

Parents Guide

Applying for 2 year old funding

Online application for 2-year old funding

To log into the 2 Year old funding pages, please click this link or copy and paste the address into your browser:

<http://www.coventry.gov.uk/Parents>

This will take you directly to the Parent Portal log in page.

Registration



Parent Portal

Home Login Register English/Cymraeg

Don't have an account? Please [register](#)

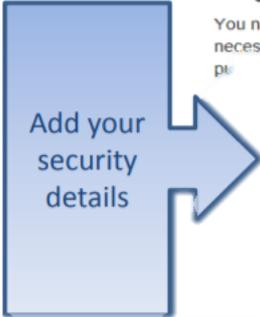
Email Address

Welcome to Coventry City Council's Parent Portal.

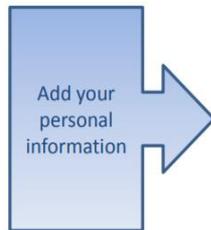


Registration

You need to first register with us in order to apply for a School Place or for 2 year old funding for your child(ren). This screen will guide you to enter the necessary information required for registration process. Please hover the mouse over each field to see what information you will need to enter for this page.

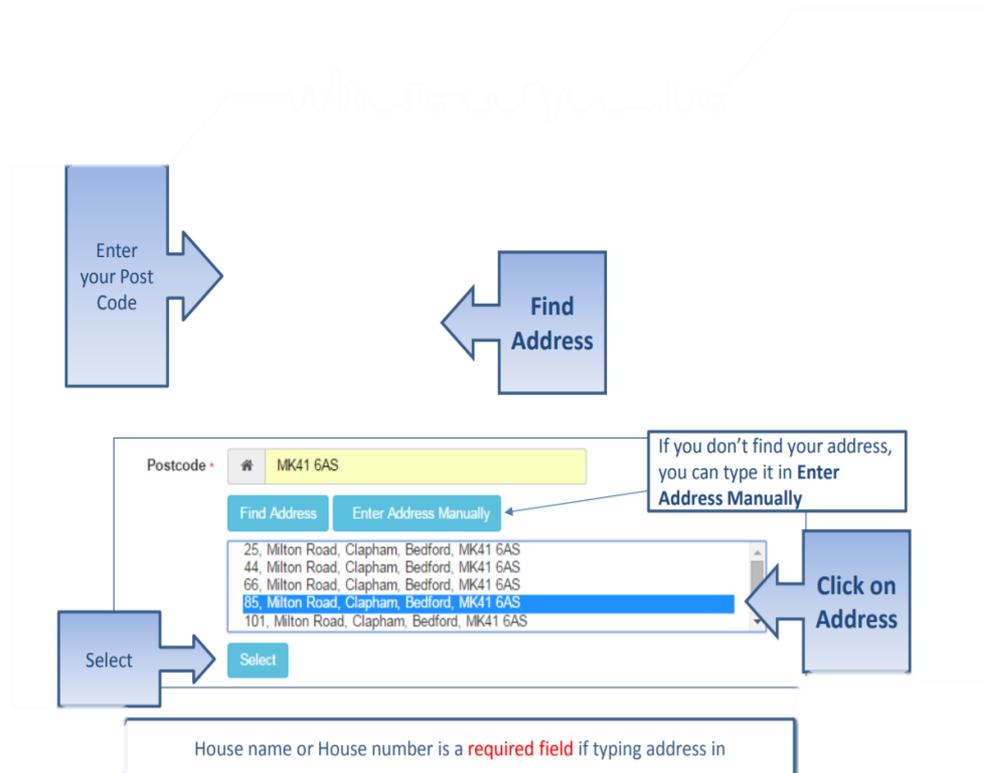


Who you are



Title *	<input type="text" value="Please select"/>
Forename *	<input type="text"/>
Surname *	<input type="text"/>
Gender *	<input type="text" value="Please select a gender"/>

Where do you live



Give us your contact details

Please supply a telephone number where you can be contacted during normal office hours, if necessary.

Enter at least one telephone number

Home Phone

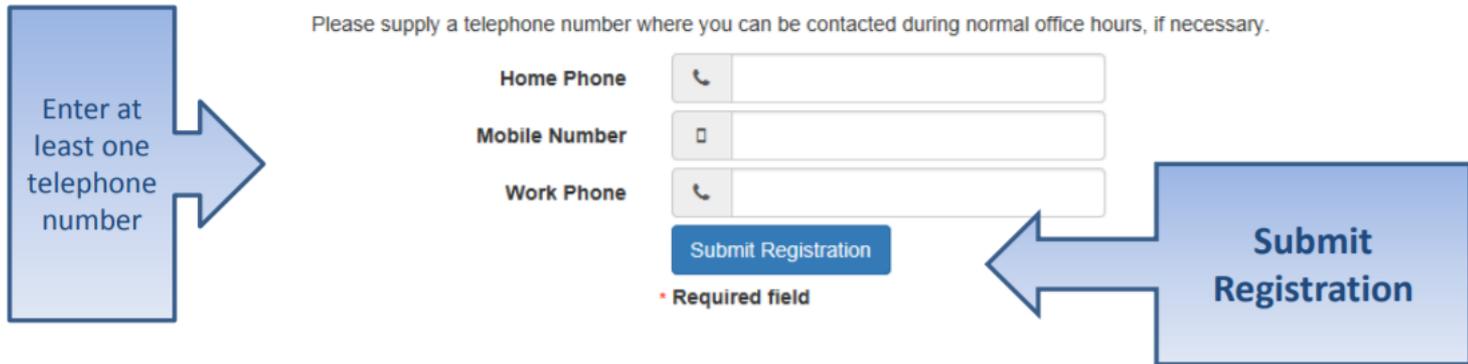
Mobile Number

Work Phone

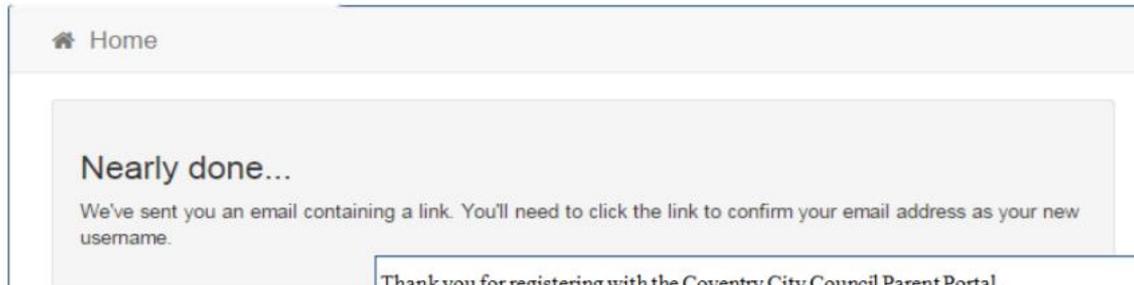
Submit Registration

Submit Registration

* Required field

The image shows a registration form with three input fields for telephone numbers: Home Phone, Mobile Number, and Work Phone. Each field has a small icon to its left: a telephone handset for Home and Work phones, and a mobile phone for the Mobile Number field. Below the fields is a blue 'Submit Registration' button. To the left of the form, a blue box contains the text 'Enter at least one telephone number' with an arrow pointing to the input fields. To the right, another blue box contains the text 'Submit Registration' with an arrow pointing to the submit button. A red asterisk and the text '* Required field' are located below the submit button.

What happens next



You get an Email

Thank you for registering with the Coventry City Council Parent Portal.

To activate your account we need you to confirm your email address is valid. To do this, click on the link below this will take you to a page where you can enter your password and login.

https://vm2000Coventry/CitizenPortal/Account.Mvc/CompleteRegistration/48679_54c611e-6a86-49bb-980

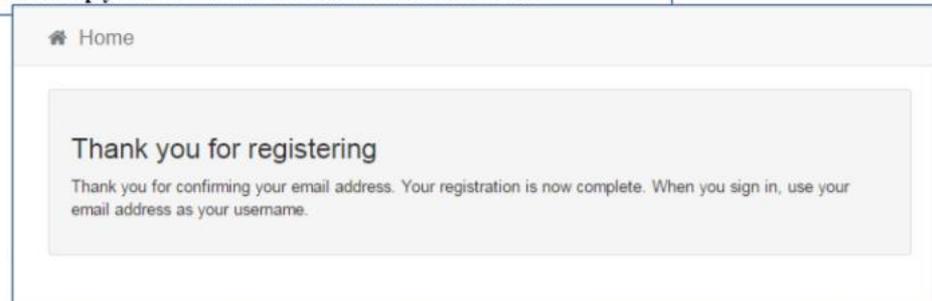
Please note: if you are unable to click on this link, carefully copy and paste the text into your Internet browser.

Kind Regards, Portal Administrator

Important - Please do not reply to this email as this account is not monitored.

Click on the link

- If the email is not in your inbox, check your junk or spam Mail folder
- If the link is not highlighted, copy and paste it into your browsers URL box



Log in

Home

Don't have an account? Please [register](#)

Email Address

Password

Login

[Forgotten your password?](#)

•If you have forgotten your password follow the 'Forgotten your password?' link

Two step verification

My Account

[Personal Details](#)

[Contact Details](#)

[Change Email Address](#)

[Change Password](#)

[Change Secret Question](#)

[Change of Circumstances](#)

[Two Step Verification](#)

Two Step Verification

Two Step Verification is our way to make your data more secure.

If you enable Two Step Verification, we will send you a Verification Code every time you sign in. This helps us keep your data safe.

Some areas require Two Step Verification to be enabled before you can use them. We will tell you when you try to access if you do not already have Two Step Verification enabled.

Changing your preference will sign you out, and you will need to sign in again.

Preferred method

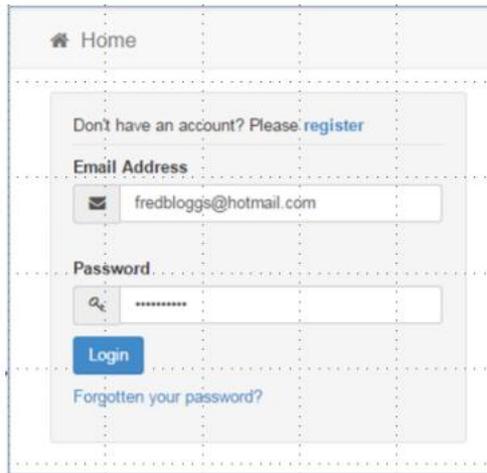
No Two Step Verification ▼

Save

**You can change
this preferred
method to
Email by
clicking here**



Two step verification login



Home

Don't have an account? Please [register](#)

Email Address

fredbloggs@hotmail.com

Password

Login

[Forgotten your password?](#)

You will be taken back to the login screen

Verification Code sent

Your Verification Code has been sent.
Please enter your Verification Code to continue.

Your Verification Code *

Verify

A verification code will be sent to your email. Check it hasn't gone into your spam or junk mail if it does not arrive in your inbox.

If you make 3 failed attempts at entering a verification code, your account will be locked for 10 minutes. You can try to log in again after that time has passed.

10

Your Home Page

Home

My Account

Sign Out

English/Cymraeg

Welcome to the Coventry City Council Parent Portal

- You can apply for a school place by using the button below.
- If you have a child who is two years old or nearly two, you could be eligible for support with childcare funding. Use the 'funded early education for two year olds' button below to apply for a two year old funding voucher.

If you require further information, please use the [Contact us](#) link at the bottom of this page.



School Places



Funded Early
Education for Two
Year Olds



Messages



My Family

Click **Funded Early Education
for Two Year Olds**

If you have more than one child you
add them all into this one account

Two Year Old Funding Page

Funded Early Education for Two Year Old Children

Welcome to the Two Year Old Funding homepage. Here you will want to add details of any children that are two years old or nearly two before applying for a funded early education place. Use the add child button below

Children whose age is covered by the funded early education for two year old children

No eligible children found for 2 Year Old Funding

[Back](#)

[Add Child](#)

If you already have children added via another service or My Family they will be shown here

Click **Add Child**

Add your child

The screenshot shows a web form titled "Add a child" with the following fields and callouts:

- Forename:** Daisy
- Middle Name:** (empty)
- Surname:** User
- Gender:** Female
- Date of Birth:** 10-March-2015
- Ethnicity:** WBR1 - White British
- First Language:** English
- Relationship to Child:** Father
- Parental Responsibility:** Yes (selected)
- Select Address:** 66 Milton Road Clapham BEDFORD MK41 5AS

Callouts and instructions:

- Relationship:** Points to the "Relationship to Child" dropdown.
- Do you have parental responsibility for the child?:** Points to the "Parental Responsibility" radio buttons.
- Enter your child's legal names, gender and Date of Birth:** Points to the Forename, Middle Name, Surname, Gender, and Date of Birth fields.
- For ethnicity and language – type in the first characters to find the code you need:** Points to the Ethnicity and First Language dropdowns.
- To confirm they live with you, click on the address box or click in the box below to add their address:** Points to the address field and the "Click to add new address" button.

Add Child cont..

Parental Responsibility Yes
 No
If you have legal responsibility for this child,
select Yes

Use previous address

House Number

House Name

Building Name

Street Name

District / Village

Town

County

Postcode

Country

Click **Continue**
to add the child

Start the application

Funded Early Education for Two Year Old Children

Welcome to the Two Year Old Funding homepage. Here you will want to add details of any children that are two years old or nearly two before applying for a funded early education place. Use the add child button below

Children whose age is covered by the funded early education for two year old children

Can Apply Immediately



Daisy User
Date Of Birth: 10-Mar-2015
Current Age: 2

You can perform the following actions

- **Start new application**



Back

Add Child

Eligibility Criteria

Funded Early Education for Two Year Old Children

Apply for Two Year Old Funding

Here you can apply to receive a funded place of up to 15 hours a week for your two year old. If successful, you will receive a Two Year Old Funding voucher that you can take to a Childcare Provider like a Nursery or Childminder that offers funded places for two year olds.

Eligibility Route 1 Claim

Here you can make an application through Eligibility Route 1

A child is eligible through Eligibility Route 1 if their parent is in receipt of any of the following UK benefits;

- Income Support
- Income Based Job Seekers Allowance
- Employment & Support Allowance ESA (Income Related)
- Receiving support under Part VI of the Immigration and Asylum Seeker Act 1999
- Child Tax Credit only at a rate higher than the Family Element Child Tax Credit must be higher than £535.00 per annum and household income less than £16,190 per annum Award Notice TC602.
- Working Family Tax Credits and have an annual gross earnings of no more than £16,190 per year
- Extra Working Tax Credit relating to a Disability
- Pension Credit (Guarantee Element) and proof of Child Tax Credit

[Start Eligibility Route 1 Application](#)

Eligibility Route 2 Claim

Here you can apply for Two Year Old Funding through Eligibility Route 2.

Please only apply through this route **after** seeing if the application is not possible through the Eligibility Route 1 criteria.

A child who falls into one of the following categories would also be eligible:

- Is in the care of the local authority. Evidence – A letter from a relevant professional with the child's name and date of birth.
- Has left care through special guardianship, adoption or residence order. Evidence – 2 year old funding letter from LA with child's name and date of birth or special guardianship, adoption or residence order from the court.
- Has a current statement of Special Educational Need or an Education, Health and Care Plan. Evidence – A letter from a relevant professional working with the family regarding the EHCP awarded.
- Has a diagnosed syndrome, condition or disability that significantly affects ability to access learning or Has a delay of at least 6 months in 2 or more areas of development. Evidence – A letter from a relevant professional working with the family regarding the SEN criteria listed.
- Attracts Disability Living Allowance (DLA). Evidence – Award letter for DLA.
- Has a Child Protection Plan (CPP). Evidence – Letter from a relevant professional regarding the CPP with child's name and date of birth.
- Is being supported through the Common Assessment Framework (CAF) process. Evidence - Letter from relevant professional regarding the CAF with child's name and date of birth.

[Start Eligibility Route 2 Application](#)

[Cancel](#)

Eligibility Route 1: Add your details

Funded Early Education for Two Year Old Children

Step 1 Personal Information | Step 2 Summary | Step 3 Give Consent | Step 4 Results

Personal Details

Please provide the following information. This is required by DWP to check whether you are eligible for Two Year Old Funding.

Date Of Birth *
17-February-1987

Please enter either:

National Insurance No. (e.g. AB123456C)
AB123456C

Or

National Asylum Support Service No. (e.g. 13 / 07 / 56789)

Address
66, Milton Road, Clapham, BEDFORD, MK41 6AS

Home Phone

Mobile Number

Gender
Male

Back **Continue**

Warning: If your details are not correct, please navigate to the Contact Details section using the My Account link in the navigation bar

Annotations:

- Arrow pointing to Date Of Birth field: **Add your Date of Birth**
- Arrow pointing to National Insurance/Asylum Seekers Number fields: **Fill in either your National Insurance or National Asylum Seekers Number**
- Arrow pointing to warning box: **If any details are incorrect, please go to My Account to correct them before proceeding.**
- Arrow pointing to Continue button: **Click Continue**

Route 1 :Check details carefully

Funded Early Education for Two Year Old Children

Step 1 Personal Information ✓ Step 2 Summary Step 3 Give Consent Step 4 Results

Application Summary

Print this page

Applicant Details

 Mr Bill User	
Gender	Male
Date Of Birth	17-Feb-1987
Address	66, Milton Road, Clapham, BEDFORD, MK41 6AS
National Insurance No.	AB123456C
Parental Responsibility	Yes
Relationship	Father

Application Information

Reference Number	TYF331-1708-2RKVCBF2
Current Status	In Progress

Child Details

 Daisy User	
Gender	Female
Date of Birth	10-Mar-2015

Cancel Continue

Route 1 :Confirm details are correct

Tick to consent



Funded Early Education for Two Year Old Children

Step 1 Personal Information ✓ Step 2 Summary ✓ Step 3 Give Consent ▾ Step 4 Results ▶

Applicant Declaration

I confirm that I am responsible for the child I am submitting this application for and that they live with me. All information I have provided as part of this application is correct to the best of my knowledge. I agree that my information can be shared locally for the benefit of my family.

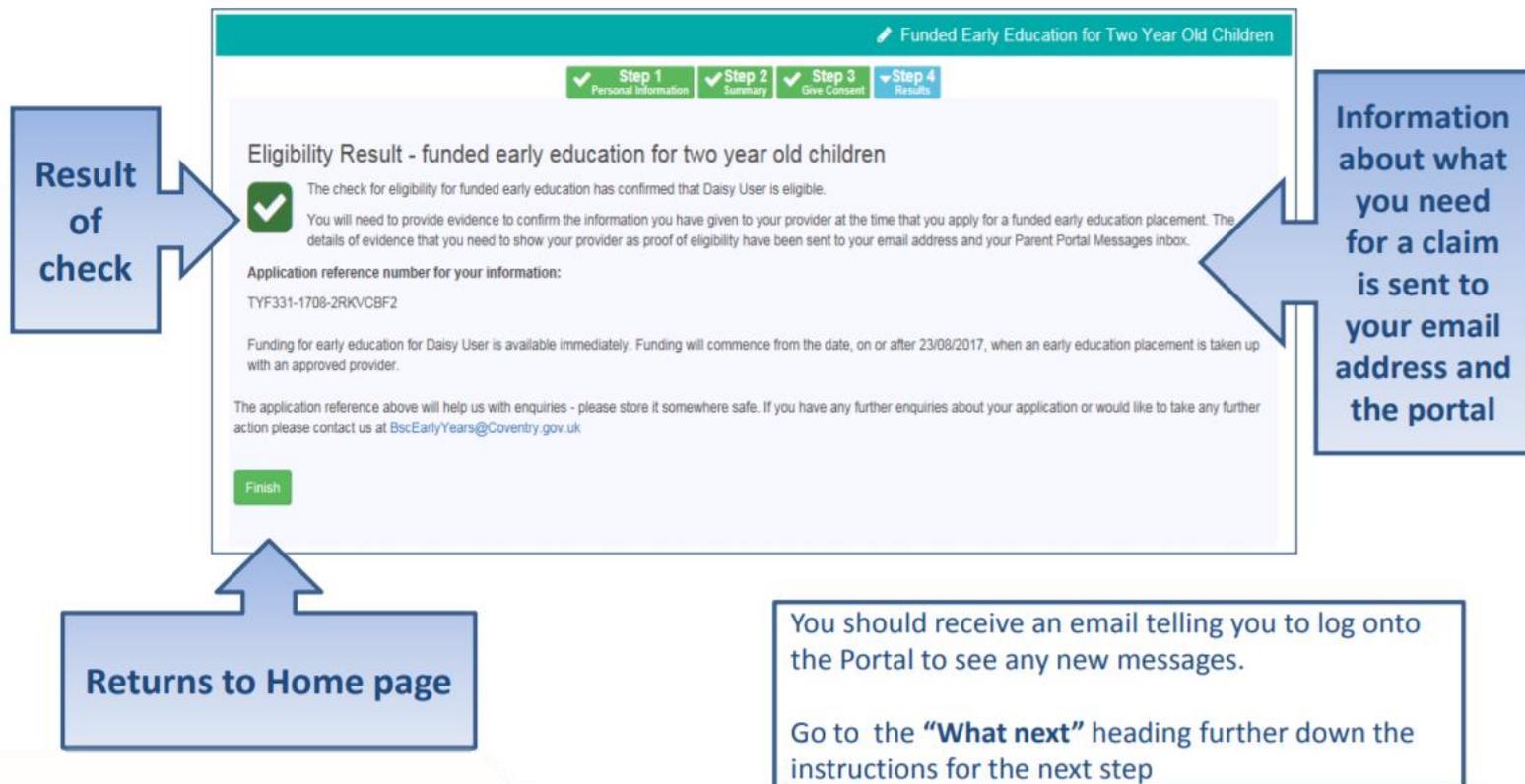
I agree

Back Confirm

Confirm



Route 1 : Confirmation



Eligibility Route 2 Criteria Selection

Select all of the criteria which applies to your application and please provide the details required for that criteria.

Please note that the maximum amount of evidence you can attach cannot exceed a total of 20MB

Looked After Child A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function.

Adoption, Residence Order or Special Guardianship Children who have left care but are not able to return home (through adoption orders, residence orders or special guardianship).

Child has a Special Educational Need (SEN) Has a current statement of Special Educational Needs or an Education, Health and Care Plan.

Please provide details to support your claim relating to the above criteria:

Please attach any additional evidence relating to the above criteria:

[+ Add file](#)

Child has a disability Is in receipt of Disability Living Allowance (DLA).

Coventry SEND Has a diagnosed syndrome, condition or disability that significantly affects ability to access learning or Has a delay of at least 6 months in 2 or more areas of development. Evidence required - signed letter from relevant professional with child's details.

Child Protection Plan The child is subject to a child protection plan. Evidence required - letter from a relevant professional regarding the CPP with child's name and DOB

Coventry CAF The child is being supported through the Common Assessment Framework (CAF) process. Evidence required - Lead professional provides parent with an eligibility letter regarding the CAF with child's name and DOB

I confirm that I am responsible for the child I am submitting this application for and that they live with me. All information I have provided as part of this application is correct to the best of my knowledge. I agree that my information can be shared locally for the benefit of my family.

I agree

[Cancel](#)

[Submit](#)

Tick the reason

Anything else we should know? (required)

Tick "I agree"

Click to upload file with supporting evidence (file extension can only be .pdf or .png or .jpg) - required

Click **Submit**

Route 2: Submission & reference number

Funded Early Education for Two Year Old Children

Application Submitted

Your application for Duke User has been submitted. You will be notified of the result of your claim by email and will receive a message through the portal.

Application reference number for your information:

TYF331-1708-8WN3HPF6

The application reference above will help us with enquiries - please store it somewhere safe. If you have any further enquiries about your application or would like to take any further action please contact us at BscEarlyYears@Coventry.gov.uk

Finish

Returns to Home page

You will get an email message telling you to log back into the Portal to see the result of your claim once it has been considered.

What next?

Eligible



Daisy User

Application Reference Number
TYF-1503-Y8D5HOF7

Date Of Birth: 13-Mar-2012
Current Age: 2

You can perform the following actions

- [View most recent application](#)

[Print Voucher](#)

Once you have received notification of a successful claim, you can print or take the details of the voucher on your mobile device to an approved childcare provider to check if a place is available for your child. Please note that not all childcare providers will offer this so be sure to check this first.

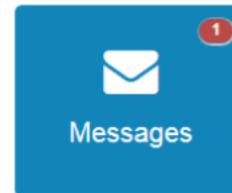
You may want to use the [Coventry Family Information service](#) to search for providers that offer two year old funding places.

If you have applied through Eligibility Route 1 and your claim is unsuccessful, you may be able to

- try a second applicant who has parental responsibility
- apply for funding through Eligibility Route 2 if any conditions in that criteria apply to your child

See your messages

Log in to the portal or return to the Portal Home page to see if you have any messages



Click to show message list

Click the subject to open the message

Subject ↕	Received ↕
Application for funded early education for a 2 year old child - reference TYF-1503-Y8D5HOF7	10-Mar-2015 17:08

Back Delete

Application for funded early education for a 2 year old child - reference TYF-1503-Y8D5HOF7 10/03/2015 17:08

Dear Mr Bill User

This is confirmation that your child, Daisy, qualifies for funding for early education. You can claim up to 15 hours per week of free nursery education with an approved provider.

Confirmation Message

Dear Mr Bill User

This is confirmation that your child, Daisy, qualifies for funding for early education. You can claim up to 15 hours per week of free nursery education with an approved provider. The provider will claim the funding directly from this Authority after the child's attendance. To search for a list of approved providers, please visit the Coventry Family Information service website [here](#)

Please note that the earliest date from which your child can take up a funded place is **23/08/2017**.

When arranging a funded place with an approved provider, you will need to quote this reference number TYF331-1708-2RKVCBF2. It would be helpful if you could show the provider your child's birth certificate and proof of residence at the address you provided at this time.

Please retain this message for future reference and quote reference number TYF331-1708-2RKVCBF2 in all correspondence.

If you have any questions regarding your application please contact us on 02476 784141 or email bscearlyyears@coventry.gov.uk

Regards

Coventry Early Years.

[Visit our website](#)

If your details change

Log in to the portal or go to the Home page

Click My Account



Home

My Account

Sign Out

English/Cymraeg

Welcome to the Coventry City Council Parent Portal

If you are applying for a school place, click on the School Places button to apply.

If you have a child who is two years old or nearly two, you could be eligible for support with childcare funding. Use the 'funded early education for two year olds' button below for more information and to apply.



School Places



Funded Early
Education for Two
Year Olds



Messages



My Family

Change details

Select which details to change

My Account

Personal Details

- Personal Details
- Contact Details
- Change Email Address
- Change Password
- Change Secret Question
- Change of Circumstances

Personal Details

Title

Forename

Surname

Gender

Make sure you save the new information

FAQs

- **I have filled in the online form to register but have not yet received an email**

- It is possible that the email has been quarantined by anti-spam measures taken by your Internet Service Provider or by settings in your mail client.

Check to make sure that, if you are an Outlook/Outlook Express user, the relevant email has not been mis-identified as "junk" and deposited in the Junk folder. If the email has definitely not been delivered to you then contact your Internet Service Provider to see whether the email can be tracked and its fate discovered.

The service providers who suffer most from the problem of incorrectly identifying key emails as spam have proved to be **aol.com**, **hotmail.com**, **hotmail.co.uk**, **yahoo.co.uk**, **yahoo.com** and **btinternet.com**

- **I have forgotten my password**

- Visit the Welcome & log in page, click on the link "Forgotten your password?" and enter your username.

A new email will be generated and sent to your registered email address with a link to reset the password details.

FAQs

- **What if I change my email address?**
 - Log in with your old address and select 'My Account'
- **I am unable to find my address on the dropdown address list**
 - Just enter your address into the address boxes

FAQs

- **Can I use the same account to make more than one claim (e.g. claims for twins)**
- You are able to submit a claim for twins, triplets etc. using the online applications system but **MUST** ensure that you submit a separate claim for each child.

Local Authority Contacts

Contact: EYCentral@coventry.gov.uk