

LIQUIDLOGIC EYES EARLY YEARS

Parent Portal - 2-Year-Old Funding Application Guidance


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1. Parent Portal Log on

Please use this [Link for Oxfordshire County Council Parent Portal](#) if you are a parent wanting to submit a 2 Year Old Funding Application.

Once on this page - Click on [Apply for funded early education and childcare](#)

Home Your account

Funded Early Education for 2 Year Olds

Welcome to Oxfordshire County Council's Early Education Funding page for 2 Year Olds, use this site to check whether your child is eligible for up to 15 hours per week of funding.

You will be able to select and apply for the funding for a child who is two years old, or turns two this school term here. Eligible children are able to start the term after their second birthday. Further Information on start dates and the criteria for funding can be found [here](#).
If you would like to contact someone before you complete your application, please contact the [Family Information Service](#) at the Oxfordshire County Council on 01865 323332.

How to apply

To find out if you could receive up to 15 hours per week for 38 weeks of the year please press apply for funded early education and childcare below.

For **economic criteria** you will need your National insurance number / NASS number

For **non-economic criteria** you will need to supply supporting evidence that supports your application

[Apply for funded early education and childcare](#)

This will navigate you to the screen to Apply for early education as below click on

[Login or Register](#)

Early Education for 2 Year Olds

Apply for early education

- 1 About You and Your Child**
- 2 Additional Criteria
- 3 Applicant Declaration
- 4 Submit Application

About You and Your Child

(For Professionals Only) Yes No
Is this an assisted application?

All fields marked with * must be completed

In order to progress with this form you must either log in or complete a simple registration for a new account. You can then continue to complete this form. This will enable you to track the form at a later date.

[Login or Register](#)

If this is the first time you are using the Parent Portal please refer to [Registering a new account](#). For user who have already registered refer to [Existing users Login](#) sections below.

1.1 Registering a new account

If this is the first time you are using the Parent Portal you will need to register for a new account. All the clicks to complete registration are outlined in this section. From the Secure login – step1 screen, click on the Register for new account either of below links will work

Secure login - step 1

New to Parent Portal? [Register for an account here](#) or use the button below.
Already using Parent Portal? Sign in below.

Existing users

Email

Password

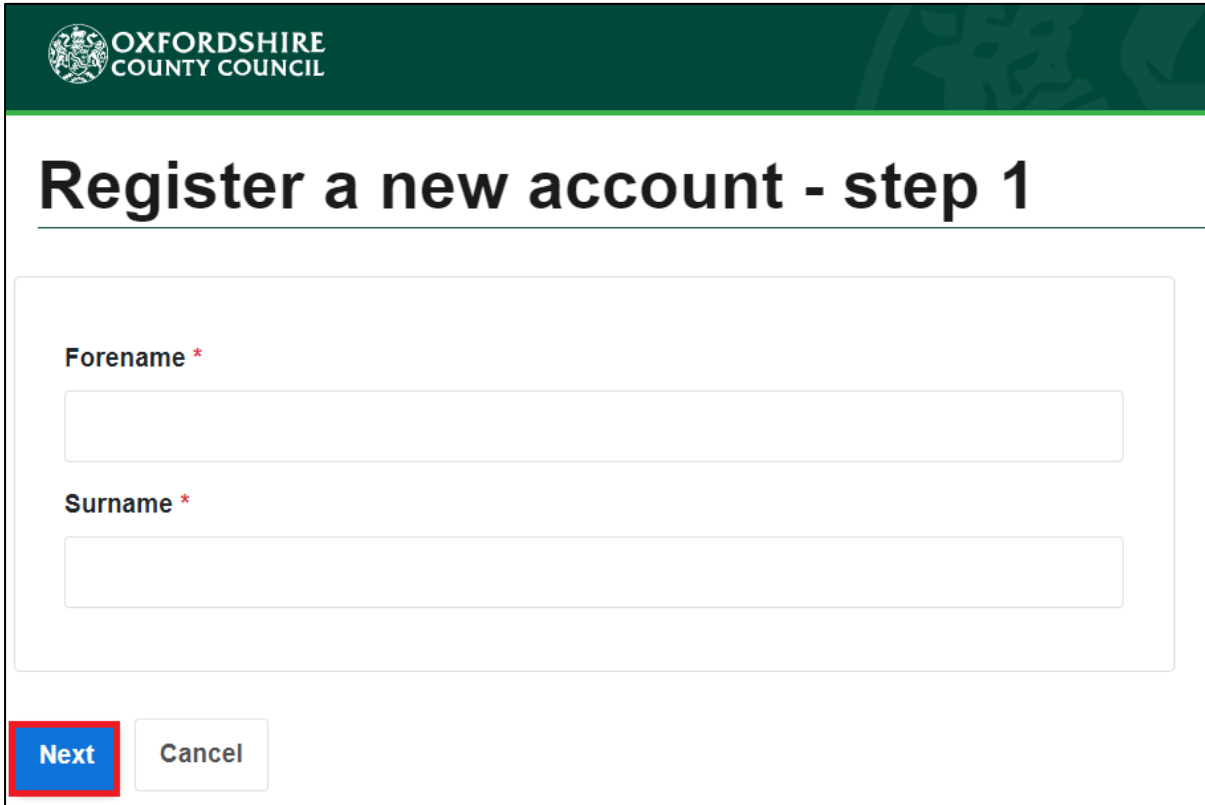
Please enter your password


New users

If you're new to Parent Portal, sign up for an account here

[Register for new account](#)

Enter Forename and Surname and Click Next



 **OXFORDSHIRE**
COUNTY COUNCIL

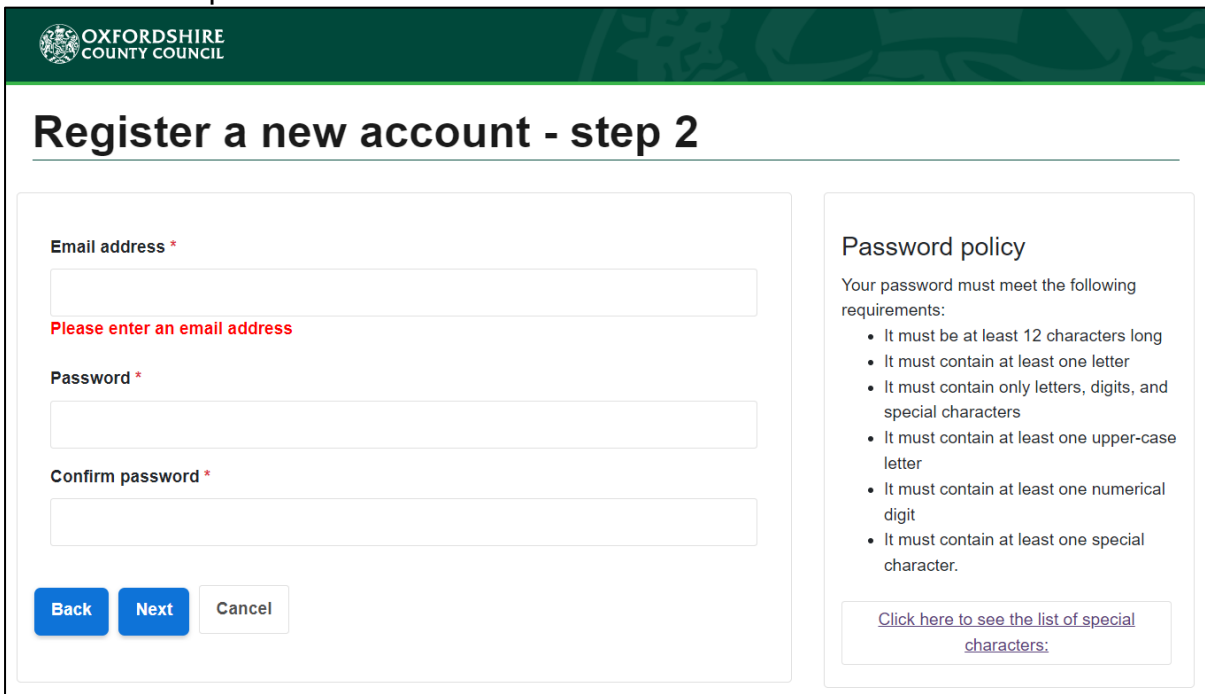
Register a new account - step 1


Forename *

Surname *

Next **Cancel**

Enter your email and create a suitable password. Please note the password requirements outlined on the right side of this screen. The password you pick must meet these requirements.



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COUNTY COUNCIL

Register a new account - step 2

Email address *

Please enter an email address

Password *

Confirm password *

Back **Next** **Cancel**

Password policy

Your password must meet the following requirements:

- It must be at least 12 characters long
- It must contain at least one letter
- It must contain only letters, digits, and special characters
- It must contain at least one upper-case letter
- It must contain at least one numerical digit
- It must contain at least one special character.

[Click here to see the list of special characters:](#)

The portal will send a verification code to the email supplied to confirm the email is valid. If you can't find this email, it may be in your spam/junk email folder. Access the email to copy the code sent and paste/type it into the box below.

Here is a sample email that will be received with the 8 digits code. Users can copy and paste the code from the email onto the portal verification screen. If the code is not received, please check spam/junk email folder as the email might be in there else return to the portal screen and you can check the email supplied is correct and/or request a new code.

Dear Parent Training Example,

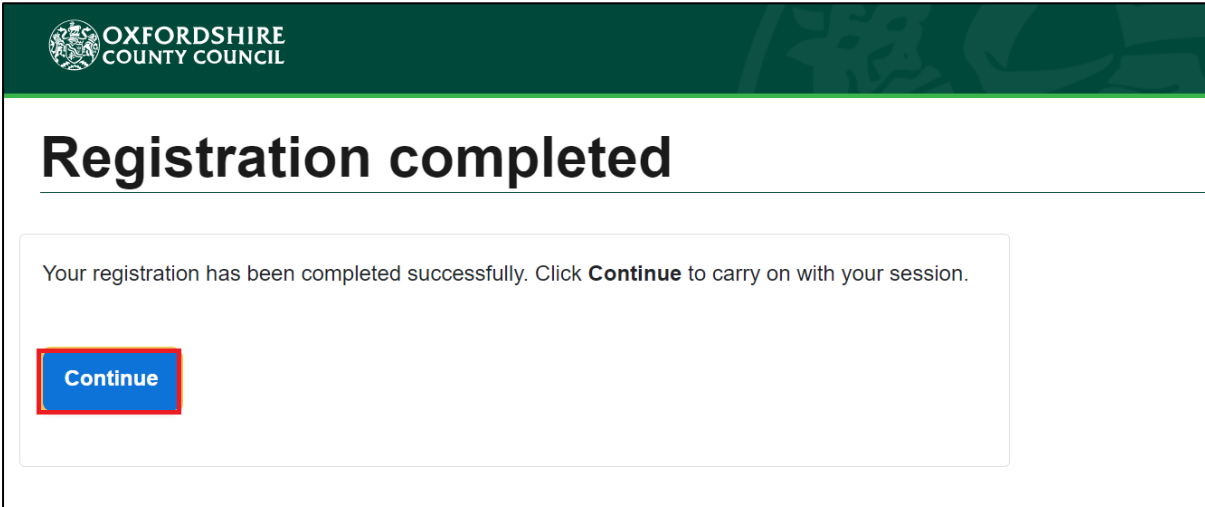
Thank you for using Parent Portal. Please enter the following code on the email verification page:

8 digit code

Kind regards

Parent Portal

Clicking on Next will complete the registration process – on the screen that follows (as below) click on Continue. Clicking on Continue will navigate to the Apply for early education screen the clicks for this are covered under the [2-year-old Application Form](#) heading within this guide



The screenshot shows the top header of the Oxfordshire County Council website with the council's logo and name. Below the header, the main heading reads "Registration completed". A message box contains the text: "Your registration has been completed successfully. Click **Continue** to carry on with your session." A blue button with the word "Continue" is highlighted with a red border.

1.2 Existing users Login

From the Secure login – step 1 screen under Existing users - Enter your registered email and password and Click Submit

Secure login - step 1

New to Parent Portal? [Register for an account here](#) or use the button below.
Already using Parent Portal? Sign in below.

Existing users

Email

Password

Please enter your password

For additional security, we will confirm your account by sending an authentication code to your email address.

[Forgotten password?](#)

New users

If you're new to Parent Portal, sign up for an account here

The portal will send a verification code to the email supplied to confirm the email is valid. If you can't find this email, it may be in your spam/junk email folder. Access the email to copy the code sent and paste/type it into the box below.

Here is a sample email that will be received with the 8 digits code. You can copy and paste the code from the email onto the portal verification screen. If the code is not received, please check spam/junk email folder as the email might be in there else return to the portal screen and you can check the email supplied is correct and/or request a new code.

Dear Provider Training Example,

Thank you for using Establishment Portal. Please enter the following code on the email verification page:

8 Digit Code

Kind regards

Establishment Portal

Enter the code from the email and click on Finish

Secure login - step 2

We have just sent you an email to confirm your account. Please enter the code this contains below.

If you can't find this email, it may be in your spam/junk email folder.

Code

Finish

Cancel

[Please send me a new code](#)

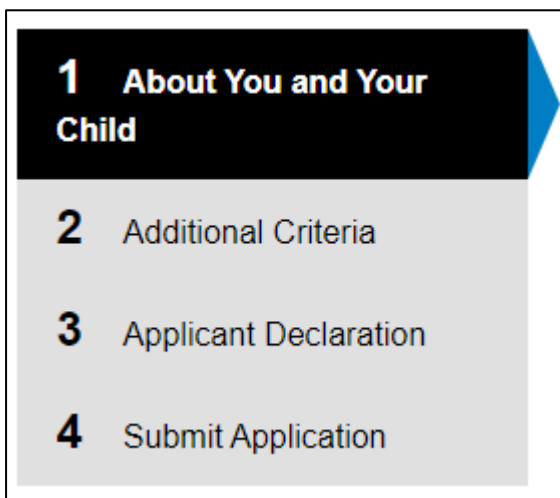
Please enter the verification code that we sent you.

2. 2-year-old Application Form

Following registration or Sign In the portal will take you to the Apply for Early Education area where you will be able to access the application form which is made up of 6 sections – please review all the sections and complete as appropriate.

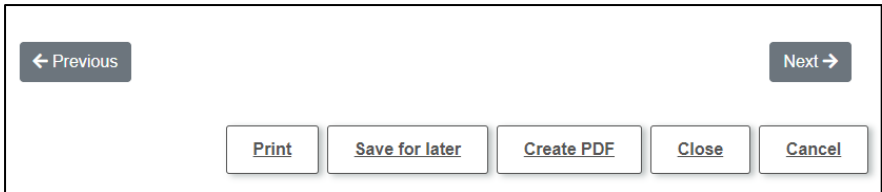
2.1 Navigating the application form


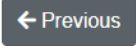


The application form has several navigation options available - these are explained in detail in this section and will be used throughout the rest of the guidance to progress with the application. Each section within the form can be accessed by a numbered index which statically occupies the left-hand pane of the screen.

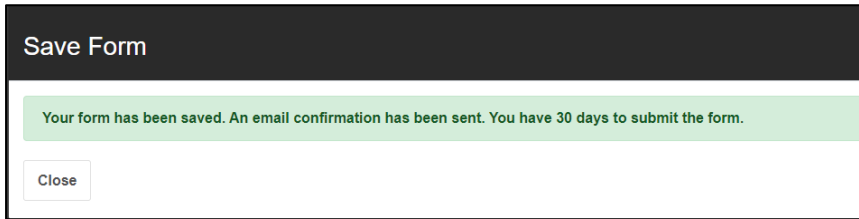



Each section is made up of questions some of which are mandatory questions that must be completed to progress to the next section marked with an * at the end.

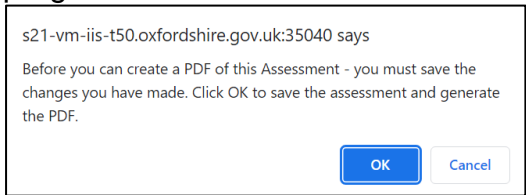
In addition to the index at the end of each section there are several navigation buttons available – functions of each are outlined below:



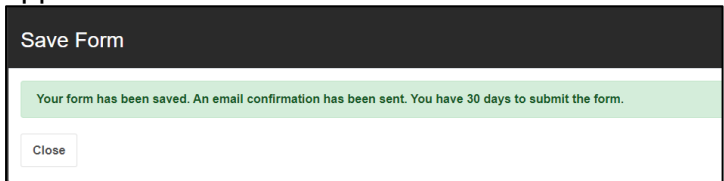
-  = Allows to progress to the next section
-  = Allows you to go back to the previous section. Please note this will not be visible on Identification page as this is the first section of the form
-  = To get a printout of the section
-  = Save the form, so that you can return to it later. If you chose this option, the following message would appear informing you the form has been saved click Close to navigate away from the window. As per the message the system will send an email reminder about the form with a link to the portal contained in the email.





-  – if you wish to save a pdf copy. If you choose this option a confirmation prompt will pop-up please read the message and click **OK** to progress.



This will first save any changes to the form click Close on the pop-up that appears



Clicking on Close will generate the pdf – this will be available in your Downloads folder and depending on your local setting you may see a pop-up appear somewhere on your screen with the link to the pdf 

-  = Close the form. If you chose this option, the following warning would appear select Yes or No as appropriate.

Close

Are you sure you want to close this form? If you are logged in any changes will be saved, otherwise changes will be lost.

Yes No

Cancel

- = this will allow you to cancel the application. All data/changes made will be lost. If you choose this option, the following warning will appear select Yes or No as appropriate. *Please note if you Select Yes – this will cancel the application and remove all associated data – you will need to start again.*

Cancel

Are you sure you want to cancel this form? This will remove all data and if the form was saved you will not be able to retrieve this again.

Yes No

2.2 About You and Your Child

This section has 4 parts contained within it:

- 2.2.1 [Applicant Details](#)
- 2.2.2 [Applicants Address](#)
- 2.2.3 [Child Details and](#)
- 2.2.4 [Economic Criteria and Identification](#)

OXFORDSHIRE COUNTY COUNCIL Home Your account Logout

Early Education for 2 Year Olds

Apply for early education

1 About You and Your Child

2 Additional Criteria

3 Applicant Declaration

4 Submit Application

About You and Your Child

(For Professionals Only) Yes No
Is this an assisted application?

All fields marked with * must be completed

Applicant Details

Title *

First Name *

Last Name *

Email *

Home Telephone *

Work Telephone

Mobile Telephone

Relationship to the child *

Do you have parental responsibility/care for the child? *

2.2.1 Applicant Details

Record your full details in the Applicant Details section

Parent/Carer and Child

Applicant Details

Title *

First Name *

Last Name *

Email *

Home Telephone *

Work Telephone

Mobile Telephone

Relationship to the child *

Do you have parental responsibility/care for the child? *

2.2.2 Applicant's Address

The address must be searched by using door number and postcode and clicking on Find address.

Applicant's Address

House number or name

Postcode *

This will show a list of addresses, click on the drop-down list to select the correct address for the child

Address

Select Address *

If the address isn't shown in the drop-down list, you can click the Search again button to search under a new postcode or click on the Enter Address to enter it manually

To enter the address manually

This should only be used if the address is a new build, or you are unable to find the address using the postcode and you see the below message

We couldn't find a matching address. Please check that you entered the correct information and try again. Otherwise use the 'Enter Address' button to enter the address details manually.

Click on the Enter Address button.

Search Again

Enter Address

This will allow you to type in the address in the boxes provided enter all the details.

Applicant's Address

Property name

House number or name

Street *

Area

Town/City *

County

Postcode *

Search again Enter address

2.2.3 Childs Details

Record the Child's details in the Child Details section

Child Details

First name *

Last name *

Date of Birth * 

Gender *

Same as Applicant's Address? *

← Previous Next →

2.2.5 Identification

In this section you can choose to share identification information – you must do this if you are applying on economic grounds.

If No – is selected, you can, click on Next to progress to 2.3 Additional Criteria.

To apply on economic grounds we will use your surname, DoB and NI/NASS number to perform an online check. To consent to this please select yes and fill out the required details.

If you would like to apply on non-economic grounds and are NOT happy to provide these details please select no and continue to supply your additional information by attaching the relevant documentation on the Additional Criteria page.

You may view our privacy policy by visiting our website. *

Yes No

If you have received a letter from Oxfordshire County Council please enter the reference number here

Oxfordshire County Council reference

Next →

If Yes is selected – the identification section becomes visible where the related data can be recorded.

To apply on economic grounds we will use your surname, DoB and NI/NASS number to perform an online check. To consent to this please select yes and fill out the required details.


If you would like to apply on non-economic grounds and are NOT happy to provide these details please select no and continue to supply your additional information by attaching the relevant documentation on the Additional Criteria page.

You may view our privacy policy by visiting our website. *

Yes No

Please enter your Date of Birth and National Insurance or NASS number into the fields below. If you have received a letter from Oxfordshire County Council, please provide the reference number in this section.

Identification

Your date of birth * 

NI Number

NASS Number

If you have received a letter from Oxfordshire County Council please enter the reference number

Next →

Once data is entered click on **Next** to Progress to Additional Criteria

2.3 Additional Criteria

This section allows you to record additional criteria to meet the funding eligibility and is made up of two parts - **Non-economic Criteria Selection and Supporting Documents**

2.3.1 Non-economic Criteria Selection

In this section you can choose from 8 Non-economic Criteria. Please select all the criteria that apply – simply click on the square before the criteria to select it and then upload the relevant documentation under Supporting Documents. It is important to note without the relevant documentation the application will not be processed.

Non-economic Criteria Selection

Select all of the criteria that applies to your application and please provide the details required for that criteria

Looked After Child. A child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority

Adoption, Residence Order or Special Guardianship children who have left care but are not able to return home (through adoption orders, residence orders, child arrangements order or special guardianship)

Child has a current statement of Special Educational Needs (SEN) or an Education, Health and Care plan (EHCP)

Child is in receipt of Disability Living Allowance (DLA)

If you're a non-EEA citizen who cannot claim benefits, your 2-year-old may get free childcare if you are getting support under the Immigration and Asylum Act and have either:

Claimed asylum in the UK and are waiting for a decision (known as 'part 6')

Been refused asylum in the UK (known as 'section 4')

If your household income is £15,400 a year or less after tax a 2-year-old that you care for may also get free childcare, if you also have either:

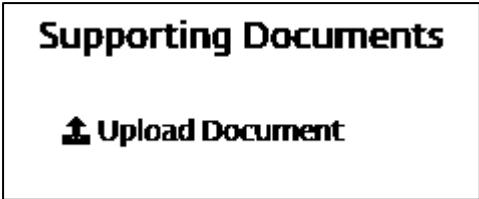
Leave to remain with 'no recourse to public funds' on family or private life grounds

The right to live in the UK because you're the main carer of a British citizen (known as a 'Zambrano Carer')

Please provide details to support your claim

2.3.2 Uploading Supporting Documents

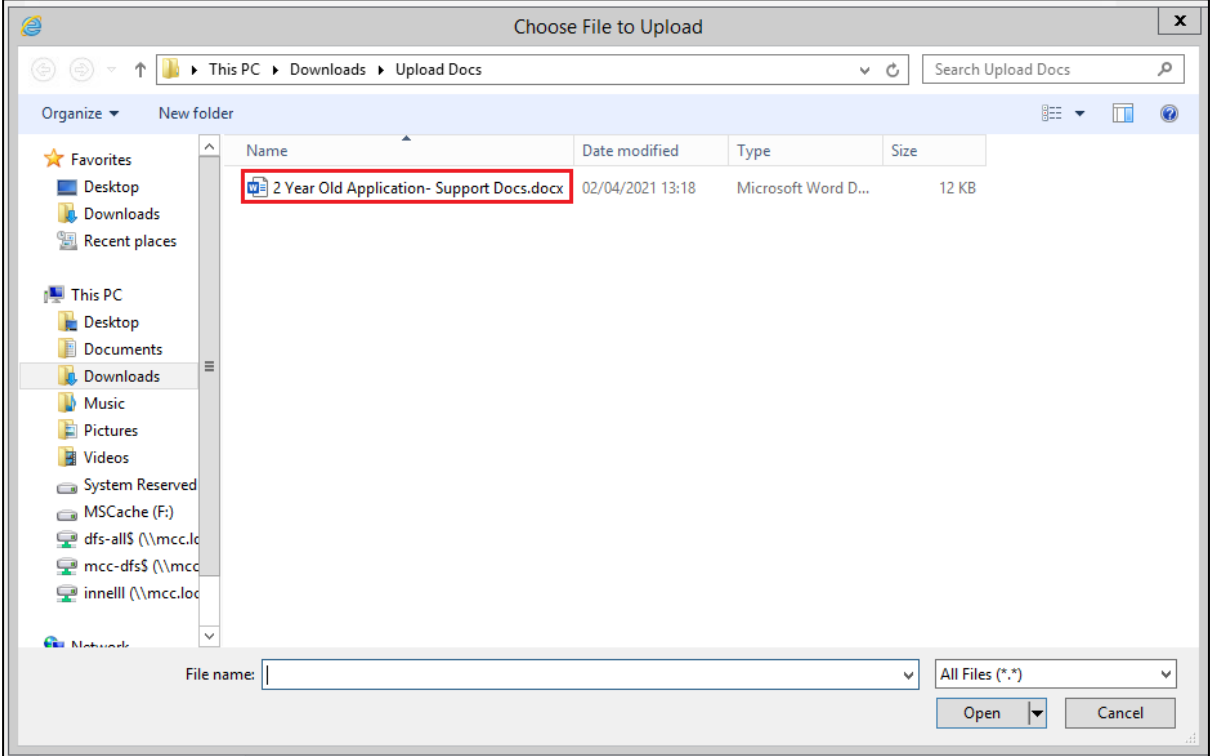
If there are any supporting documents, they can be uploaded in the section below. (Please note – if you have selected a non-economic criteria, you must provide evidence to support how that criteria is met, failure to do so will result in your application being rejected)



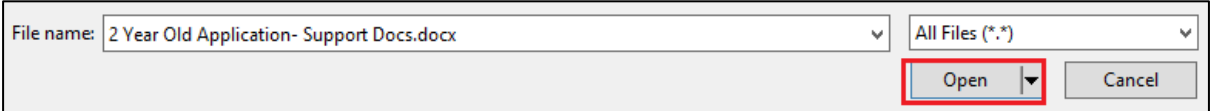
Click on the Upload Document button



Select the supporting documents that you wish to upload



Click on the Open button to select that document and upload it



Please note that only the following document types can be uploaded

- You will only be able to attach the following file types:
- Word Documents
 - PDF Files
 - Images (in jpg / png format)
 - Spreadsheets (in xls / xlsx format)

The Supporting Documents section will now show the document that has been uploaded

2 Year Old Application- Support Docs.docx **Remove**

If the wrong document has been uploaded, click on the Remove button to remove it.

2.4 Applicant Declaration

This is the final section of the form – please read the agreement carefully and in full before you click on, **I Agree**.

Applicant Declaration

Before continuing with this application, you must confirm that you have read and agree to the terms and conditions of the funding which are outlined below.

The information that you have supplied will be kept in line with the Data Protection Act 2018 and the requirements of the two year old funding grant. The information that you provide will be used to assist the arrangement of childcare, the administration of the two year old funding, the local authority's assessment of the sufficiency of childcare places and other statistical/statutory purposes. The information will be shared with agencies involved in the scheme and relevant partners (i.e. Children's Centres, Oxfordshire Family Information Service and the Childcare Provider). Our partners may use this information to contact you about the services that they offer or to assist you in finding a childcare place. Data may be used to ensure accuracy of records across the local authority and to check against fraud. The information that you provide will not be used for any other purpose that those stated here. You can withdraw from the scheme at any time. Please contact us if you require further information.

Communications with Oxfordshire County Council (including online transactions) may be subject to monitoring and recording only for purposes permitted by the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 in order to prevent or detect a crime, or investigate or detect the unauthorised use of the service.

You are only allowed to submit an application if you have legal responsibility for the child. By submitting the application you are confirming you have legal responsibility for the child and that all details are correct to the best of your knowledge. If you do not have legal responsibility to submit this application you should declare this now.

**Please accept the
declaration above to
continue *** I Agree

← Previous

Next →

Next →

Click **Next →** to Progress to Form Submission.

2.5 Submit Application

This section will allow you to submit the application. To complete the application, click on **Submit Application**.

Submit Application

Send Form for Consideration

Press the submit button to send your application.

Submit Application

← Previous

Print Save for later Create PDF Close Cancel

Clicking on Submit Application will present the following confirmation prompt. Please note this is your final opportunity to make any changes to your application. If you still wish to make changes, click on Cancel below. You will be returned to the previous screen where you use the **← Previous** button or Use the index on the left hand side of the screen to go back to any section of the form and make amendments/update.

When ready click on **Submit**

Submit Application

Have you entered all the information you need to?

You will not be able to make any further changes once you press the "Submit" button.

Cancel **Submit**

You will then be taken to the My Applications section of your account where you will see a confirmation message that the application has been sent successfully. You will also be able to see the unique reference for the application. To view the submitted application, you can access the Submitted Forms tab on this page at any time.

No.	Submitted	Applicant	Reference	Type	Status	Info
1	18-May-2022	Parent Training Example	9Z-Y8GJ-Z3WE	2 Year Funding Application - Example Child	Submitted Successfully	

3. What happens next

Please note all applications must now be processed by Early Education Funding Team who will assess the eligibility. Where we need further details to process the application, we will contact you by email to request this.

Once the team have processed the application, you will receive an update that can only be viewed by accessing the Parent Portal. An email alert will also be sent to the registered email address to prompt you to login and review. Sample email as below

Please log in to the portal to see your message.

Re: The Early Years Team has sent you a message today, 01-Aug-2022 10:20

Please do not reply to this e-mail - log in to the portal to see the message.

Many Thanks
Education Team

Clicks for logging in are covered under [1.2 Existing users Login](#) above. Once logged in – click on **Your Account** and you will be able to view the My Messages tab.

My messages

My Messages

This page contains messages that have been sent to you by Oxfordshire County Council.

My Applications

On this page you will be able to see any message sent to you by us. The message should inform you of the progress and/or outcome of the application.

If the application has been successful – you will see a message as below.

No.	Date	From	To	Subject
2	28 Jul 2022 16:19	The Early Years Team		Funded Early Education for 2 year olds - Application Successful

Click anywhere in the row to view message details. You can access the Printer icon to print this message. Click Close to return to Your Portal Account.

✕
🖨️

Secure Message

Message Type: Personal Message

<i>From</i>	The Early Years Team
<i>To</i>	██████████
<i>Date</i>	28 Jul 2022
<i>Subject</i>	Funded Early Education for 2 year olds - Application Successful

Message

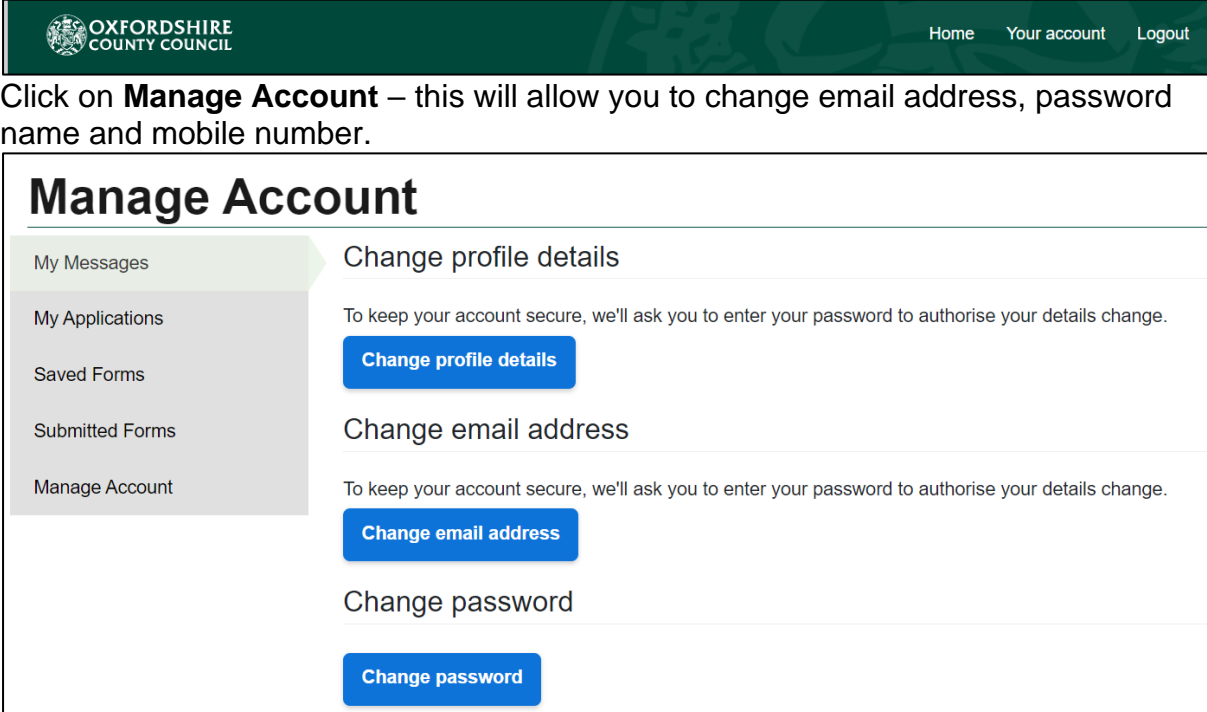
Dear ██████████ Your unique reference number is ██████████, please take this reference number to your chosen childcare provider. Please note, not all providers offer 2 year old funded places.

Close

Please now take this reference number to an OCC approved childcare provider. For more information and/or to help you find a setting suitable for your child please contact our Family Information Service on 01865323332

4. Changing your Portal account details

You can update account details by clicking on **Your Account**



The screenshot shows the 'Manage Account' page. At the top, there is a dark green header with the Oxfordshire County Council logo and navigation links for 'Home', 'Your account', and 'Logout'. Below the header, the page title 'Manage Account' is displayed. On the left side, there is a vertical menu with options: 'My Messages', 'My Applications', 'Saved Forms', 'Submitted Forms', and 'Manage Account'. The 'Manage Account' option is selected. The main content area contains three sections: 'Change profile details', 'Change email address', and 'Change password'. Each section includes a blue button with the corresponding action name. A security warning is present above each button: 'To keep your account secure, we'll ask you to enter your password to authorise your details change.'

Clicking on any of the links above will navigate you to the separate screen, update appropriate details and click **Finish** to save the changes.