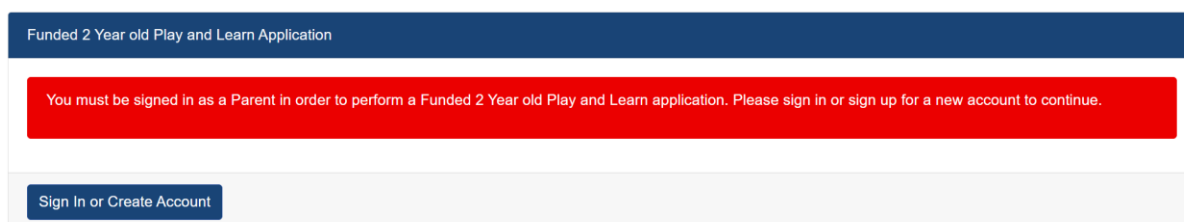


How to apply for a 2 year old Play and Learn place

Accessing the Portal

Please click on [Funded 2 year old Play and Learn](#) to register and log into the Durham County Council portal.

This will take you the login screen below:

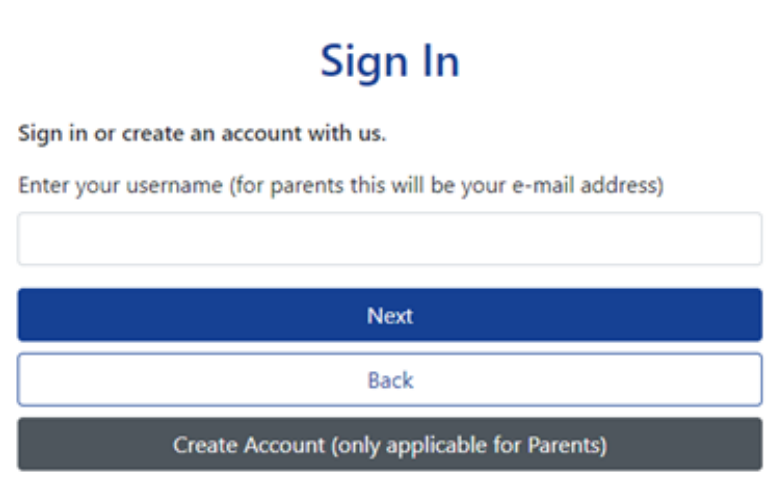


The screenshot shows a web interface with a dark blue header bar containing the text "Funded 2 Year old Play and Learn Application". Below the header is a red rectangular box with white text that reads: "You must be signed in as a Parent in order to perform a Funded 2 Year old Play and Learn application. Please sign in or sign up for a new account to continue." At the bottom of the page is a light grey bar containing a dark blue button with the text "Sign In or Create Account".

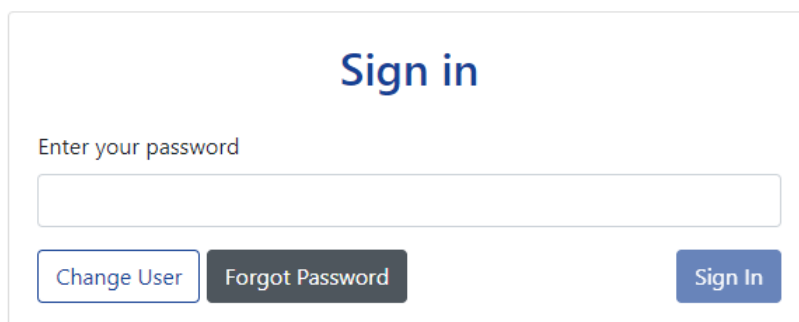
If you already have an account, you will just need to sign in, if not, you will need to create an account.

How to sign in if you have an account

If you already have an account, you will sign in using the fields below.



The screenshot shows a "Sign In" form. At the top, the text "Sign In" is displayed in a large, bold, blue font. Below this, the text "Sign in or create an account with us." is shown in a smaller, grey font. The next line of text is "Enter your username (for parents this will be your e-mail address)". Below this text is a white input field with a light blue border. Underneath the input field are three buttons: a dark blue button labeled "Next", a white button with a blue border labeled "Back", and a dark grey button labeled "Create Account (only applicable for Parents)".



The screenshot shows a "Sign in" form. At the top, the text "Sign in" is displayed in a large, bold, blue font. Below this, the text "Enter your password" is shown in a smaller, grey font. Underneath this text is a white input field with a light blue border. Below the input field are three buttons: a white button with a blue border labeled "Change User", a dark grey button labeled "Forgot Password", and a dark blue button labeled "Sign In".

What to do if you have forgotten your password

If you have an account and have forgotten the password, please select the Forgotten Password option when prompted for the password

Forgot Password

Forgot Password

Request a token to reset your password, which we will email to you to verify your identity.

Enter your username (for parents this will be your e-mail address)

You must enter a username to request a token

Start Again

I have a token

Help ▾

Request Token

Please enter your email address and a token will be sent which can then be used to login.

How to create an account if you do not have one

If you do not have an account, please select the option below.

Create Account (only applicable for Parents)

And add the following details:

Personal Details

Title *

Forename *

Middle Name

Surname *

Contact Details

Email Address *

An email address is required and should be entered in the format "someone@somewhere.xxx".

Confirm Email *

Please confirm your email

Daytime Number

Evening Number

Mobile Number

Address

No address to display.

Add Address

Add the child's details

Create Child

To create a new child, please complete the following details and then save these details using the buttons at the end of the form.

Forename *

Middle Name

Surname *

DOB *

Gender *

Please select an option ▾

☒ This child's primary address is the same as the address that I have saved on my profile (if the child's address differs, uncheck the checkbox to add their address).

Save the details. The child's details will show on the screen to select.

Funded 2 year old Play and Learn Application

1
✓
Your Details

2
✓
Select Children

3
Your Results

Select Children

(2 of 3)

Please be aware that only children between the age of 1 Year(s) 7 Month(s) and 3 Year(s) 3 Month(s) will be displayed. ✕

Select the child(ren) to include in the Funded 2 year old Play and Learn application.

New Child

| | Name | DOB | |
|-------------------------------------|-----------------|------------|--|
| <input checked="" type="checkbox"/> | Oliver T Portal | 15/04/2021 | |

Select the child the application is for by adding a tick to the check box to the left of the name and select Submit Application.

Your Results

Page 3 will display the results for the application based on the information you have entered.

If your child is eligible, the following screen will be displayed.

Your Results (3 of 3)

✓ **Result: Found**

The automated checking facilities provided by the DfE indicate that you are eligible for a funded 2 year old Play and Learn place. Please pass your code to your chosen childcare provider and arrange your place directly with them. Please note: The earliest an eligibility check should be carried out is the term of your child's 2nd birthday. If you have carried out a check before this, the code is not valid and you must re-check your eligibility within this term. Funding is not available until the term after your child's 2nd birthday. If you have any queries, please contact childcare@durham.gov.uk. Selecting Finish will return you to the Your Details screen to carry out an application for another child if required.

My Early Years Funding Application

| Name | Status | Details |
|---------------|--------|------------------------------|
| Oliver Portal | ✓ | Your voucher code is: MOVN18 |

[Restart](#) [Finish](#)

Your voucher code should be taken to the nursery, school or childminder.

Select Finish. This will take you back to the initial screen where the NI/ NASS number is added. Select the cross at the top of the right of the screen to exit the portal.

If you receive the following screen:

Your Results (3 of 3)

✗ **Result: Not Found**

Unfortunately, the automated checking facilities provided by the DfE indicate that you are not currently eligible for a funded 2 year old Play and Learn place. If, after checking the current government criteria at www.durham.gov.uk/playandlearn you think you may be eligible please email childcare@durham.gov.uk. Please note we may request evidence from you to support your application. Selecting Finish will return you to the 'Your Details' screen to carry out an application for another child if required.

My Early Years Funding Application

| Name | Status | Details |
|-------------|--------|--|
| Emma Winner | ✗ | This child is not eligible for a Funded 2 year old Play and Learn place. |

[Restart](#) [Finish](#)

Please check all the details you have entered are correct and recheck if necessary. If you have any queries, please contact childcare@durham.gov.uk.

How to return to the Application page if an error is encountered

If an error occurs please click on the home button and select the Funded 2 year Play and Learn Application tab to continue.



This will take you to a screen with various links to portals where you can click on a link back to the Funded 2 year old Play and Learn Application screens.

Funded 2 year old Play and Learn Applications

Click on this box to apply for a Funded 2 year old Play and Learn place