to remove any records where children have now left.

Eligibility Code	Child Firstname	Child Surname	Start Date*	End Date	Grace Period End Date	
	*****	OH*****	01/11/2023	11/02/2024	31/08/2024	Remove
	*****	VE*****	19/12/2023	12/03/2024	31/08/2024	Remove
	*****	HA*****	08/09/2023	17/03/2024	31/08/2024	Remove

Example 3: Child cannot start as the Start Date is after the cut-off date for the Spring term, 31 December.

Action: You cannot offer start date until the following term, unless an Appeal is approved by the Early Years Sector Support Team – see Section 5 of this guide for more details.

Entitlement Summary for Working Families Scheme

These records are the Working Families checks you have made and the entitlement expiry dates. For security reasons, we will only show the initials of the child.

NOTE Please ensure that you use the remove button to remove any records where children have now left.

Eligibility Code	Child Firstname	Child Surname	Start Date*	End Date	Grace Period End Date	
*****	OH*****	01/11/2023	11/02/2024	31/08/2024	Remove	
*****	VE*****	19/12/2023	12/03/2024	31/08/2024	Remove	
*****	HA*****	08/09/2023	17/03/2024	31/08/2024	Remove	
*****	WA*****	05/09/2023	17/03/2024	31/08/2024	Remove	
*****	AN*****	19/04/2023	08/04/2024	31/08/2024	Remove	
*****	CU*****	26/09/2023	08/04/2024	31/08/2024	Remove	
*****	GA*****	29/09/2023	12/04/2024	31/08/2024	Remove	
*****	BR*****	05/01/2024	22/04/2024	31/08/2024	Remove	
*****	ZA*****	06/05/2023	14/05/2024	31/08/2024	Remove	

Example 4: Child can start in Summer term but remember they need to reconfirm on X date, etc.

Action: Remind parent to reconfirm with digital Childcare Service (online account)

Entitlement Summary for Working Families Scheme

These records are the Working Families checks you have made and the entitlement expiry dates. For security reasons, we will only show the initials of the child.

NOTE Please ensure that you use the remove button to remove any records where children have now left.

Eligibility Code	Child Firstname	Child Surname	Start Date*	End Date	Grace Period End Date	
[REDACTED]	*****	C *****	14/11/2022	20/09/2023	31/12/2023	Remove
[REDACTED]	*****	AP*****	14/03/2023	10/03/2024	31/08/2024	Remove
[REDACTED]	*****	BR*****	01/09/2023	11/03/2024	31/08/2024	Remove
[REDACTED]	*****	RO*****	04/12/2023	15/03/2024	31/08/2024	Remove
[REDACTED]	*****	GL*****	07/03/2023	16/03/2024	31/08/2024	Remove
[REDACTED]	*****	ST*****	05/12/2022	18/03/2024	31/08/2024	Remove
[REDACTED]	*****	TA*****	18/10/2023	11/04/2024	31/08/2024	Remove
[REDACTED]	*****	WE*****	06/04/2023	14/04/2024	31/08/2024	Remove
[REDACTED]	*****	RI*****	21/01/2023	16/04/2024	31/08/2024	Remove

3.6 Claiming for funding for a child where the code is provided after cut-off date

Cut-off dates for parents receiving a valid eligibility code and sharing with provider to be eligible for working families' entitlement once validated on the Wizard, remain:

- 31 August for Autumn term start,
- 31 December for Spring term start,
- 31 March for Summer term start.

Due to holidays, there are often circumstances especially the Christmas break where a parent gets the code on or before 31 December while their childcare provider is closed. The parent might then bring the code in the next day they are due to attend but after 31 December. For this reason, we will continue to fund all children as long as the code was valid for that term (see validity start date on or before 31 March, August or December for the relevant term) **AND** the code was submitted to you - the provider (and validated on the Wizard) by the end of the second week of term.

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Section 4: Disadvantaged two-year-old eligibility checks

4.1 When you can offer funding based on two-year-old disadvantaged funding

You need to verify parents' eligibility for disadvantaged two-year-old entitlement via your Wizard account. To login: [click here](#). See [Table on page 2](#) for dates.

4.2 How to check a child's eligibility for disadvantaged two-year-old funding on the Wizard

Once in the Wizard, a screen will appear to Check Eligibility. This can also be accessed by going to the menu/icon 'Disadvantaged 2YO Eligibility Checker' on the left-hand side of the screen (example below).

You must use the correct date format dd-mm-yyyy i.e. 01-04-2022.

Ignore the 2YO Reference box.

You must select 'yes' for the parent/guardian consent button.

Click the 'Check' button for the result.

Check Eligibility for 2 Year Olds

Child's First Name

Child's Surname

Child's Date of Birth

Parent's Date of Birth

Parent's Surname

Parent's National Insurance Number

-OR-

National Asylum Support Service Number

2YO Reference

Have you received consent from the parent/guardian to carry out this check?

☐ Yes ☒ No

4.3 What the eligibility results mean

Found - Eligible - offer 15 hours free childcare to start the term after the child's second birthday or from the following week if it is a mid-term check and if the child is age eligible.

Not Found - Not Eligible, at this point, but you can discuss with them whether they have UC awards claims for previous months – when they earned less (discuss with the Early Years Team). It is also possible that the parent has not claimed any of the appropriate benefits which are required to be eligible. Also, the system will regularly re-check, so you should check periodically to see if the result has changed.

No Trace - Check data – this means that the claimant details were not successfully matched to a living person on government systems. This is usually because of an error in one or more of the input data items (**Parent's NI Number or NASS number, Date of Birth & Surname**). You will need to verify the personal data with the parent/ carer. It is also possible that the parent has not claimed any of the appropriate benefits which are required to be eligible.

Pending - Keep checking – It is not possible to provide a result for the check as all the information needed is not yet available. This issue should resolve within 4 – 6 weeks. The system will automatically keep checking for 6 weeks and update results when a change is found. Keep checking your summary of checks and you can offer free childcare beginning the term after the child's 2nd birthday when the result changes to Eligible, or if the result comes through as eligible mid-term, then from the following week if the child is already age-eligible.

Manual process – this means that it is not possible to determine eligibility using the Eligibility Checking System (ECS) at this time. The applicant must be directed to provide manual evidence of eligibility which must be manually assessed. Please contact the Early Years Sector Support team at EarlyYears@newcastle.gov.uk for advice.

If you get a result other than eligible (found) you need to decide which criteria, they meet and might need to:

- contact the team to provide additional information i.e. copy of DLA or adoption information, and we can change to eligible once evidence is confirmed
- check for typos or ask the parent to check information or provide evidence for instance if the qualifier states – **check data**

Also the system will regularly re-check, so you should check periodically to see if the result has changed

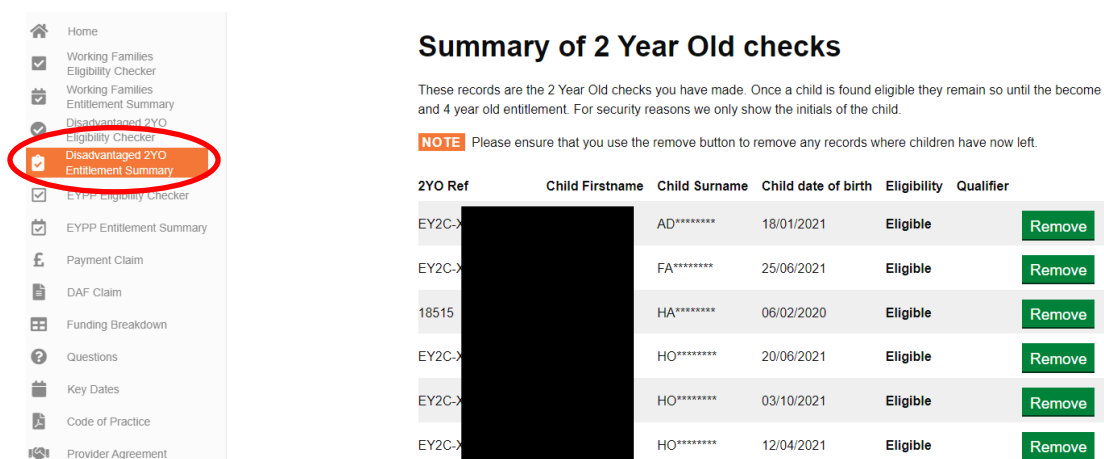
Results

PupilRef:	EDWHITBY01012021
Status:	Not Found
Qualifier	No Trace - Check data

4.4 To view eligibility checks carried out on the Wizard

After carrying out checks, review on your Disadvantaged 2YO Entitlement Summary to ensure all eligible children are visible.

Go to the menu/icon for 'Disadvantaged 2YO Entitlement Summary' on the left-hand side of the screen. An Entitlement Summary will appear (example below).



The screenshot shows the Wizard interface. On the left sidebar, the 'Disadvantaged 2YO Entitlement Summary' menu item is highlighted with a red circle. The main content area displays the 'Summary of 2 Year Old checks' table.

Summary of 2 Year Old checks

These records are the 2 Year Old checks you have made. Once a child is found eligible they remain so until they become eligible for 3 and 4 year old entitlement. For security reasons we only show the initials of the child.

NOTE Please ensure that you use the remove button to remove any records where children have now left.

2YO Ref	Child Firstname	Child Surname	Child date of birth	Eligibility	Qualifier
EY2C-X	[REDACTED]	AD*****	18/01/2021	Eligible	Remove
EY2C-X	[REDACTED]	FA*****	25/06/2021	Eligible	Remove
18515	[REDACTED]	HA*****	06/02/2020	Eligible	Remove
EY2C-X	[REDACTED]	HO*****	20/06/2021	Eligible	Remove
EY2C-X	[REDACTED]	HO*****	03/10/2021	Eligible	Remove
EY2C-X	[REDACTED]	HO*****	12/04/2021	Eligible	Remove

Any questions, problems or queries contact the Early Years Sector Support Team at EarlyYears@newcastle.gov.uk

4.5 Children with a Golden Ticket, LAC children, Asylum seekers or families without recourse to public funds or those in receipt of DLA

Please carry out an eligibility check for all children. If the result comes back as 'not found', please contact us on EarlyYears@newcastle.gov.uk with setting name, parents' details (including names, NI or NASS number and DOB), child name and DOB. If the parent has a Golden Ticket, please provide the Golden Ticket number also.

For Looked After Children (LAC) please provide evidence of adoption, special guardianship or child arrangements order.

For a child in receipt of Disability Living Allowance (DLA) or has an education, health and care plan please provide appropriate evidence.

For Asylum seekers or those with no recourse to public funds, who you cannot carry out a check or get a 'not found' result, please contact the team. They will provide a form that the parent will need to complete. We will normally need to see some form of identification and evidence of their income. But also, if they have a support worker, their name and contact details might help too.

If we confirm a child is eligible, we will change the status on the Wizard and supply you with an eligibility code.

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Section 5: Early Years Pupil Premium (EYPP) checks

5.1 When you can check for EYPP eligibility (15 hours)

You can verify a child's eligibility for EYPP (15 hours) via the Wizard. This means you can check who is eligible before doing your advance claim, you can request to check data with parents who are not eligible or ask for evidence. This will enable you to plan interventions for eligible children from the day they start at your provision with the knowledge they are eligible for the additional funding.

Any children that become eligible after headcount week/month will be funded from the start of the next term. Once children are deemed eligible for EYPP they will stay eligible for the remaining time they are receiving Early Years funding.

****Remember to check all new starters – now includes children under three****

If you are a school who have checked children for Free School Meals, this will **not** automatically ensure you get EYPP. You need to add these children to the Wizard and if there is a problem with the result, we can help resolve it. This is the best way to ensure all children are checked and maximum funding and eligibility is guaranteed.

5.2 How to check a child's eligibility for EYPP on the Wizard

Once in the Wizard, a screen will appear to Check Eligibility. This can also be accessed by going to the menu/icon 'EYPP Eligibility Checker' on the left-hand side of the screen (example below).

You must use the correct date format dd-mm-yyyy i.e. 01-04-2022.

You must select 'yes' for the parent/guardian consent button.

Click the 'Check' button for the result.

Check Eligibility for Early Years Pupil Premium (EYPP)

Child's First Name

Child's Surname

Child's Date of Birth

Parent's Date of Birth

Parent's Surname

Parent's National Insurance Number

-OR-

National Asylum Support Service Number

Have you received consent from the parent/guardian to carry out this check? ☐ Yes ☒ No

5.3 What the eligibility results mean

Pending - Keep checking – It is not possible to provide a result for the check as all the information needed is not yet available. This issue should resolve within 4 – 6 weeks. The system will automatically keep checking and update results when a change is found. Keep checking your summary of checks.

Any children that become eligible after headcount week will be funded from the start of the next term.

Manual process – It is not possible to determine eligibility using the ECS currently. The applicant must be directed to provide manual evidence of eligibility which must be manually assessed. Please contact EarlyYears@newcastle.gov.uk for advice.

Check data – The details were not successfully matched to a living person on government systems. This is because of an error in one or more of the three input data items (**Parents NI Number, Date of Birth & Surname**). You should verify this data with the parents / carers.

Found – Eligible for EYPP (from the following term)

Not Found – Not Eligible now (the system will regularly re-check, so they could become eligible in a future term, or you can discuss with parents about providing evidence of the last three months of their Universal Credit claim to assess if the average was under the income threshold, or non-economic route evidence).

5.4 To view EYPP checks carried out on the Wizard

After carrying out checks, review on your Entitlement Summary to ensure all eligible children are visible.

Go to the menu/icon for 'EYPP Entitlement Summary' on the left-hand side of the screen. An Entitlement Summary will appear (example below).

To understand any actions you can take to potentially resolve ineligible responses, hover over the qualifier response in your summary of check for more information or see explanation of qualifier results in section 4.3

Change Password

Home

Working Families Eligibility Checker

Working Families Entitlement Summary

Disadvantaged 2YO Eligibility Checker

Disadvantaged 2YO Entitlement Summary

EYPP Eligibility Checker

EYPP Entitlement Summary

Payment Claim

DAF Claim

Summary of Early Years Pupil Premium (EYPP) checks

These records are the EYPP checks you have made. Once a child is found eligible they remain so until the end of their free entitlement. For security reasons we only show the initials of the child.

NOTE Please ensure that you use the remove button to remove any records where children have now left.

EYPP Ref	Child Firstname	Child Surname	Child date of birth	Eligibility	Qualifier
[REDACTED]	*****	AT*****	05/12/2020	Eligible	Remove
[REDACTED]	*****	BA*****	19/06/2020	Eligible	Remove
[REDACTED]	*****	BE*****	13/10/2019	Eligible	Remove

5.5 EYPP eligibility for LAC children

Please carry out an eligibility check on the Wizard. If the result comes back as 'not found', please contact the team on EarlyYears@newcastle.gov.uk to discuss children eligible under criteria that is outside the economic eligibility criteria i.e. LAC (Looked After Child), and post LAC (adoption, special guardianship and child arrangements order).

We will be able to confirm whether the child is eligible and change the status on the Wizard.

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Section 6: Appeals

6.1 Working families' entitlement appeals

Parents cannot take up a childcare place unless they have a code validated on the wizard, with a validity start date before the relevant termly cut-off date (31 March, 31 August, 31 December), unless they successfully appeal.

Appeals must be submitted to you the provider and can only be considered when there is a valid working families' entitlement code. You must also confirm with the parent that the child has not attended elsewhere this term.

You will need to ask the parent to provide the relevant evidence to you. This should then be sent to: EarlyYears@newcastle.gov.uk along with the full name of the child, eligibility code, validity start date and the reason why the code is late, so that the appeal can be considered.

Early appeals - for code provided soon after cut-off date (i.e. first 2 weeks of term)

We will consider on a case-by-case basis where you have validated the code on the Wizard in the first two weeks of term BUT the code was not valid by cut-off date i.e. validity start dates shows as in the first two weeks of term.

We will attempt to make a decision in 5 days. Remember to advise parents that appeals will often be unsuccessful.

If the Childcare Service is at fault, the parent should also contact their helpline (Tel: 0300 123 4097) to see if they will backdate the validity start date to before the cut off.

Mid-Term appeals for mid-Term starts (AFTER the first 2 weeks of term)

We will consider on a case-by-case basis where a parent applies after the start of term, because they could not have applied previously. Remember if an appeal is successful, then funding will start from the following Monday.

Examples of circumstances for all appeals:

- Parent started a new job
- A delay with HMRC (Childcare Service) that is HMRC's fault

Examples of accepted evidence for all appeals

- A parent has a new job beginning this term and can provide verifiable evidence of taking up employment for the first time, and so would not have been eligible as the offer of employment came after the start of term. This could be information provided by the employer and Job Centre staff.
- Where a parent has evidence from HMRC (Childcare Service) that the delay was HMRC's fault, and this letter was shared with the Council quickly i.e. within a week of receipt.

6.2 Disadvantaged two-year-old appeals

Appeals must be submitted through yourselves as the provider. You will need to ask the parent to provide the relevant evidence to you (see below) which you then need to send to EarlyYears@newcastle.gov.uk

Appeals where a parent has a Golden Ticket

If a parent has a Golden Ticket letter, you still need to carry out an eligibility check. The result may come back not found (not eligible) due to a change in circumstances since being issued the letter. Where this happens, ask the parent(s) for the latest full Universal Credit statement, showing that they earn less than £15,400 (less than £1283 per month). If the latest statement shows they earn too much, they can provide the last three so we can check if the average is less. The eligibility check will be overridden if the child is eligible.

Appeals where a parent believes they are eligible

If the wizard shows a parent is not eligible and they do not have a Golden Ticket, ensure you have asked which criteria they believe they meet. If it is the economic criteria, then provide the evidence as above. If any other criteria, you will need the relevant evidence from the parent to support this. The eligibility check will be overridden if the child is eligible.

6.3 EYPP appeals

We can check the Free School Meal list. If the child is on this list, then the team will override your eligibility check on the Wizard to make the child eligible.

Alternatively, similar to disadvantaged two-year-old appeals, providers must collect evidence from parents proving their benefit and household income i.e. UC statement showing all pages including full take-home pay for all parents in the household.

For any of the above appeals, funding will not be backdated so send evidence as soon as possible to EarlyYears@newcastle.gov.uk

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Section 7 – Other useful information

7.1 Why use the Parent Declaration form?

We provide a model parent declaration form, but providers can adapt this for their own use. This is an agreement between both parties – and includes hours claiming, funding route and whether attending other provision.

This is useful evidence if there is a dispute between two providers claiming (and sharing hours) for the same child.

****It is very important to spell all names and other crucial information correctly such as National Insurance numbers and dates of birth. ****

7.2 Removing children from an Entitlement Summary:

It is possible to remove a child from any of the Entitlement Summaries. You may want to do this for example, if the child leaves your setting or transitions into Reception.

To remove a child from any Entitlement Summary, simply click the **Remove** button next to the child's record and it will remove the record from view. The child's record will then be archived in the Wizard.

If you do this in error and want a child's record unarchived contact the team.

Any question, problems or queries contact EarlyYears@newcastle.gov.uk

7.3 Using Entitlement Summary filters

Working Families Entitlement Summary

To view eligibility codes checked and confirmed on the Wizard:

Go to the menu/icon for 'Working Families Entitlement Summary' on left-hand side of the screen. An Entitlement Summary will appear (example below).

Entitlement Summary for Working Families Scheme

These records are the Working Families checks you have made and the entitlement expiry dates. For security reasons, we will only show the initials of the child.

NOTE Please ensure that you use the remove button to remove any records where children have now left.

Choose an Age Range of children to display

Show All Children

Show All Children

Under 2 Year Olds

2 Year Olds

3-4 Year Olds

Over 4 Year Olds

☐ Previous Term

☒ Current Term

☐ Next Term

Term	Eligibility Code	Child Firstname	Child Surname	Start Date*	End Date	Grace Period End Date	Age	Age Range	Validity	
2024-25 Autumn		*****	PI*****	13/11/2023	21/07/2024	31/12/2024	3	3-4 Year Old	✓ Valid	Remove
2024-25 Autumn		*****	BE*****	12/05/2024	09/08/2024	31/12/2024	1	Under 2 Year Old	✓ Valid	Remove
2024-25 Autumn		*****	LO*****	08/11/2022	09/08/2024	31/12/2024	4	3-4 Year Old	✓ Valid	Remove

You have the option to filter the age ranges of the children in your working families entitlement. This is useful when completing your Advance Claim and Headcount to ensure all eligible children across all age ranges are included. The summary is sorted by the validity end date of the children's codes, with those ending soonest listed first. This is useful to identify children who are close to the end of their eligibility to let parents know they need to reconfirm. You can also clearly see in red when a child is coming to the **end of their grace period**.

There is the option to select between previous, current, or next term. Once this has been selected the term you are viewing will show in the left-hand column of the entitlement summary.

What the results mean

Valid – the child is age eligible for the term identified at the start of the row. The eligibility code is valid i.e. start date is before the cut-off date (31 August, 31 December, 31 March)

Unknown – this will appear for children if you have your term set to Summer 2024 ONLY, as is applicable for children under 2, due to funding starting in Autumn 2024.

☒ Previous Term
 ☐ Current Term
 ☐ Next Term

Term	Eligibility Code	Child Firstname	Child Surname	Start Date*	End Date	Grace Period End Date	Age	Age Range	Validity	
2023-24 Summer		*****	BE*****	12/05/2024	09/08/2024	31/12/2024	9 months	Under 2 Year Old	Unknown	Remove
2023-24 Summer		*****	RA*****	13/05/2024	16/08/2024	31/12/2024	6 months	Under 2 Year Old	Unknown	Remove
2023-24 Summer		*****	PH*****	28/05/2024	12/09/2024	31/12/2024	1	Under 2 Year Old	Unknown	Remove

Invalid – there are 2 reasons for an invalid result to appear:

a) the child's validity start date was after the cut-off date for that term (31st August, 31st December, 31st March). If you have a late code, please email the Early Years Team with relevant details, as the parent is not eligible for that term unless there is a successful appeal (for example if starting a new job). Also see “**appeals**” section of our Early Years Eligibility Guide (section 6).

☒ Previous Term
 ☐ Current Term
 ☐ Next Term

Term	Eligibility Code	Child Firstname	Child Surname	Start Date*	End Date	Grace Period End Date	Age	Age Range	Validity	
2023-24 Summer		*****	PO*****	13/03/2024	11/08/2024	31/12/2024	2	2 Year Old	✓ Valid	Remove
2023-24 Summer		*****	AR*****	19/06/2024	14/08/2024	31/12/2024	2	2 Year Old	✗ Invalid	Remove
2023-24 Summer		*****	SA*****	09/06/2024	17/09/2024	31/12/2024	2	2 Year Old	✗ Invalid	Remove

b) If you have the term set to **next term** (example below set to Spring) you may see more children who have a result of **invalid**. This is because their grace period for funding ends that term i.e. in this example Autumn. If they fail to reconfirm in time, they will no longer be eligible for working parent entitlement funding. Once the parent reconfirms their code their validity end date and grace period date will change. There

☐ Previous Term
 ☐ Current Term
 ☒ Next Term

Term	Eligibility Code	Child Firstname	Child Surname	Start Date*	End Date	Grace Period End Date	Age	Age Range	Validity	
2024-25 Spring		*****	PI*****	13/11/2023	21/07/2024	31/12/2024	4	3-4 Year Old	✗ Invalid	Remove
2024-25 Spring		*****	BE*****	12/05/2024	09/08/2024	31/12/2024	1	Under 2 Year Old	✗ Invalid	Remove
2024-25 Spring		*****	LO*****	08/11/2022	09/08/2024	31/12/2024	5	Over 4 Year Old	✗ Invalid	Remove

is no reason to worry if the validity end date has not been reached yet, but please remind parents to reconfirm before their end date.

EYPP Entitlement Summary

Go to the menu/icon for 'EYPP Entitlement Summary' on left-hand side of the screen. An Entitlement Summary will appear. You now have the option to select different age categories in your EYPP entitlement summary. Click on the drop down box near the top of the page to filter the age category (example below). The EYPP reference for each eligible child will show on the left hand side of your summary.

Summary of Early Years Pupil Premium (EYPP) checks

These records are the EYPP checks you have made. Once a child is found eligible they remain so until the end of their free entitlement. For security reasons we only show the initials of the child.

NOTE Please ensure that you use the remove button to remove any records where children have now left.

Choose an Age Range of children to display: **Show All Children** (selected), Show All Children, Under 2 Year Olds, 2 Year Olds, 3-4 Year Olds, Over 4 Year Olds

EYPP Ref	Child Firstname	Child Surname	Eligibility	Qualifier	Age	Age Range	
EYPP-XX	[Redacted]	[Redacted]	Eligible		3	3-4 Year Old	Remove
EYPP-XX	[Redacted]	[Redacted]	Eligible	17/03/2022	2	2 Year Old	Remove
EYPP-XX	[Redacted]	[Redacted]	Eligible	15/09/2020	3	3-4 Year Old	Remove

7.4 Frequently Asked Questions

1. The check button is not highlighting but all fields are completed.

Clear your cache and try again. 3 little dots at right hand side of address bar, select history, history again, clear browsing history (left of screen), next screen will show tick box options to clear all or just cookie/cache etc. Ideally clear all but if you do not want to, cache is most important.

Newcastle Eds Childcare **The Wizard**

Check Eligibility for 2 Year Olds

Child's First Name:

Child's Surname:

Child's Date of Birth:

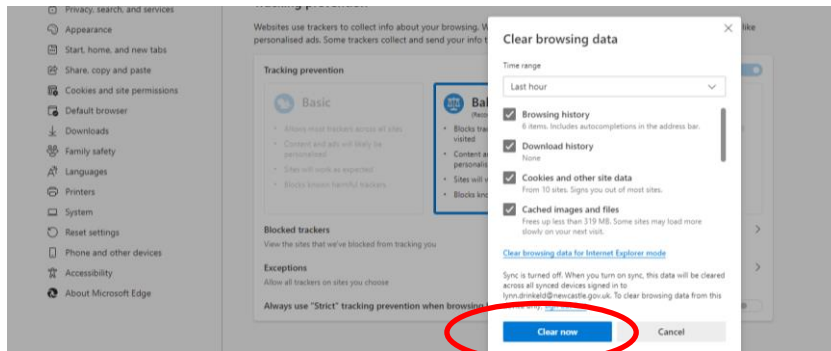
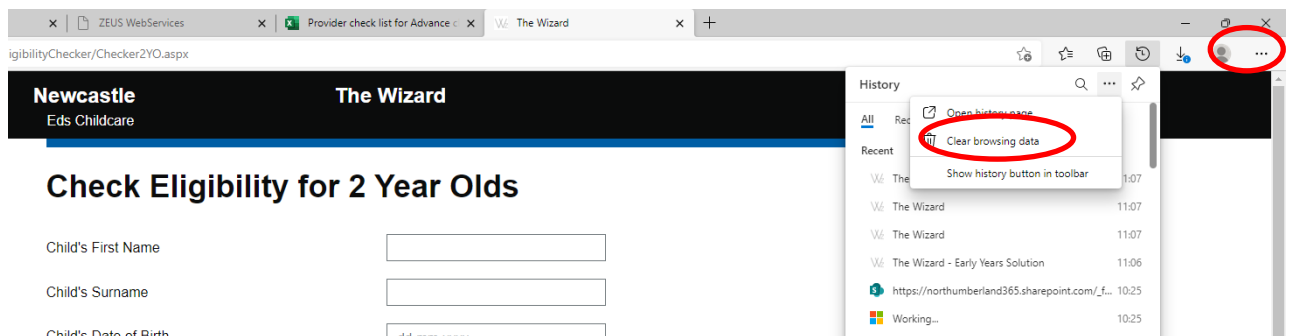
Parent's Date of Birth:

Parent's Surname:

Parent's National Insurance Number:

-OR-

Browser address bar: (Three dots menu open, History selected)



2. I have a Golden Ticket number provided on the GT letter. Can I add this as the 2YO Reference?

No, leave this box blank. If they come back as not eligible, see the notes in section 4.3 and contact the team.

3. How will I know if a child is already placed at another setting?

Make sure every parent signs a parent agreement and lets you know if they are sharing hours with another provider, or if they have moved settings mid-term, that they have given the other provider 4 weeks' notice.

4. My eligibility check result has come back 'not found', can you help?

If the status is 'not found', please check the qualifier. This may state 'no trace-check data'.

This means that the claimant details were not successfully matched to a living person on government systems. This is usually because of an error in one or more of the input data items (**Parent's NI Number or NASS number, Date of Birth & Surname**). You will need to verify the personal data with the parent/carer. It is also possible that the parent has not claimed any of the appropriate benefits which are required to be eligible.

Have you received consent from the parent/guardian to carry out this check?

☐ Yes

☒ No

Check

Reset

Results

PupilRef:

[Redacted]

Status:

Not Found

Qualifier:

No Trace - Check data

If there is no qualifier, then the check result is not eligible. See below.

Have you received consent from the parent/guardian to carry out this check?

☐ Yes

☒ No

Check

Reset

Results

PupilRef:

[Redacted]

Status:

Not Found

Qualifier:

[Redacted]

5. Which browsers work best for the Wizard?

We recommend Google Chrome or Microsoft Edge (not Internet Explorer).

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If you have any further queries regarding Early Years funding, please contact the Early Years Sector Support Team on 0191 277 4674 or email EarlyYears@newcastle.gov.uk