



## MARTON-CUM-GRAFTON CE VA PRIMARY SCHOOL

Dear Parents / Carers,

### **30 hours extended early years entitlement for eligible three and four year olds**

All children aged 3 and 4 receive 15 hours of free childcare funding from the government. You do not need to do anything to access this funding – it is handled by your childcare provider and the Local Authority on your behalf.

Families who meet certain eligibility criteria are able to seek a further 15 funded childcare hours each week in term time or 1,140 funded hours stretched across the year. This is known as the 30 hours extended eligibility. You will need to apply for this and bring your proof of eligibility in to Marton-cum-Grafton School's office.

### **Are you eligible for the additional 15 hours funding?**

The national eligibility criteria which families will need to meet are:

- Both parents must be working (or the sole parent if in a lone parent family);
- Each parent must have a weekly minimum income equivalent to 16 hours at national minimum wage or national living wage. The figures for 1st April 2018 are: Over 25 - £7.50p /hour, £120.00 / week; and 21-24 year olds £7.05 / hour, £112.80 / week; and
- Each parent must have an income less than £100,000 per year.

This includes employed persons, self-employed persons and parents on zero hours contracts who meet the above criteria.

You would also fit the criteria if:

- Both parents are employed but one (or both) is temporarily away from the workplace on maternity, paternity, parental or parental leave;
- Both parents are employed but one (or both) is temporarily away from the workplace on adoption leave;
- Both parents are employed but one (or both) is temporarily away from the workplace on statutory sick pay;
- One parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring; or
- One parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits.

A 'Parent' is defined as a person who has parental responsibility or care for the child. In cases where a parent has remarried or is living with a partner, the step-parent or partner must also meet the earnings threshold. Foster carers will only be eligible for their own children (if they meet the above criteria) and not for the children they are fostering. Self employed persons will need to make a declaration regarding the amount which is expected to be earned over the coming three months.

If you are eligible it may be possible for you to take-up your entitlement in term-time, or across the full year. You can use your entitlement with up to two different providers a day, for example with a

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Early Years setting and an out of school club or childminder, to meet the particular pattern of childcare you require. This could also be possible if one provider was not able to offer the stretched entitlement across the year, for example a term-time only pre-school.

### **How to apply for the extended entitlement**

You can check whether you could be eligible for a range of government childcare offers, including the 30 hours entitlement, via Childcare Choices at: <https://www.childcarechoices.gov.uk> For applying for the 30 hours entitlement, follow the links on this Childcare Choices webpage.

- At the start of the application process, you will create a Government Gateway account if you don't already have one
- You will be asked to enter personal details including your name, address and National Insurance number and the same details for your partner (if you have one).
- You will be asked whether you expect to meet the income requirements over the coming three months and whether you are in receipt of any relevant benefits. This information will help HMRC decide whether you (and your child) are eligible for 30 hours.

If you encounter any problems with the application process or accessing the childcare account, you should direct your queries to the childcare service Customer Interaction Centre on 0300 123 4097.

At the end of the application process, you will have a childcare service account. In the "secure messages" section of your account, you will receive messages regarding your eligibility. If you are eligible for 30 hours, you will be given an 11 digit 'eligibility code' for your child. These codes normally start with '5000'. However, occasionally there might be a temporary code starting with '11'

You must bring this 11 digit code, your National Insurance number, your date of birth and child's birth certificate or passport to Marton-cum-Grafton School office to claim your 30 hours place. This should be done as soon as you have been informed that your child has a place allocated in Marton Pre-school and **at the latest this must be done before the end of the term before your child is due to start** eg by the end of the summer term if you are claiming extended eligibility hours for your child in the autumn term; by the end of the autumn term for funding in the spring term etc. The National Insurance number must be that of the parent who made the application. A partner who is listed on the application may come in place of the applicant and should bring their own National Insurance number.

### **Regular re-confirmation of eligibility**

You will be prompted every three months to reconfirm that the details you entered on your application are still accurate. This is to check that you are still eligible. You will be prompted, via text message and/or email, four weeks before your reconfirmation deadline and again two weeks before the deadline if you still haven't reconfirmed.

If your circumstances have changed, you will log into your childcare service account, amend your details and then resubmit your details. If your circumstances have not changed, you only need to reconfirm your details.

If you miss the reconfirmation deadline, you will receive a message telling you that your eligibility has lapsed. Although you are no longer eligible, you **may** be able to retain your childcare place for a short period; this is known as a grace period. You will need to speak to Marton-cum-Grafton School office about this.

### **If you are not eligible**

If, after carrying out the eligibility check procedure you are found to not be eligible for the extended entitlement, or, you are no longer eligible due to a change in circumstances, your child can still access their Early Years place but any hours over the Universal 15 funded hours to which all 3 and 4 year olds are entitled will be chargeable at our Pre-school's current hourly rate. You can reduce your child's hours in Pre-school at the end of a school term but any hours over the Universal 15 funded hours to which all 3 and 4 year olds are entitled will be chargeable at our Pre-school's current hourly rate from the point that your 'grace period' ended up to the end of term.

### **If you become eligible once your child has started in Pre-school**

If your child is taking up their universal 15 hours entitlement already in Pre-school and you become eligible for 30 hours part-way through the term, you can start using your additional extended entitlement hours the term following the date on which you received your code. This does not guarantee you extra sessions in Pre-school however – you will need to apply for additional sessions in Pre-school in the usual way by completing a change of hours request form by the application deadline for the next term's Pre-school admissions as detailed in the Pre-school Admissions policy available at the office or on Marton-cum-Grafton Primary School's website.

### **Before and Afterschool care – BAFTA club**

You can use your extended entitlement hours at Marton-cum-Grafton Primary School's Before and After school club. You will need to contact Marton-cum-Grafton School office regarding this.

### **Further information**

North Yorkshire County Council's advice is to talk to your child's early years setting or school to ask if they are going to be offering the extended entitlement as not all providers may be able to do so; or some may only be able to offer you part of the entitlement.

If you work non-standard hours, and need to access your entitlement for an early start, or late finish, or to work at the weekend, please contact the Families Information Service and they will try to put you in touch with early years providers in your area who may be able to offer this service.

North Yorkshire is particularly interested in the childcare needs of families who have children with special educational needs and disabilities who will be entitled to the extended entitlement. Please contact the Families Information Service who are available to help you to find the childcare you require.

Further information is available from the Families Information Service.

Telephone: 01609 533483      Email: [fis.information@northyorks.gov.uk](mailto:fis.information@northyorks.gov.uk)

Yours faithfully,

Marie-Louise Thirlaway  
**Headteacher**