Waltham Forest Holiday Activity and Food Programme
Referral Eligibility Criteria

What is HAF?

The Holiday Activities and Food Programme (HAF) is a national programme funded by the Department for Education (DfE). It is provided for those in receipt of **targeted** Free School Meals and those that the borough has assessed as being in need, at risk or vulnerable.

Local authorities have discretion to use up to 15% of their funding to provide free or subsidised holiday club places for **school aged children** (reception – year 11) who are not in receipt of targeted free school meals but who the local authority believe could benefit from HAF provision.

In this document we detail:

- How we prioritise places
- How to refer a child
- When we accept referrals
- When you will be notified whether a child has been accepted onto HAF
- More information on HAF
- Other opportunities for children

How we prioritise places:

Unfortunately, due to the high demand of referred places we are unable to guarantee each referred child a place and we prioritise each **school aged child** who is referred on the following basis:

1. Children who are under the care of a Local Authority
2. Children with a Children in Need Plan and / or Child Protection Plan
3. Children assessed by a social worker, family support officer or schools DSL as being at risk
4. Children who are young carers
5. Children who have no recourse to public funds
6. Children assessed by a school or other professional as having a vulnerability

Places will be allocated to children in priority category 1, 2, 3, 4 and 5. If a child meets priority 6 they will be placed on a waiting list. Should there be places available and we are able to allocate remaining referrals, bookings will be accepted.

Should places be limited and there are multiple children of equal priority, places will be allocated on a first come first served basis, according to the date and time of the referral submission.

If my child previously attended HAF will they automatically receive a place?

Previous referrals to HAF does not guarantee a place on the current programme. Referrals will need to be made for every period of programme delivery and allocations will be made according to the prioritisation process set out above and with respect to available spaces.

How to refer a child:

We have a Waltham Forest Holiday Fun (HAF) Referral Form that we ask professionals to complete on a child's behalf. **Referral forms will only be accepted from professionals with Local Authority services or local schools.**

Professionals must gain consent from parents/carers/guardians before they submit the referral. Professionals are requested that to inform parents/carers/guardians on the following:

- We will use the information provided to check data held by the London Borough of Waltham Forest in relation to FSM eligibility, EHCP, LAC
- We may contact the child's school for further information, including additional information that the HAF Provider may require (such as Health Care Protocols)
- If allocated a place, we will share all information provided with the HAF Provider including any Health care Protocols and other information required to support the child

Professionals will need to:

- Complete one form per child
- Provide as much information as possible
- Contact wfholidayactivityprogramme@walthamforest.gov.uk to request a referral form

When we accept referrals:

The referral request form will be opened alongside the targeted FSM places. Referrals will close two weeks before delivery has started. If referral forms are not returned in this time frame a place can not be guaranteed.

When will parents be notified whether a child has been accepted onto HAF:

Once a referral has been completed parents are required to create a booking for the club of their choice at https://eequ.org/hafwalthamforest under the vulnerable child criteria and quote the referrers name. There booking will then be sent to the provider to approve.

Places are not confirmed until parents receive confirmation of allocation by email from the provider.

Other opportunities for children in addition to HAF

- Looked after children may be able to access some support and/or activities in the holidays. Email virtualschool@walthamforest.gov.uk for details
- Children with SEND/EHCP may be able to access the Short Breaks offer. Visit https://www.walthamforest.gov.uk/schools-education-and-learning/local-offer-special-educational-needs-and-disability-send for more information
- Children may be able to access free provision offered through our Family Hubs : https://www.walthamforest.gov.uk/families-young-people-and-children/family-hubs
- Young people may be able to access free provision offered by our Space4All programme: https://www.walthamforest.gov.uk/stories/space4all-opens-local-hubs-young-people-waltham-forest
- Parents / carers interested in holiday clubs or leisure activities can visit https://www.walthamforest.gov.uk/families-young-people-and-children/youth-services-directory

More information on HAF

- Any queries, please contact us at wfholidayactivityprogramme@walthamforest.gov.uk
- Further information and our policies can be found at www.walthamforest.gov.uk/holidays