



## 2024 PROFESSIONAL SERVICE REFERRALS

### Information Sheet

#### **FUNDING CONDITIONS**

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](#) and [Southampton](#)

**Family is benefits-related free school meal (FSM) eligible** - these families can book directly onto the programme via <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](#) 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 (FSM) 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> Eligibility is automatically checked against the FSM data we hold: no need to complete the referral form IF the family is eligible (they must have applied and been approved)

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

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

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

Any HAF approved non-FSM referral processed in 2023 will remain on the booking system Eequ and will be able to access the HAF Fun Pompey programme spaces.

The 2024 referral form is only applicable to NEW referrals for this year.

If you need to check the status of a child, please email us at [haf@portsmouthcc.gov.uk](mailto:haf@portsmouthcc.gov.uk)

## **REFERRAL DEADLINES**

If the child was approved access to non-FSM spaces on the HAF programme in 2023, this access will remain for the duration of 2024. The family can book them directly on the programme [via Eequ](#) as usual.

For any new referrals we are introducing deadlines to streamline the management of referrals, make access more equitable in line with the public launches and to assist with the difficult prioritisation exercise when approving or declining referrals.

### **EASTER**

Referrals can be sent between 1-29 February. Any referrals sent after this window will not be accepted for Easter. Referral status will be confirmed by Monday 5 March in time for the public launch of the programme.

### **SUMMER**

Referrals can be sent between 13 May - 10 June. Any referrals sent after this window will not be accepted for Summer. Referral status will be confirmed by end of June in time for the public launch of the programme.

### **WINTER**

Referrals can be sent between 23 September - 18 October. Any referrals sent after this window will not be accepted for Winter. Referral status will be confirmed by end of October in time for the public launch of the programme.

Please be advised 2024 is the last year the government have currently committed to funding the HAF programme.

## **REFERRAL PRIORITIES**

As agreed by our steering group the following categories will be the top 3 priorities for access to non-FSM spaces:

1. Financially vulnerable families
2. Child Protection Plan
3. Trauma at home

## **NON-FSM ELIGIBILITY & BOOKING**

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.

## ADDITIONAL INFORMATION ON FUNDING CONDITIONS & NON-FSM ACCESS TO CHILDCARE AND HOLIDAY PROGRAMMING

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

Please see [here](#) 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](#) 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. All 2023 HAF approved non-FSM referrals will remain on the centralised booking system in 2024. If you are unsure of their status on our booking system, please email us at [haf@portsmouthcc.gov.uk](mailto:haf@portsmouthcc.gov.uk) and our team can advise you.

### 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 2023 - GOV.UK \(www.gov.uk\)](#)

Here is a link for our programme in Portsmouth: [HAF Fun Pompey - PYC Portsmouth](#)

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](#) 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](#)