

## Two year old free early education process

### Two year take up schedule

This schedule details when centres will be sent or action two year old related information.

<b>SUMMER TERM 2021</b>	
<b>Week</b>	<b>Action</b>
w/b 5 April 2021	<ul style="list-style-type: none"> <li>- Estimate for this term will be sent out via HertsFX to your quadrant distribution list.</li> <li>- DFE List will be sent to Family Centres via HertsFX to your quadrant distribution list to action.</li> </ul>
w/b 26 April 2021	<b>HEADCOUNT WEEK</b>
w/b 10 May 2021	Deadline to send letters to those on the DFE list (unless they have registered to the Family Centre Service and given consent to be contacted). Actual deadline date will be included when the DFE List is sent out.
w/b 10 May 2021	Current take up will be sent out via HertsFX to your quadrant distribution list.
w/b 10 May 2021	Free Early Education Unclaimed Children section is open for Family Centre Staff to enter reasons. (Please see user guide on the Early Years Portal iLearn page)
w/b 11 June 2021	DFE List will be sent to Family Centres via HertsFX to your quadrant distribution list to action. (Please see flowchart on page)
w/b 21 June 2021	Deadline to send letters to those on the DFE list (unless they have registered to the Family Centre Service and given consent to be contacted). Actual deadline date will be included when the DFE List is sent out.
w/b 5 July 2021	Deadline to enter reasons on the Free Early Education Unclaimed section.
w/b 12 July 2021	<b>ADJUSTMENT WEEK</b>
w/b 26 July 2021	Final take up will be sent out via HertsFX to your quadrant distribution list.
w/b 2 August 2021	DFE List will be sent to Family Centres via HertsFX to your quadrant distribution list to action.
w/b 23 August 2021	Deadline to send letters to those on the DFE list (unless they have registered to the Family Centre Service and given consent to be contacted). Actual deadline date will be included when the DFE List is sent out.

<b>AUTUMN TERM 2021</b>	
<b>Week</b>	<b>Action</b>
w/b 6 September 2021	<ul style="list-style-type: none"> <li>- Estimate for this term will be sent out via HertsFX to your quadrant distribution list.</li> <li>- DFE List will be sent to Family Centres via HertsFX to your quadrant distribution list to action.</li> </ul>
w/b 20 September 2021	<b>HEADCOUNT WEEK</b>
w/b 27 September 2021	Deadline to send letters to those on the DFE list (unless they have registered to the Family Centre Service and given consent to be

	contacted). Actual deadline date will be included when the DFE List is sent out.
w/b 4 October 2021	Current take up will be sent out via HertsFX to your quadrant distribution list.
w/b 11 October 2021	Free Early Education Unclaimed Children section is open for Family Centre Staff to enter reasons. (Please see user guide on the Early Years Portal iLearn page)
w/b 1 November 2021	DFE List will be sent to Family Centres via HertsFX to your quadrant distribution list to action.
w/b 22 November 2021	<ul style="list-style-type: none"> <li>- Deadline to send letters to those on the DFE list (unless they have registered to the Family Centre Service and given consent to be contacted). Actual deadline date will be included when the DFE List is sent out.</li> <li>- Deadline to enter reasons on the Free Early Education Unclaimed section.</li> </ul>
w/b 6 December 2021	<b>ADJUSTMENT WEEK</b>
w/b 20 December 2020	Final take up will be sent out via HertsFX to your quadrant distribution list.

<b>SPRING TERM 2022</b>	
<b>Week</b>	<b>Action</b>
w/b 3 January 2022	<ul style="list-style-type: none"> <li>- Estimate for this term will be sent out via HertsFX to your quadrant distribution list.</li> <li>- DFE List will be sent to Family Centres via HertsFX to your quadrant distribution list to action.</li> </ul>
w/b 17 January 2022	<b>HEADCOUNT WEEK</b>
w/b 24 January 2022	<ul style="list-style-type: none"> <li>- Current take up will be sent out via HertsFX to your quadrant distribution list.</li> <li>- Deadline to send letters to those on the DFE list (unless they have registered to the Family Centre Service and given consent to be contacted). Actual deadline date will be included when the DFE List is sent out.</li> </ul>
w/b 7 February 2022	Free Early Education Unclaimed Children section is open for Family Centre Staff to enter reasons. (Please see user guide on the Early Years Portal iLearn page)
w/b 7 March 2022	DFE List will be sent to Family Centres via HertsFX to your quadrant distribution list to action.
w/b 7 March 2022	Deadline to enter reasons on the Free Early Education Unclaimed section.
w/b 14 March 2022	<b>ADJUSTMENT WEEK</b>
w/b 21 March 2022	Deadline to send letters to those on the DFE list (unless they have registered to the Family Centre Service and given consent to be contacted). Actual deadline date will be included when the DFE List is sent out.
w/b 28 March 2022	Final take up will be sent out via HertsFX to your quadrant distribution list.

## DFE List Guidance

### **How are the lists derived?**

The lists are based on matching benefit claim data held by DWP with child benefit records held by HMRC. The information supplied is only as good as the underpinning data sets which often rely on parents notifying the relevant department of any changes in circumstances – for example a change of address.

The Universal Credit lists are produced in exactly the same format as the legacy benefit lists; however, they are derived from the Universal Credit Full Service claim process rather than from Child Benefit data. Again, the information supplied is only as good as the underpinning data sets. Those that are on the Universal Credit list are guaranteed to be eligible once they have applied.

### **When will information be sent to me?**

Lists distributed week commencing	Covers families potentially eligible in periods beginning					
	1 Sept 21	1 Jan 22	1 Apr 22	1 Sept 22	1 Jan 23	1 Apr 23
5 April 2021						
1 June 2021						
2 August 2021						
6 September 2021						
1 November 2021						
3 January 2022						
1 March 2022						
4 April 2022						

### **How accurate are the lists?**

Hertfordshire County Council conducts a number of checks to remove any parents that had a child that is now adopted, looked after or deceased.

### **Where does the DfE get the parent's information from for the two-year-old lists?**

DWP's power to share benefits/Universal Credit data is set out in the Privacy Notice distributed to parents via the Personal Information Charter. The Department for Education does not use this data for any other purposes, and only keeps this data for the purpose stated in legislation.

### **How long can I use the data for?**

Each list will only be made available for approximately three weeks as it will quickly become outdated. The exact date the lists expire will be included when the lists are sent out.

## DFE List Spreadsheet

### **Column A – Unique Name**

This concatenation is used to lookup details on other systems.

### **Column B-I – Name and contact details**

Name of the parent and their address.

### **Column J – District**

The postcode of the address is mapped to the district.

### **Column K – LEA Code**

This is the local authority code for Hertfordshire.

### **Column L – Address Diff**

This box indicates whether there is a difference between the address held for Child Benefit Purposes and the address held for other benefit purposes. Y = difference, N = no difference

### **Column M – Phase1 Flag**

This box indicates whether the record is believed to meet the first phase criteria (20%) introduced in September 2013 or the second phase (40%) criteria introduced in September 2014.

### **Column N – D Flag**

This box indicates whether the record is based on the child receiving Disability Living Allowance.

### **Column O – Multiple Flag**

This box indicates whether there is more than one two-year-old in the household.

### **Column P – UCFS Flag**

This indicates if the person is on universal credit. If marked “y” they are guaranteed to be eligible but still need to apply.

### **Column Q – Application Reference**

Reference of 2 year old application of those that have applied.

### **Column R – EHM Case Number**

The case number of parents that have registered with a Family Centre.

### **Column S – Action**

The action that needs to be undertaken by either Hertfordshire County Council or the Family Centre.

### DFE List Actions

#### **No action required**

No communication needs to be sent by either Hertfordshire County Council or the Family Centre as the parent has already applied.

#### **HCC to send letter**

Hertfordshire County Council will send a letter as this is the first time the parent has appeared on the list.

#### **FC to action**

Family Centre to make contact through local process.

#### **FC email or phone**

Family Centre to communicate via email or phone. This is due to Hertfordshire County Council receiving bounce backs on letters sent previously or a difference between the address held for Child Benefit Purposes and the address held for other benefit purposes. Family Centre staff must search record in EHM to confirm consent has been given before communication is made. Confirming consent must be done on the same day as making contact.