



## Childcare Accessibility Scheme

The application form must be completed by both the referrer and the family. The referrer should retain a copy of the completed form and submit a copy, along with the supporting evidence, to the Education and Early Years Service via [EEYService@cityoflondon.gov.uk](mailto:EEYService@cityoflondon.gov.uk).

The application form can be found at the end of this document.

### **Scheme Overview:**

- Offers up to 15 hours of free childcare per week to City of London resident families eligible under the criteria detailed below. The number of hours will be based on the needs of the child and requirements of the family.
- For families already receiving the 30-hour Free Early Education Entitlement for children aged 9 months or older, for 38 weeks a year, the scheme will only apply during the school holidays.

### **Criteria 1: Referral from professional or charitable organisation delivering services.**

A member or members of the family is/are supported by a professional or charitable organisation delivering services to the family over and above universal health and education services. Evidence should include:

- A brief description of the child's developmental level: physical skills, emotional well-being and communication.
- A brief description of the family's current issues.
- Evidence of any child protection/safeguarding issues, including public law interventions (if applicable).
- The expected impact of this funding on the child/family.

### **Criteria 2: Referrals from professionals for children with additional needs but not qualifying for an Education, Health and Care (EHC) plan.**

- The referral should include evidence of implementation of the graduated approach (Assess, Plan, Do, Review) and its impact.
- A clear description of the intended purpose of the childcare place and expected positive outcomes.

### **Criteria 3: Referrals from early years settings for families needing financial support.**

Open to families with a household income of £60,000 p.a. net or less and savings not exceeding £16,000.

#### **Evidence required:**

- Three months' payslips as proof of income. If newly employed, payslips must be submitted on a weekly/fortnightly/monthly basis until the 3-month threshold is met. Funding will be withdrawn if this condition is not met.
- Most recent P60.
- Proof of childcare costs (e.g. invoice)
- Proof of City of London address of parent/carer and child
- 3 months bank and savings account statements

#### **Application Process**

Applications will be reviewed by the Education and Early Years team at the City of London Corporation, and families will be notified of their eligibility status within 30 days. [EEYServices@cityoflondon.gov.uk](mailto:EEYServices@cityoflondon.gov.uk)

#### **Approved Childcare Providers**

- Funded childcare must be provided by OFSTED registered providers. Therefore, providers must meet safeguarding, quality and health and safety standards and participate in ongoing quality improvement activity.
- Childcare providers delivering hours funded by the Childcare Accessibility Scheme must accept the City of London Corporation's contract for the Scheme.
- Providers need not be located in the City of London.

#### **Payment Conditions:**

Payments will only be made once the completed form and supporting evidence are received and processed by the City of London.

# Childcare Accessibility Scheme Application Form

<b>Name of provider</b>	
-------------------------	--

<b>Child's full name</b>			
<b>Date of birth</b>		<b>Age on joining</b>	

<b>Type of claim</b>	Criteria 1		Criteria 2		Criteria 3		Criteria 4	
----------------------	------------	--	------------	--	------------	--	------------	--

<b>Tick this box if this application is from a single parent family</b>	
---	--

<b>Address</b>	
----------------	--

<b>Number of children in the family:</b>
--

<b>Childcare required</b>					
<b>Day</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>
<b>Hours required</b>					
<b>Total hours per week required</b>					

## Annual income (for criteria 3)

<b>Parent 1</b>		<b>Parent 2</b>	
<b>Proof of annual earnings received?</b>		<b>Proof of annual earnings received?</b>	
<b>Parent's gross income per year:</b>		<b>Parent's gross income per year:</b>	

<b>Other sources of income (including savings) (evidence must be provided)</b>	
--	--

<b>Family's total household income per year</b>	
---	--

**Referral statement (for criteria 1 and 2)**

## Declaration

I certify that to the best of my/our knowledge, the information given on this form is correct and complete.

I understand that any false or misleading information provided or any failure to disclose any required relevant information or unexplained discrepancies will make the application null and void.

I agree to notify the nursery of any changes in our place of residence, employment or income which may affect eligibility for assistance through the financial criteria of the Childcare Accessibility Scheme.

By ticking the box below, I understand that I agree for information to be stored on the City of London database. I understand that any information gathered will be kept confidential but may be shared with other professionals working with my child. I also understand that on request I may access written records on my child.

Please note that you are able to withdraw your consent at any time by contacting [EEYService@cityoflondon.gov.uk](mailto:EEYService@cityoflondon.gov.uk).

I agree for my and my child's personal data to be processed for the above purposes ☐

Parent 1

Signature:

Print Name:

Date:

Parent 2

Signature:

Print Name:

Date:

Setting's name and address:

Name:

Job role:

Signature:

Date:

## Data Protection

The City of London Corporation is a data controller, and processes personal data in accordance with the United Kingdom's General Data Protection Regulation ( UK GDPR) and the Data Protection Act 2018. For full details of how and why the City of London Corporation processes personal data, please refer to the full privacy notice at [www.cityoflondon.gov.uk/privacy](http://www.cityoflondon.gov.uk/privacy). Alternatively, you can request a hard copy. Please direct all data protection queries to the information compliance team.