

# Time for Twos

Two year old free early education funding



[www.timefortwos.com](http://www.timefortwos.com)

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Your guide to identifying, referring and supporting families' access to two year old free early education funding

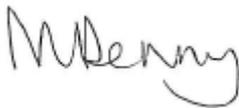
January 2014

## Introduction

Welcome to the Milton Keynes 'Time for Twos' guide to identifying, referring and supporting families to access two year old free early education funding. This is your guide to early learning for eligible two year olds. It has been developed to encourage and target the take up of 'Time for Twos' and is aimed to improve awareness with identified professionals; ensuring professionals have the appropriate tools to target and refer families.

The Government is committed to enabling children to access free early education to benefit their social, physical and cognitive development and help to prepare them for school. Early education can also provide more time for the family and the opportunity for parents to start a college course or go back to work. All eligible children should be able to take up their entitlement to funded early education in a high quality setting. Evidence shows that higher quality provision has greater developmental benefits for children, particularly for the most disadvantaged children.

From September 2013, Milton Keynes has a duty to secure early education for eligible two year olds. The offer, known locally as 'Time for Twos', focuses on supporting the most disadvantaged children prior to starting school. Children are entitled to receive up to 15 hours per week of free high quality early education and childcare, to a maximum of 570 hours per academic year (38 weeks). Some childcare providers stretch the entitlement over the whole calendar year at up to 11 hours per week.



Marie Denny  
Head of Delivery, Setting and School Sufficiency and Access (SSSA)  
Education, Effectiveness and Participation

## Eligibility

From September 2013, free early education has been offered to the 20% most disadvantaged two year olds. Eligibility is based on:

- Families meeting eligibility criteria for Free School Meals (FSM) **or**
- The two year old being looked after by a Local Authority

Children are eligible to receive Free School Meals if their parents are in receipt of any of the following benefits:

- Income Support
- Income-based Job Seekers' Allowance
- Income-related Employment and Support Allowance
- National Asylum Seekers Support (NASS)
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are **not** also entitled to Working Tax Credit and have an annual gross income of **no more** than £16,190
- Working Tax Credit 'run on'

From January 2014 Milton Keynes will introduce discretionary criteria to increase the entitlement to the 40% most disadvantaged. This is ahead of the increased eligibility criteria becoming statutory in September 2014.

A two year old will be eligible if they meet any one of the following criteria:

- They meet the eligibility criteria also used for FSM
- Their families receive Working Tax Credits and have annual gross earnings of no more than £16,190 per year
- They have a current Statement of Special Educational Need (SEN) or an Education, Health and Care (EHC) plan
- They attract Disability Living Allowance
- They are looked after by the Local Authority
- They have left care through special guardianship or an adoption or residence order.

Free entitlement begins the block after the child's second birthday:

<b>A child born between:</b>	<b>Will be eligible for a free place from:</b>
<b>1 January and 31 March</b> (inclusive)	<b>Block 1 – 1 April</b> following their second birthday
<b>1 April and 31 August</b> (inclusive)	<b>Block 2 – 1 September</b> following their second birthday
<b>1 September and 31 December</b> (inclusive)	<b>Block 3 – 1 January</b> following their second birthday

Eligible children will remain eligible until the term after their third birthday, when they will transfer to the three and four year old free entitlement, which is currently available to all three and four year olds.

Children will remain eligible even if there is a change in household circumstances after they have been accepted onto the two year old funding scheme.

Eligible children moving into Milton Keynes from another area or country can also access the two year old funding scheme at any point during the term, subject to the availability of funding and places.

## Identifying and referring families

The DfE has projected the number of two year old children eligible for the two year old duty in Milton Keynes. We have set a very challenging and ambitious internal target of 90% for the take up of two year old early education. The below table outlines the projected figures and projected take up.

Year	Projected two year olds in Milton Keynes	90% take up rate
2013	800	720
2014	1500	1350

To achieve 90% take up there is a requirement for significant engagement with professionals to ensure that families are made aware, supported to access and take up the two year old entitlement. To encourage this, the Local Authority will provide a range of tools to promote engagement; this includes the following:

- Time for Twos poster and postcard promotional materials
- Provision of an online eligibility checker for an instant eligibility result
- Access to an online video clip, providing insight from the perspective of families
- Access to a referral quick guide can be found in **Annex 2**. To provide a quick guide to the offer, referral process and partnership expectations.

Professionals are requested to access these tools to support and encourage families' to access and take up places.

## Monitoring take up

In October 2013, 83% of those allocated a funding number were taking up a place. Whilst it is ultimately the parents/carers' responsibility to locate and access suitable childcare, the referring professional should support and encourage the parent/carer to contact and arrange visits to childcare providers in order to find a provider which meets the needs of their child.

Milton Keynes Council will maintain an online search facility to assist parents and professionals to identify participating childcare providers. This can be accessed via the link below: ([http://childcare.milton-keynes.gov.uk/fiso\\_live/childcare/Default.aspx](http://childcare.milton-keynes.gov.uk/fiso_live/childcare/Default.aspx)).

Where issues in finding a suitable childcare provider, such as provider location, available sessions or the quality of childcare, are identified, please contact Milton Keynes Council – [timefortwos@milton-keynes.gov.uk](mailto:timefortwos@milton-keynes.gov.uk).

Milton Keynes Council will also complete termly reports to identify those children allocated funding numbers who have not presented at a setting. This information will be shared with the appropriate Milton Keynes Council managed Children's Centre. The Children's Centre will then work with the referring professional/family to identify the reasons for not taking up a place and offer further support and encouragement.

### **Data protection**

It is vital that those who collect and use personal data maintain the confidence of those who provide it; by ensuring full compliance with the requirements of the Data Protection Act 1998, this will be achieved.

Any professional who decides how and why personal data (which could include copies of passports or birth certificates) are processed, also known as 'data controllers', must comply with the rules of good information handling, known as the 'data protection principles', and the other requirements of the Data Protection Act. Processing occurs when any operation or set of operations is carried out on personal data.

**Annex 1** provides more details on some of the key data protection rules and principles that must be achieved. Failure to meet all the rules and principles outlined in the Act – <http://www.opsi.gov.uk/acts/acts1998/19980029.htm> – could lead to the information commissioner taking enforcement action. It could also lead to an individual seeking compensation through the courts.

## **Annex 1: Key data protection principles and rules**

The Data Protection Act 1998 regulates the processing of information relating to a living individual. This includes obtaining, holding, using or disclosing such information. It covers manual filing systems and records as well as computerised ones, card indexes and microfiche.

### **Data protection principles**

1. Personal data shall be processed fairly and lawfully
2. Personal data shall be obtained only for lawful purposes
3. Personal data shall be adequate, relevant and not excessive
4. Personal data shall be accurate and kept up to date
5. Personal data shall not be kept for longer than is necessary
6. Personal data shall be processed in accordance with the Data Subjects rights
7. Personal data shall be kept secure
8. Personal data shall not be transferred outside the EC unless adequate protection is available in that country in relation to personal data

### **Rights of the data subject**

Under the Data Protection Act 1998, the individual has:

1. The right of access to his/her personal data upon payment of £10 fee;
2. The right to prevent processing likely to cause damage or distress;
3. The right to prevent use of personal data for direct marketing purposes;
4. right to have decisions relating to him/her not to be made solely by automatic means;
5. right to compensation if he/she suffers damage; and
6. Right of redress where data are inaccurate.

### **Processing personal data**

'Processing' is broadly defined and takes place when any operation or set of operations is carried out on personal data. The Act requires that personal data be processed 'fairly and lawfully'.

Personal data will not be considered to be processed fairly unless certain conditions are met. A data subject must be told the identity of the data controller and why that information is or is to be processed.

Processing may only be carried out where one of the following conditions has been met:

- the individual has given his or her consent to the processing;
- the processing is necessary for the performance of a contract with the individual;
- the processing is required under a legal obligation;

- the processing is necessary to protect the vital interests of the individual;
- the processing is necessary to carry out public functions; and
- the processing is necessary in order to pursue the legitimate interests of the data controller or third parties (unless it could prejudice the interests of the individual).

### **Processing sensitive data**

The Data Protection Act makes specific provision for sensitive personal data. Sensitive data include racial or ethnic origin; political opinions; religious or other beliefs; trade union membership; health; sex life; criminal proceedings or convictions.

Sensitive data can only be processed under strict conditions, which include:

- having the explicit consent of the individual;
- being required by law to process the data for employment purposes;
- needing to process the information in order to protect the vital interests of the data subject or another; and
- dealing with the administration of justice or legal proceedings.

### **Security**

Data controllers must take security measures to safeguard personal data. The 1998 Act requires that data controllers must take appropriate technical or organisational measures to prevent the unauthorised or unlawful processing, or disclosure, of data. Where a controller uses the services of a data processor the security arrangements must be part of a written agreement between the two.

### **Criminal offences**

#### *Notification offences*

These are committed where processing is being undertaken by a data controller who has not notified the Commissioner either of the processing being undertaken or of any changes that have been made to that processing. Failure to notify is a strict liability offence.

#### *Procuring and selling offences*

It is an offence to obtain, disclose, sell or advertise for sale, or bring about the disclosure of personal data, without the consent of the data controller. It is also an offence to access personal data or to disclose it without proper authorisation. This covers unauthorised access to and disclosure of personal data. There are some exceptions to this.

### *Enforced subject access offence*

Unless one of the limited statutory exceptions applies, it is an offence for a person to ask another person to make a subject access request in order to obtain personal data about that person for specified purposes, such as a precondition to employment.

### *Other offences*

It is an offence to fail to respond to an information notice or to breach an enforcement notice. Unauthorised disclosures by the Commissioner or her staff are forbidden and breach of those provisions is an offence.

### **Disclosure**

Staff should not disclose personal information unless they have specific instructions or procedures from their manager permitting the disclosure. This includes email, fax, letter, verbal or allowing an unauthorised person to view data on a Visual Display Unit (VDU).



## **Annex 2: Time for Twos referral quick guide including roles and responsibilities**

### **What are the eligibility criteria for families?**

From September 2013, free early education has been offered to the 20% most disadvantaged two year olds. From January 2014 Milton Keynes will introduce discretionary criteria to increase the entitlement to the 40% most disadvantaged. This is ahead of the increased eligibility criteria becoming statutory in September 2014.

The table below outlines the January 2014 eligibility criteria:

<b>January 2014 eligibility criteria</b>
<p>Families:</p> <ul style="list-style-type: none"><li>• meet the eligibility criteria for Free School Meals;</li><li>• <b>or</b> receive Working Tax Credits and have annual gross earnings of no more than £16,190 per year;</li></ul> <p>The two year old:</p> <ul style="list-style-type: none"><li>• has a current a Statement of SEN or EHC plan;</li><li>• <b>or</b> attracts Disability Living Allowance;</li><li>• <b>or</b> is being looked after by the Local Authority;</li><li>• <b>or</b> has left care through special guardianship or an adoption or residence order.</li></ul>

Children are eligible to receive FSM if their parents are in receipt of any of the following benefits:

- Income Support
- Income-based Job Seekers' Allowance
- Income-related Employment and Support Allowance
- National Asylum Seekers Support (NASS)
- the Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit 'run on'

Please note if a family's circumstances change after they have been considered successful they will continue to remain eligible.

### **How do I make a Time for Twos referral?**

Please refer to the following flowchart for the stages of the referral process.

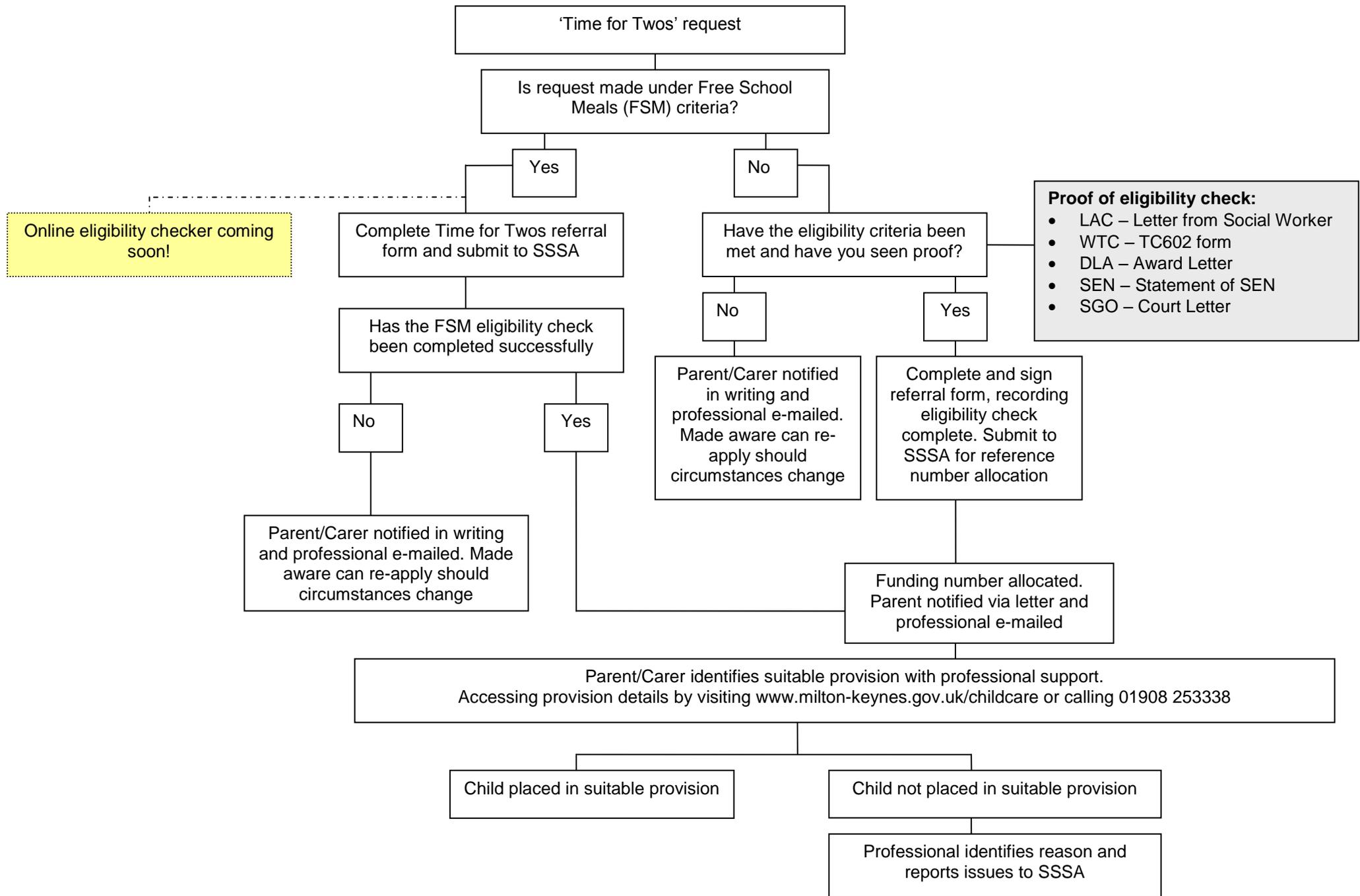
### **For further information please contact:**

Julie Godwin

Early Years Placement Officer

01908 253338

[timefortwos@milton-keynes.gov.uk](mailto:timefortwos@milton-keynes.gov.uk)



## Roles and Responsibilities

Role/Team	What the Sufficiency and Access team will deliver for you	What we would like you to deliver
Children's Centres	<ul style="list-style-type: none"> <li>• Termly mail out and sharing of DfE data set to identify eligible children</li> <li>• Termly data sharing of identified children allocated funding but not placed (Milton Keynes Council managed centres only)</li> <li>• Personalised supply of postcards to facilitate targeting of families</li> <li>• Supply of posters to signpost families to Time for Twos</li> <li>• Information about participating settings (location, opening hours, Ofsted judgement) via online search facility – <a href="http://childcare.milton-keynes.gov.uk/fiso_live/childcare/Default.aspx">http://childcare.milton-keynes.gov.uk/fiso_live/childcare/Default.aspx</a></li> </ul>	<ul style="list-style-type: none"> <li>• Identify potentially eligible families and inform them of the offer and benefits</li> <li>• Support families through referral to placement</li> <li>• Coordinate responses to DfE data mail out, encouraging families to take up entitlement. Where no responses are received, direct activity to further encourage take up</li> <li>• Make further contact with those families allocated funding but not placed. Work with the referring professional where appropriate. Report back results to Programme Lead for Early Years</li> <li>• Report sufficiency issues to Milton Keynes Council, which you can contact by email – <a href="mailto:timefortwos@milton-keynes.gov.uk">timefortwos@milton-keynes.gov.uk</a></li> </ul>
Children and Families Information team	<ul style="list-style-type: none"> <li>• Provision of Time for Twos communications materials</li> </ul>	<ul style="list-style-type: none"> <li>• Inform prospective parents/carers of the offer and eligibility criteria</li> <li>• Monitor and record Time for Twos enquirers and route that prompted enquiry</li> <li>• Provide clear childcare web search routes to enable parents/carers to access childcare options and search for two year old providers</li> <li>• Report sufficiency issues to <a href="mailto:timefortwos@milton-keynes.gov.uk">timefortwos@milton-keynes.gov.uk</a></li> <li>• Monitor web hits and analyse radial searches</li> </ul>

Childcare providers	<ul style="list-style-type: none"> <li>• Provision of Time for Twos communications materials</li> <li>• Provision of Provider Portal to record headcount and census data</li> <li>• Provider Information (location, opening hours, Ofsted judgement) via online search facility – <a href="http://childcare.milton-keynes.gov.uk/fiso_live/childcare/Default.aspx">http://childcare.milton-keynes.gov.uk/fiso_live/childcare/Default.aspx</a></li> </ul>	<ul style="list-style-type: none"> <li>• Inform prospective parents/carers of the offer and eligibility criteria</li> <li>• Conduct, where requested, parental surveys to assist with place planning</li> <li>• Complete and submit termly headcount data and census requests</li> </ul>
Revenue and Benefits team	<ul style="list-style-type: none"> <li>• Provision of Time for Twos communications materials</li> <li>• Termly mail out and sharing of data set</li> <li>• Information about participating settings (location, opening hours, Ofsted judgement) via online search facility – <a href="http://childcare.milton-keynes.gov.uk/fiso_live/childcare/Default.aspx">http://childcare.milton-keynes.gov.uk/fiso_live/childcare/Default.aspx</a></li> </ul>	<ul style="list-style-type: none"> <li>• Inform prospective parents/carers of the offer and eligibility criteria</li> <li>• Provide access to data of potentially eligible families to inform place planning and direct target families</li> </ul>
Health visitors	<ul style="list-style-type: none"> <li>• Provision of Time for Twos communications materials</li> <li>• Information about participating settings (location, opening hours, Ofsted judgement) via online search facility (<a href="http://childcare.milton-keynes.gov.uk/fiso_live/childcare/Default.aspx">http://childcare.milton-keynes.gov.uk/fiso_live/childcare/Default.aspx</a>)</li> </ul>	<ul style="list-style-type: none"> <li>• Identify potentially eligible families and inform them of the offer and benefits</li> <li>• Support families through referral to placement</li> <li>• Report sufficiency issues to <a href="mailto:timefortwos@milton-keynes.gov.uk">timefortwos@milton-keynes.gov.uk</a></li> </ul>
Social workers/Adoption team		
SEND team		
EMA Network/GRT		
Strengthening Families		

# Time for Twos Referral Form

Please complete all sections in capitals and black ink, you may wish to do this with the help of your local children's centre or other professional supporting your family.

## SECTION 1 – CONTACT DETAILS

How did you become aware of Time for Twos? .....

.....

PARENT/CARER'S DETAILS			
Mr/Mrs//Miss/Ms			
Legal Surname			
Legal First Name			
National Insurance number or NASS number		Date of Birth	/ /
Address			
		Post Code	
Telephone Number		Email	
CHILD'S DETAILS			
Legal Surname			
Legal First Name			
Date of Birth	/ /	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Is the child already attending a childcare provider?	YES / NO		
If yes, what is the name of the provider?		Hours attended per week?	

REFERRER'S DETAILS			
Name			
Job Title			
Work Address			
		Post Code	
Telephone No.		Email	

### **Data Protection Act**

In order to provide services to you, we need to record your details, which you have a right to see and check. Information may be shared with organisations we work with to provide services to you. We will process and safeguard your details in accordance with the Data Protection Act. Information may also be used in connection with the prevention and detection of crime and fraud.

## **SECTION 2 – ELIGIBILITY**

**A.** Is the family in receipt of any of the following benefits. If yes, please select and go to Section 3:

<b>CRITERIA</b>	<b>PLEASE TICK</b>
Income Support	<input type="checkbox"/>
Income based Jobseeker's Allowance (NOT Contribution Based JSA)	<input type="checkbox"/>
Child Tax Credit only (with a combined family income of less than £16,190)	<input type="checkbox"/>
Working Tax Credit 'run-on'	<input type="checkbox"/>
Guarantee element of State Pension Credit	<input type="checkbox"/>
Employment and Support Allowance (Income related only)	<input type="checkbox"/>
National Asylum Seekers Support (NASS)	<input type="checkbox"/>

**B.** Alternatively is the family/child eligible under any of the following criteria. If yes, please ensure evidence of eligibility is seen (if self-referral please send copy of evidence with form):

<b>CRITERIA</b>	<b>EVIDENCE (please tick)</b>
Working Tax Credits and have a combined family income of less than £16,190 per year	<input type="checkbox"/> TC602
Child attracts Disability Living Allowance	<input type="checkbox"/> Award letter
Child has a current statement of SEN	<input type="checkbox"/> Statement
Child is Looked After by a Local Authority	<input type="checkbox"/> Court letter
Child has left care through special guardianship or an adoption or residence order	<input type="checkbox"/> Court letter

## **SECTION 3 – SIGNATURES**

### **Parent/Carer**

I sign to certify that the information I have given is correct and I understand it is fraudulent to give false information. I agree that you will use the information provided to assess my eligibility to claim Two Year Old funding.

**Signed**.....**Date**.....

### **Referrer**

I confirm that I have had sight of eligibility evidence, if required, and have verified the child's date of birth.

**Signed**.....**Date**.....**referral**

**timefortwos@milton-keynes.gov.uk**

**Tel: 01908 253338**

**Please return this completed form to:**

**Setting and School Sufficiency and Access, Children and Families (EEP),  
Milton Keynes Council, Saxon Court, 502 Avebury Boulevard,  
Central Milton Keynes MK9 3HS**