

# Process for offering Extended Entitlement (30 hours)

## Please note:

Once a child becomes a registered reception class pupil in a maintained school or academy, they are no longer eligible to receive 30 hour funding

Where a child has deferred entry to a reception class, they may claim 30 hour funding, up to compulsory school age. This is the term after their 5th 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 the Coventry Early Years Provider Portal tasks, please access the 'How to' videos for early years providers at [www.coventry.gov.uk/eyportalhowto](http://www.coventry.gov.uk/eyportalhowto)

1

Parents and Carers must obtain a valid code by applying online themselves through Her Majesties Revenue and Customs (HMRC). All first time codes must be applied for before the following termly dates:

- 31st August
- 31st December
- 31st March

2

Prior to validating an extended hours code (30 hours), 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.

3

Providers must 'run a new check' in order to validate the code through the Coventry Schools & Early Years Portal before offering a funded place. Providers must confirm the start date for funding. This is always the start of the term following the date the application was made.

4

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

5

It is the parents responsibility to re-confirm the code every 3 months as prompted by HMRC. Providers should also remind parents that re-confirmation is due. Providers must validate codes every 3 months through the portal.

6

If at re-confirmation, a parent is no longer eligible the provider may continue to offer the child a place for a period known as the 'grace period'. However, a child cannot begin a funded place with a new provider whilst they are in the grace period.