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**PROFESSIONAL SERVICE REFERRALS**

**Winter 2023 referrals deadline is Friday 8 December**

Please note we will be reviewing the non-FSM referral process for 2024. The government have not released the guidance or allocation for HAF 2024/25 yet. However, we will be discussing the potential strategy with our steering group at our next meeting on Thursday 30 November 11.30am-1pm; please get in touch if you would like to join us.

HAF Fun Pompey are welcoming referrals from schools, agencies, and services to support those families who are most in need and/or have potential barriers to accessing holiday activities. Most participants must be eligible for benefits related free school meals; however, we can allocate 15% of our expenditure to non-FSM families and those deemed vulnerable.

We endeavour to support as many referrals as possible; however, we cannot guarantee spaces therefore some referrals may be declined and/or temporarily granted. SEND needs or LAC will be considered as part of the referral evaluation but do not guarantee a funded space.

**Our programme is funded for families living in PO1-PO6 and children/young people attending schools in Portsmouth.**  If families live outside of PO1-PO6 postcode areas please check their Local Authorities HAF programme - [Hampshire](https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/connectforcommunities/holidayactivities) and [Southampton](https://www.southampton.gov.uk/schools-learning/support-education/haf/)

**🞎 Family is benefits-related free school meal eligible** - these families can book directly onto the programme via [**https://eequ.org/haffunpompey**](https://eequ.org/haffunpompey)Eligibility is automatically checked against the FSM data we hold: no need to complete this form IF the family is eligible (they have to have applied and been confirmed as FSM)

If they haven't applied please signpost them to [School meals - Portsmouth City Council](https://www.portsmouth.gov.uk/services/schools-learning-and-childcare/schools/school-meals/) to apply. In the meantime, please complete this form for us to review under non-FSM status until they receive confirmation of the FSM grant.

**🞎 Family/child is benefits-related free school meal eligible with additional needs:** please support the family in booking onto the programme and declaring the child/young person's needs on the registration. It is important that providers are given as much information in advance as possible to appropriately support the family. The family can book directly onto the programme via [**https://eequ.org/haffunpompey**](https://eequ.org/haffunpompey)Eligibility is automatically checked against the FSM data we hold: no need to complete this form IF the family is eligible (they must have applied and been confirmed)

🞎 **Non free school meal family/child, living or attending school in Portsmouth (PO1-PO6)**

*Please note bookings cannot be guaranteed until the referral is processed, the HAF team AND the provider has approved the booking.*

**Please complete this form** **and send to the HAF team at** [**haf@portsmouthcc.gov.uk**](mailto:haf@portsmouthcc.gov.uk)

Non-FSM referrals must be approved by the HAF team before booking onto any provision

**Eligibility is automatically checked against the FSM data received from PCC Education, if they have not been declared benefits related FSM status, they cannot book on without a professional service referral.**

Please note if a family who are non-FSM eligible have tried to book before a referral has been approved, their bookings will be held with our HAF team on Eequ. Bookings will not be approved until a referral is processed, the HAF team will then approve or decline the bookings as required, our HAF providers then have final approval.

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| **HAF Fun Pompey 2023 Referral Form** | |
| Before completing this form, please ensure you have appropriate consent to share this information and data with the HAF team and HAF providers.  **Please complete ALL fields otherwise we cannot process the referral** | |
| Child(ren) Name |  |
| Child(ren) Date of Birth |  |
| School/college attended in Portsmouth |  |
| Family contact name |  |
| Family contact number |  |
| Family contact email |  |
| Family Ward/Postcode area PO1-PO6 |  |
| **Eligible for benefits related free school meals?** | **🞎** Yes, the family can book directly onto the programme via [**https://eequ.org/haffunpompey**](https://eequ.org/haffunpompey)  🞎 No **-** Please complete this form and send to the HAF team at [haf@portsmouthcc.gov.uk](mailto:haf@portsmouthcc.gov.uk) Non-FSM referrals must be signed off by the HAF team before booking onto any provision |
| Additional Needs | **🞎** Yes  🞎 No |
| Looked After Child  *(If funded by Virtual School limit of 2 days for winter)* | **🞎** Yes  🞎 No  LAC Local Authority: |
| Do they have 1 to 1 support at school? |  |
| Support Required *including medical, emotional and/or practical support in getting to and from the venue(s)* |  |
| Reason for Referral  *Please note we cannot accept self-referrals; professionals must identify reasons for referral* |  |
| Do you deem the family financially vulnerable? | **🞎** Yes  🞎 No  *This is key criteria for HAF non-FSM referrals* |
| Have you discussed the activities with the family? | **🞎** Yes  🞎 No |
| What activities would the child/young person prefer? | *Please look at the activities and availability at* [*https://eequ.org/haffunpompey*](https://eequ.org/haffunpompey) |

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| **HAF Fun Pompey 2023 Referee Details** | | | |
| Name of person making referral |  | | |
| Relationship to child i.e., social worker, teacher/SENCO etc. |  | Preferred Referee Contact Tel |  |
| Date referral completed |  | Preferred Referee Contact Email |  |

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| **What happens next?** |
| * The HAF team will assess your referral and inform you and the family of the decision (please include family details if you have permission). * If your referral is approved the HAF team will add each child to the eligibility list on the booking system, Eequ. In some instances, it may be temporary access, for example for Easter only due to extenuating circumstances rather than circumstances that make them eligible for a funded space for all 3 delivery periods. * The family can then book directly onto the programme at [**https://eequ.org/haffunpompey**](https://eequ.org/haffunpompey)They will need to complete a full registration (this only needs completing once per child, you can then book onto multiple activities and the booking system will remember them each delivery season unless they are granted temporary access). |

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| OFFICE USE ONLY | | | |  |
| Has the referral been accepted? | 🞎 Yes  🞎 No | No. of sessions (LAC only): | Reviewed by: | Date: |

**What does benefits related free school meals mean?**

Please see [here](https://www.gov.uk/apply-free-school-meals) a list of benefits you need to receive to apply for benefits related free school meals.

If you think the family is eligible please ensure they have applied for free school meals for EVERY child here - [School meals - Portsmouth City Council](https://www.portsmouth.gov.uk/services/schools-learning-and-childcare/schools/school-meals/) To access a free, funded space on the HAF Fun programme families must have applied and been granted the benefits related free school meal status. Please note, the criteria for funding has been set by the Department for Education who fund the programme.

**The family have booked onto HAF before and been accepted. Why is it not being accepted?**

If the family have booked on HAF Fun Pompey prior to 2023 the provider(s) should have included a step in the booking where the family declared benefits related free school meal eligible and/or only accepted non-FSM if the family were professionally referred. Apologies if this has not been clear in the past, this is one reason we have moved to a centralised booking system that can perform these checks. Also, it may be the families' circumstances have changed and they are no longer eligible. All families previously referred in 2021-2022 needed to re-apply for 2023.

**Why is it only benefits related free school meals who are given free spaces?**

The Department for Education fund all local authorities to give benefits related free school meal families access to free holiday activities and nutritious food. In Portsmouth the programme is called HAF Fun Pompey.

Here is some government guidance: Holiday activities and food programme 2022 - GOV.UK (www.gov.uk)

Here is a link for our programme in Portsmouth: [HAF Fun Pompey - PYC Portsmouth](https://www.pycportsmouth.co.uk/haffunpompey/)

The funding does not cover the universal free school meal offer - it is for benefits related free school meals. All children in years Reception to Year 2 receive the universal free school meals and do not qualify if they have not applied for the benefits related free school meals.

The Department for Education allow a certain amount to fund non free school meal families who are deemed vulnerable, and we work closely with professional services to manage these referrals; this can include schools, family safeguarding teams, family hubs, healthcare and social workers, SENCOs etc.

**If the family is not benefits related free school meal eligible, can they book a space?**

There are some [pay as you go spaces available](https://www.pycportsmouth.co.uk/haffunpompey/#haf-pay-as-you-go) on the programme and some of our providers are OFSTED registered so you can use tax free childcare vouchers and if you are on Universal Credit you can back up to 85% of your eligible childcare costs for children under 17. Check out your childcare options here - [Childcare Choices | 30 Hours Free Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](https://www.childcarechoices.gov.uk/)