

# Process for offering 2 year old funded places

## Please note:

Eligible 2 year olds can access a funded place from the start of the term following their second birthday

If you have any questions or circumstances that you need to discuss with a Local Authority Officer, please contact [EYcentral@coventry.gov.uk](mailto:EYcentral@coventry.gov.uk)

For full details of how to complete portal tasks please access the 'How to' videos for Early Years Providers at [www.coventry.gov.uk/eypportalhowto](http://www.coventry.gov.uk/eypportalhowto)

If a parent or carer is informed that they are not eligible but identify that they do meet the criteria, please direct them to [EYcentral@coventry.gov.uk](mailto:EYcentral@coventry.gov.uk)

1

Parents can obtain a code either by applying online or supported by an Early Years Provider, Family Hub or Health Visitor. An assisted check can be completed on the parents behalf, through the Coventry Early Years Provider Portal.

2

When completing an assisted check, the professional must ensure that all parent and child details are correct. Full names must be used and spelt correctly, not abbreviated.

3

Prior to validating a 2 year old funded code, providers must ensure parents and carers fully complete and sign a Parent and Carer Agreement, as this provides the required consent for sharing information on the portal.

4

Providers must validate the code (TYF 331 number) through the Coventry Early Years Provider Portal before offering a funded place. The child's details will then automatically be added to the portal. Please do not add 2 year old children via the headcount data page.

5

Once the code has been validated the provider can offer the place. The child can then start accessing their Early Education Funding.

