

Guide to making a 2 Year Old funding application on the Parent Portal

Once you have signed-in to the '2 Year Old Funding' area of the Parent Portal, follow the steps below to make your application.

Guidance on creating a Parent Portal account and signing-in is available if required – [click this link to open](#).

Step 1. Select either the NI or NASS Number option as appropriate, then enter the number and your date of birth. Click the 'Save' button to continue.

The screenshot shows the 'Leicestershire County Council Parent Portal' interface. At the top, it says 'Welcome to Leicestershire County Council Parent Portal'. Below this is a green header for 'Early Years: Application'. A progress bar shows four steps: 1. Your Details (highlighted in green with a checkmark), 2. Select Children, 3. Add Documents, and 4. Your Results. The 'Your Details' section is titled '(1 of 4)' and contains the following fields:

- NI or NASS Number * with radio buttons for NI (selected) and NASS.
- NI Number: * with the value AA548546A.
- DOB * with the value 18 Nov 1985 and a green checkmark.

At the bottom of the form are 'Back' and 'Save' buttons.

Step 2. Select the child/children to be included in the application. Please note that only children between the specified age range are available for selection. Click the 'Next' button to continue.

The screenshot shows the 'Early Years: Application' progress bar with four steps: 1. Your Details (checked), 2. Select Children (highlighted with a yellow circle and a question mark), 3. Add Documents, and 4. Your Results. The main content area is titled 'Select Children (2 of 4)' and includes a warning message: 'Please be aware that only children between the age of 1 Year(s) 8 Month(s) and 2 Year(s) 11 Month(s) will be displayed.' Below this is a 'New Child' button and a table with columns 'Name' and 'DOB'. The table contains one entry: 'Little Test' with a date of '01/02/2021'. A checkbox is next to the name, and a document icon is next to the date. A 'Please select the child you wish to apply for' instruction is at the bottom. 'Back' and 'Next' buttons are at the bottom corners.

Name	DOB
<input type="checkbox"/> Little Test	01/02/2021

Step 3. Click the 'Attach documents to application' button to add documents in support of your application. If you are applying for a child that is Looked After, attach a letter from your Social Worker showing a minimum of 24 hours in care. If you are applying for a child with a disability, attach a letter from the DWP showing receipt of Disability Living Allowance.

The screenshot shows the 'Early Years: Application' progress bar with four steps: 1. Your Details (checked), 2. Select Children (checked), 3. Add Documents (highlighted with a yellow circle and a question mark), and 4. Your Results. The main content area is titled 'Add Documents (3 of 4)' and includes an 'Attach documents to application' button. Below this is a yellow warning message: 'No documents have been attached to this application.' At the bottom, there is a checkbox labeled 'Please confirm that you wish to proceed without attaching any documents'. 'Back' and 'Submit Application' buttons are at the bottom corners.

Please note that you can also attach documents in this step that have previously been uploaded to the Portal. Click the 'Submit Application' button when you have attached your documents.

Leicestershire County Council

Welcome to Leicestershire County Council Parent Portal

Early Years: Application

Documents

Select any of your existing documents below that you wish to attach to your application, or upload new documents

Existing Documents

Select any existing documents to add to your application

Filename	File Description	Created Date	Actions
<input type="checkbox"/> Email to word guidance.docx	test	24/08/2022 10:58	

Table of your existing documents

New Document

Select files to upload

Step 4. The Portal will return your results. If a voucher code is found then it will be displayed, and you can click the 'Finish' button.

Leicestershire County Council

Welcome to Leicestershire County Council Parent Portal

Early Years: Application

1 — 2 — 3 — 4

✓ Your Details ✓ Select Children ✓ Add Documents ✓ Your Results

Your Results (4 of 4)

✓ Result: Found

The automated checking facilities provided by the DfE indicate that you are eligible for Free Nursery Place(s), and we will be in touch with confirmation details. The school / nursery at which your child(ren) attend(s) will be notified as soon as this application is fully processed.

My Early Years Funding Application

Name	Status	Details
Little Test	<input checked="" type="checkbox"/>	Your voucher code is: <input type="text" value="V50BDJ"/>

If a code is not found then you may need to go through the application process again to re-check – click the ‘Restart’ button if this is the case. If you have documents that show that you do meet the economic thresholds to be eligible, attach these at the ‘Add Documents’ step. The Early Years Team will still receive your application and let you know the outcome within 5 working days.

Early Years: Application

1 — 2 — 3 — 4

✓ Your Details ✓ Select Children ✓ Add Documents ✓ Your Results

Your Results (4 of 4)

✘ Result: Not Found

Unfortunately the automated checking facilities provided by the DfE have not been able to tell us at this time whether or not you are eligible for a Free Nursery Place. Your application has still been submitted - we will do a further check and may contact you for additional information.

My Early Years Funding Application

Name	Status	Details
Peter Test	✘	This child is not eligible for Early Years funding.

Step 5. The Portal will email a confirmation to you including the code if one was found.

From: noreply.leics@cloud.servelec-group.com <noreply.leics@cloud.servelec-group.com>
Sent: 03 March 2023 16:16
To:
Subject: Thank you for applying for Free Nursery Place(s).

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Parent/Guardian,

This e-mail confirms that you have Applied for Free Nursery Place(s) Online.

EY Voucher Codes:

- Little: V50BDJ

Step 6. The Early Years Funding Department at the Council will now process your application and contact you when this is done. Expect to wait up to 5 working days to be contacted.