

# North Tyneside's 2 Year Old Offer is Going Online

North Tyneside Council's 2 Year Old Offer of is moving online.

## Key Points

Under the new system:

- families will be able to check their eligibility online using the **North Tyneside Citizen Portal**;
- providers can arrange a 2 year old place directly with a family using the **Early Years Headcount Portal**.
- There are no paper forms to complete!

## The Process

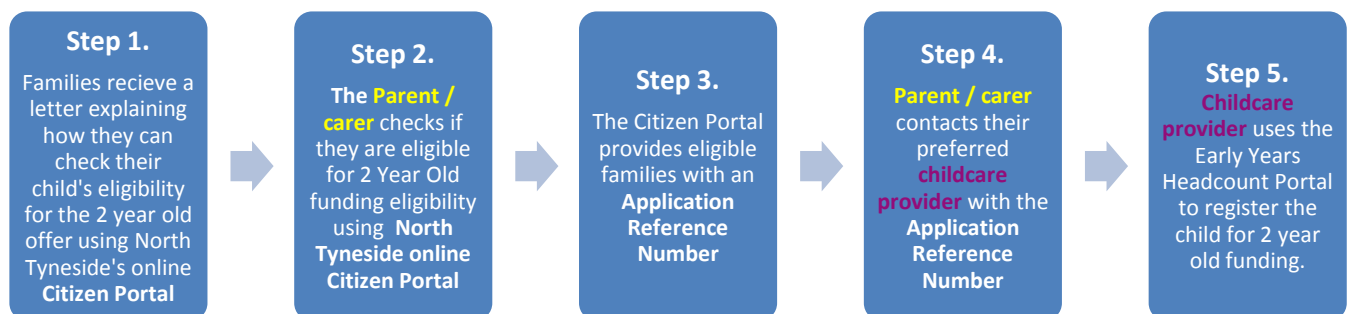
Families will check their eligibility for the 2 year old offer using North Tyneside's Citizen Portal.

Eligible families will be issued with an **Application Reference Number** (i.e. TYF-1503-LO4AIRF9) through the Citizen Portal.

Eligible families will then arrange their 2 year old place directly with their childcare provider of choice, using their **Application Reference Number** (i.e. TYF-1503-LO4AIRF9).

Childcare providers will use the Application Reference Number to register the child for 2 year old funding, using the Early Years Headcount Portal.

Childcare providers can check whether a child is eligible for the 2 year old offer on behalf of a family, using the '**Assisted Application**' process (see separate guidance). Childcare providers do not have to offer this service unless they want to.



If you have any issues or questions please contact [EYcommissioning@northtyneside.gov.uk](mailto:EYcommissioning@northtyneside.gov.uk) with your issue and contact details.

## What This Means for Childcare Providers

- Eligible families can now approach childcare providers directly to arrange their 2 year old placement.
- Families with an eligible child will have an 'Application Reference Number' (which will look like this **TYF-1503-AO1AAAAA00**).
- Childcare providers will let the parents / carers know if they have an available place for the 2 year old.
  - If a childcare provider doesn't have an available place, the family will have to approach another 2 year old provider.
  - Information on alternative 2 year old providers is available on North Tyneside Council's Childcare website.
- Childcare providers can only arrange a 2 year old place if the family has a valid Application Reference Number.
  - If the family **does not** have an Application Reference Number they will need to check their eligibility using North Tyneside's Citizen Portal.
  - **OR** Childcare providers have the option of carrying out an '**Assisted Application**' using the Early Years Headcount Portal (see separate guidance on 'Assisted Applications').
  - It is at the **discretion of the provider** whether they provide Assisted Applications to families.
- Childcare providers use the North Tyneside's online Early Years Funding Portal to register an eligible 2 year olds for funding, using the 'Start Placement Notification' section.
- The Council will confirm that placement can commence if the child is eligible for funding.
- Settings should complete the 'Start Placement Notification' process before a child starts at the setting. **Funding cannot be backdated if the child starts at a setting before the 'Start Placement Notification' process has been completed.**
- If you have an issues please contact [EYcommissioning@northtyneside.gov.uk](mailto:EYcommissioning@northtyneside.gov.uk)