

Free Early Education For 2 Year Olds

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Register for new Account

Save the Portal web link (Below) to your favourites so you can log in quickly

Link: [Portal Home \(trafford.gov.uk\)](http://trafford.gov.uk)

Step 1

Click on the "Your Account" button as indicated here



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Here we will click on "Register for new account" as indicated.

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

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



You must now fill in the boxes as directed starting with your forename and surname before clicking "Next"

Register a new account - step 1

Forename *

Surname *

Step 2

The next page will ask you to enter your email address and to create a password to the standard written on the right-hand side of the page.

Register a new account - step 2

Email address *

Password *

Confirm password *

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.](#)

Please ensure your password is unique but memorable. Click on next when you have finished.



Step 3

You will receive an email sent to the email address you entered above that will look like the image below



Dear Thomas Smith,

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

1475 1452

Kind regards

Parent Portal

The email will contain two 4 digit numbers separated by a space. These 4 digit numbers should be entered in the "Code" box as shown below including the space and then click "Next"

Register a new account - step 3

We have just sent you an email to confirm your email address. Please enter the code this contains below. Use the **back** button below if you would like to change your email address and try again or **Please send me a new code** if you need another one.

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

Code *

Back **Next** **Cancel**

[Please send me a new code](#)

Please note: For security, a verification code will be emailed to your inbox **every time** you log in. You should check your junk mail if you do not receive this.



Registration completed

Your registration has been completed successfully. Click **Continue** to carry on with your session.

[Continue](#)

Registration is now complete and you may click "Continue". You will be logged in and brought to the "Your account" page as shown below.



My messages

My messages

This page contains messages that have been sent to you by Trafford Council

[My applications](#)

[Saved Forms](#)

[Change password](#)

Inbox

No items

To begin an application click "Home" and follow instructions from page 8 of this guide "Free Early Education for two year olds"



Logging In

Once you have created an account you can log in on the main page by clicking on the “your account” button as indicated here



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On the next screen you can enter your login information as shown and then click “submit”

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

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



You will receive a code to your email address that you need to enter on the Portal

Your custom code for Parent Portal login



Liquid Logic Support
To 

 Reply  R

Dear

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

3654 2517

Kind regards

Parent Portal

Once have entered the code click "Finish" and your login will be completed

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](#)



Free Early Education For 2 Year Olds

On the Portal Homepage, click “Free Early Education For 2 Year Olds” as indicated below

School, learning and early years

[Free Early Education For 2 Year Olds](#)



[Early years and childcare](#)

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[Apply for a school place](#)

On the next page you can click this website link for more information about funding and eligibility criteria. When you are ready to begin your application click “apply for your free hours online” as indicated below.

TRAFFORD COUNCIL [Home](#) [For parents](#) [Your account](#) [Logout](#)

Free early education for two year olds

Eligible children can get up to 15 hours free childcare per week for 38 weeks of the year at an approved early education provider. For more information about how the funding works and to view the eligibility criteria [visit our website](#).

To make an application you will need your National Insurance Number or National Asylum Seeker Support number. It is important that your date of birth, National Insurance or National Asylum Seeker Support Number and the spelling of your surname are entered in exactly the same way as they appear on your official documents (such as driver’s licence, passport or benefits letters). If the information you enter on this form is different to your official documents, we may not be able to determine your eligibility.

When you have submitted your application, you will receive an email notification to confirm the outcome of your application within 10 working days.

[apply for your free hours online](#)

[Accessibility](#) | [Contact us](#) | [Emergency numbers](#) | [Translate](#) | [Privacy policy](#)
Trafford Council, Trafford Town Hall, Talbot Road, Stretford, M32 0TH



Early Education for 2-year-olds

You must complete all of the sections shown on the left to submit this application. Any fields marked with a red star (*) are mandatory and cannot be left blank. A separate application is required for each child. If you are applying for more than one child, submit one form per child.

Identification

On the "Identification" section your date of birth, National Insurance Number or NAAS Number if applicable as indicated below

- 1** Identification
- 2 [About you and your child](#)
- 3 [About your provider](#)
- 4 [Other Criteria](#)
- 5 [Additional Comments](#)
- 6 [Consent to Eligibility Check](#)
- 7 [Submit Application](#)

IDENTIFICATION

Please enter your information carefully. You must ensure that the details you provide are the same as they appear any documentation you receive from the Department for Work and Pensions or Job Centre Plus. We will contact you by email to confirm the outcome of your application, please ensure you enter the correct address.

Identification

Your date of birth *

NI Number
e.g. AB112233C. Please don't include spaces.

Your National Insurance number should be printed on your payslip or at the top of any letters or documentation you've received from the Department for Work & Pensions or JobCentre Plus.

NASS Number
e.g. 123456789. Please don't include any spaces or slashes.

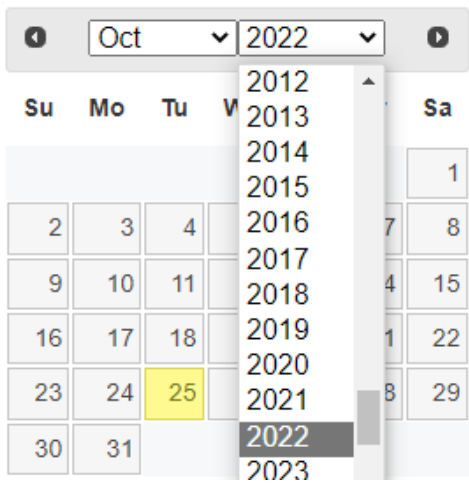
Please enter the first nine digits of your Asylum Seeker Number, which will appear on any letter you've received from the Asylum Seeker Support Service or UK Visas & Immigration. It might be referred to as the "AS ref".

To select date of birth click the calendar icon []shown below

Your date of birth *

Then select the Month, Year and Day as shown here





About you and your child

In the “About you and your child” section you need to enter your and your child’s personal information as shown below

Your Info:

Apply for early education

- 1 Identification
- 2 About you and your child**
- 3 About your provider
- 4 Other Criteria
- 5 Additional Comments
- 6 Consent to Eligibility Check
- 7 Submit Application

ABOUT YOU AND YOUR CHILD

Applicant Details

Title *	<input type="text" value="Mr"/>
First Name *	<input type="text" value="Your First Name"/>
Last Name *	<input type="text" value="Your Last Name"/>
Email *	<input type="text" value="Your Email"/>
Home Telephone *	<input type="text" value="Your Home Telephone Number"/>
Relationship to the child *	<input type="text" value="Father"/>
Do you have parental responsibility/care for the child? *	<input type="text" value="Yes"/>

Your Child’s Info:



Child Details

First name *

Last name *

Date of Birth *

Gender *

Same as Applicant's Address? *

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Searching for an address

In the “About you and your child” section you will also need to enter your address. Enter your home postcode into the “Postcode” box as shown below and click “Find address”

Address

House number or name

Postcode *

Is the pupil of statutory school age? Yes No

You can now select the correct address from the drop-down list as shown below

Address

Select address *

- Select an address
- Trafford Council, Town Hall, Talbot Road, Stretford, M32 0TH**
- Town Hall, Talbot Road, Stretford, M32 0TH

Is the pupil of statutory school age? Yes No

You can now click next at the bottom of the page



About your provider

In the "About your provider" you must choose your preference for early education provider from the drop down list as indicated below

1 [Identification](#)

2 [About you and your child](#)

3 **About your provider**

4 [Other Criteria](#)

5 [Additional Comments](#)

6 [Consent to Eligibility Check](#)

7 [Submit Application](#)

ABOUT YOUR PROVIDER

Please confirm your early education provider by selecting them from the list below. If you have not yet chosen a provider, select the first option 'No current provider.'

At which early education provider would you like to receive your free hours?

[← Previous](#)

- No current Provider / current Provider not listed
- Pear Tree Montessori Nursery
- Pictor Academy
- Play Works
- Raglan Road Pre School
- Railway Kindergarten
- Ready Steady Play
- Richmond House Kindergarten
- Sale Private Day Nursery - Derbyshire Road South

If your provider is not in the list, select "No current Provider / current Provider not listed" as shown

ABOUT YOUR PROVIDER

Please confirm your early education provider by selecting them from the list below. If you have not yet chosen a provider, select the first option 'No current provider.'

At which early education provider would you like to receive your free hours?

No current Provider / current Provider not listed

[← Previous](#)

[Next →](#)

You can then click next to continue



Other Criteria

In the "Other Criteria" section you must answer yes or no questions by clicking the appropriate box as shown below. Please complete this section accurately, this is part of the eligibility check.

OTHER CRITERIA

Please select the following options that apply to you or your child

My child has an Education Health and Care Plan and / or is in receipt of Disability Living Allowance *

Yes
 No

I am a Hong Kong British National or part one of the following schemes: Homes for Ukraine scheme; Ukraine Family Scheme; Afghan Relocations & Assistance Programme (ARAP); Afghan Citizens Resettlement Scheme (ACRS) *

Yes
 No

I have no recourse to public funds with a right to remain in the UK on grounds of private and family life; and I am a Zambrano Carer; or I am receiving support under the Immigration and Asylum Act 1999 *

Yes
 No



If you select “yes” for the final question, you will be prompted to enter some information for the social worker if applicable

My child is looked after by the Local Authority, has left care, or has a Child Protection Plan. If you are applying under this criteria you must confirm your child's social worker name and contact number below.*

- Yes
- No

If your child has a social worker please provide their details;

Name of Social Worker (if applicable)

Social Worker Phone No. (if applicable)

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[Next →](#)

You can then click “Next” to continue

Additional Comments

In the “Additional Comments” section you may enter any information you feel is relevant to your application that has not already been collected

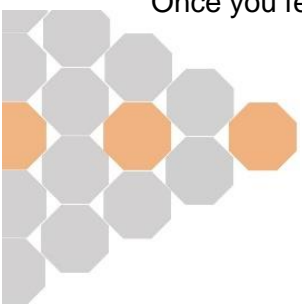
ADDITIONAL COMMENTS

Please provide any other information about your child that is relevant to this application

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[Next →](#)

Once you feel confident you have entered all the relevant information, click “Next” to continue



Consent to Eligibility Check

In order to process your application an eligibility check is required for which we need your consent. To provide this you must check the “yes” box as indicated below

CONSENT TO ELIGIBILITY CHECK

Data shared with Trafford Council is held securely and privately, for more information on how your data is stored and processed please see our [Privacy Notice](#). Our privacy policy can be found on our [website](#).

Your details will be shared with Trafford's Family Information Service regarding the Healthy Start Scheme and Trafford's Health Visiting Service.

If you consent to the eligibility check, we will use your (the Parent/Guardian's) surname, date of birth and National Insurance or NASS number to run an online check.

You may view our privacy policy by visiting [our website](#).

Do you give consent for us to check your (the Parent/Guardian's) eligibility? *

Yes No

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[Next →](#)

You may then click “Next” to continue



Submit application

On the final page you can submit your application. Please check over your application first and once you are satisfied, click “Submit Application”

Early Education for 2-year-olds

Apply for early education

SUBMIT APPLICATION

Please ensure the details you have provided are correct, you will not be able to make any changes after the form has been submitted. You can click 'Previous' to view the information you have entered, click 'create PDF' to save a copy of your form.

When your application has been submitted you will receive an email notification to confirm receipt. You will receive a further email notification to confirm the outcome of your application within 10 working days.

If you are now ready to submit your application, please click the button below.

Press the submit button to send your application.

Submit Application

← Previous

You must then click “Submit” on the pop-up screen

Submit Application

Is the information you have entered correct? You will not be able to make any changes to your form after you submit. If you need to make a change or check the form, click 'Cancel.' If you are ready to send the form, click “Submit”

Cancel **Submit**

PLEASE ENSURE THAT YOU DO NOT MISS THIS FINAL STEP OR YOUR APPLICATION WILL NOT BE SUBMITTED

My Application

Thank You

[Recover a saved form](#)

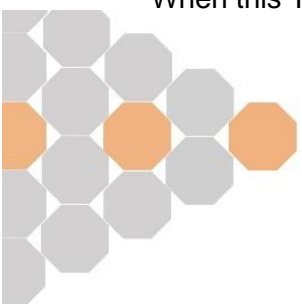
Thank You

Thank you for submitting this application. Your form has been sent to Trafford's Early Years Service for processing.

Your unique reference number for this application will be emailed to you and is also available via 'Your account - My Applications'

You will receive an email notification to confirm the outcome of your application within 10 working days.

When this Thank You message appears, your application has been submitted.



You should now be able to view your application by clicking on “Your Account”

TRAFFORD COUNCIL [Home](#) [For parents](#) [Your account](#)

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Then from here click “My applications”

My messages

- [My messages](#)
- [My applications](#)
- [Saved Forms](#)
- [Change password](#)

And you will be able to see your application and its progress from “submitted” to “Under Review” etc

My Other Applications

No.	Submitted	Applicant	Reference	Type	Status	Info
1	17-Nov-2022	Thomas Smith	Q6-ZHHI-EBRX	2 Year Funding Application	Application Submitted	
2	01-Nov-2022	Thomas Smith	DJ-WYOE-KWHE	2 Year Funding Application	Eligible	
3	18-Oct-2022	Thomas Smith	YQ-5CVL-H4DB	2 Year Funding Application	Case is under review	



You can also view your messages by selecting the “My Messages” option as shown below.

My messages

- My messages**
- [My applications](#)
- [Saved Forms](#)
- [Change password](#)

Also, if you saved an application partway through without submitting, you can view it in the “Saved Forms” section

To Save your application at any point before Submitting, you can click the “Save for later” button like below. This button is at the bottom of every page of your application

← Previous Next →

[Print](#) [Save for later](#) [Create PDF](#) [Close](#) [Cancel](#)

You can then see your Saved Forms in your account

Saved Forms

- [My messages](#)
- [My applications](#)
- Saved Forms**
- [Change password](#)

No.	Start Date	Name	Description	Days Left
1	04 Nov 2022 9:02 AM	Farah Barton	Portal EY 2Y Application	17 days

[Cancel](#)

Finally please make sure you click “Log Out” before you leave when you are done

[Home](#) [For parents](#) [Your account](#) [Logout](#)

