

Coventry City Council

ARTICLE 2

**3 and 4 year old late starters ~ important information**

In exceptional circumstances the local authority may provide permission for a 3 or 4 year old child to access a funded place, following headcount. Please see the process below

Late starter process for 3 & 4 year olds

3 & 4 year old late starters will be approved in the following circumstances;

* A child that is newly arrived to the Country
* A child that is newly arrived to Coventry, from somewhere else in the UK and has not claimed a funded place elsewhere, during that term

However, providers must seek approval for a 3 & 4 year old late starter by completing an ‘[online late starter application’](https://myaccount.coventry.gov.uk/service/Late_application_for_3_and_4_year_old_starters) form which will then be submitted to the LA for approval. Funding claims will only be processed for those providers who have sought approval via the online form. Once an approval has been confirmed by the LA, the child must be added to the provider’s headcount portal via the exceptional circumstances task.

**Note:** Conditions relating to *‘Grace Periods’* for children in receipt of extended hours funding

Please remember a child cannot take up a place with a new/different provider if parents have fallen into their ‘grace period’ for funding.

If you have any queries relating to the criteria for 3 & 4 late starters, please contact us at [EYCentral@coventry.gov.uk](mailto:EYCentral@coventry.gov.uk)

Late starter process for 2 year olds

The process for claiming a late starter place for a funded 2 year old does not require LA approval and should be added to the provider portal using the ‘exceptional circumstances task’, assuming all of the correct criteria has been met.