



Little Owls Day Nursery – 30 Hour Government Funding Parent’s Fact Sheet

We have produced this information sheet to clarify the Government’s 30 hour funding entitlement and to hopefully answer any questions that you may have.

How do I know if we are eligible?

Parents can apply on-line at www.childcare-support.tax.service.gov.uk/par/app/applynow although parents should receive a letter from HMRC letting them know when they can apply on-line.

In order to qualify, both parents must be working at least 16 hours per week or the sole parent must be working in a lone parent family. They must both earn £120 on average a week and less than £100,000 each a year. When families apply online they will receive an 11 digit code from HMRC and a validity date which will state the start of their eligibility. You will need to bring this eligibility code and National Insurance number to Little Owls before funded sessions can be offered.

It is vitally important that you obtain your eligibility code **before** the start of the claim period that you wish your child to receive their extended offer of 30 hours per week. Parents who receive a code after the start date **will not** be able to access the additional 15 hours of funding until the **following** claim period.

Born on or between	15 Hours funding	Eligibility Code obtained for 30 Hours funding	30 Hours effective from
1 st Apr and 31 st Aug	1 st Sept	Before 1 st Sept	1 st Sept
		On or after 1 st Sept	1 st Jan
1 st Sept and 31 st Dec	1 st Jan	Before 1 st Jan	1 st Jan
		On or after 1 st Jan	1 st Apr
1 st Jan and 31 st Mar	1 st April	Before 1 st Apr	1 st Apr
		On or after 1 st Apr	1 st Sept

Please note that your validity period will typically last for three months and every three months parents will need to re-confirm their eligibility on-line. You should be reminded, by HMRC, to reconfirm you are still eligible 4 weeks before the deadline. Please note that there is a telephone helpline for those parents to obtain their eligibility code should they not have access to internet.

Can I claim the 30 hours for my foster child?

No. Foster carers cannot claim the 30 hours for children they foster.

Can I claim the 30 hours for my adopted child?

Yes, as long as you and your partner meet the eligibility criteria.

Are there any exceptions to the eligibility criteria?

Yes, there are some exceptions to the criteria that both parents must be working, or the sole parent must be working in a lone parent family.

You could still qualify for the 30 hours childcare if:

- one or both parents are temporarily away from work because of maternity, paternity, parental or adoption leave
- one or both parents are in receipt of statutory sick pay
- one or both parents are on specific carers' benefits
- one or both parents are on specific disability benefits

Will my child qualify if I am living with a new partner or have remarried?

If you have remarried or are living with a new partner, you and your new partner **must both be working** for a minimum of 16 hours per week in order for your child to be eligible.

Will I qualify if my partner or I are on a zero hours contract?

Providing you work on average two weeks out of every three and when you are working you earn the equivalent of **at least** 25 hours at the National Living Wage or National Minimum Wage (depending on your age), your child will be eligible for the 30 hours free childcare.

Will my child qualify if my partner or I are self-employed?

As long as you earn **at least** the minimum amount (see '**Is there a minimum or a maximum amount that each parent must earn?**' above) but less than the upper threshold of £100,000 each, your child will be eligible for the 30 hours childcare.

Will my child qualify if I've just started a new job?

If you expect to earn **at least** the minimum amount on average, over the next three months, your child will be eligible for the 30 hours childcare.

What happens if my income drops below the minimum amount? Or I lose my job?

If either parent starts earning less than the minimum income threshold or stops working altogether, you will be given a short 'grace period' (set by the Government) to give you time to find a new job and start earning at least the minimum amount again. The "Grace Period" works as follows: If you lose your eligibility during the first half of the term, you will continue to receive your 30 hours funding for the remainder of that term, before reverting back to 15 hours of funding. However, if you lose your eligibility during the second half of term you will continue to receive your 30 hours funding for the remainder of that term and for the duration of the following term. If at this point, you are not eligible you will revert to 15 hours of funding.

If my partner or I become eligible part way through a term, can we get the 30 free hours straight away?

The Government has said that local authorities should allow you to start claiming your 30 hours "as soon as is reasonably practicable" during that term, and no later than the start of the next term.

How many hours am I entitled too?

You are entitled to receive 1140 hours of nursery care and this is made up of 30 hours care over 38 weeks of the academic year. However, at Little Owls we offer parents the "stretched funding" option which means that you are entitled to use your funding during most school holidays. This equates to 25 hours per week over 46 weeks of the year. **We do make a small charge of £2.50 for a half day booking and £5.00 for a full day booking which helps contribute towards consumables for the your children.**

What funded sessions are offered at Little Owls?

At Little Owls our funded session times are:

Morning Session	7.45am – 12.45pm	5 hours of funding
Afternoon Session	1.00pm – 6.00pm	5 hours of funding
Full Day Session	8.00am – 6.00pm	10 hours of funding

How does the stretched funding work?

The stretched funding offer extends your funding throughout most of the school holidays. For example, if you use your full 1140 hours of funding this can be made up of 25 hours each over 46 weeks of the year. **Please note that our funding is "stretched" over 46**

weeks of the year which means that over the summer holiday period full nursery fees will always be payable.

Funding Hours

Your funded hours will be allocated over three terms

Summer Term	402 hours
Autumn Term	420 hours
Spring Term	318 hours
Total Hours	1140 hours

Funded from September

Therefore, if your funding starts in September your funding would finish after 46 weeks which would equate to the last week of July the following year. (46 weeks of 25 hours of funding would equal 1150 hours.)

Funded from January

If your funding starts in January your funding would be split into two parts. You would initially receive funding for the Spring and Summer terms which totals 720 hours. This would therefore mean that you would use your funding over 29 weeks which would equate to the last week of July that year. (29 weeks of 25 hours funding would equal 725 hours.) Your funding will then start again in September for the following year as detailed above.

Funded from Easter

If your funding starts in April your funding would be split into two parts. You would initially receive funding for the Summer term which totals 402 hours. This would therefore mean that you would use your funding over 16 weeks which would equate to the last week of July that year. (16 weeks of 25 hours funding would equal 400 hours.) Your funding will then start again in September for the following year as detailed above.

Can I continue to do my existing session times?

Yes, you can continue to do your existing session times although we would use either 5 or 10 funding throughout the day. For example, you can continue with your session times of 9.00am – 1.00pm although we would use 5 hours of your funding for this, and if your session times are currently 9.00am – 3.00pm or 9.00am – 5.00pm, you can continue with these sessions but we will allocate 10 hours of your funding for these sessions.

Two Year Funded Children

Our two year funded children can continue to attend their normal nursery sessions utilising their existing charging structure.

ACTUAL ATTENDANCE

Please note that this is a new initiative introduced from September 2017. We detail below the definition we have received from Norfolk County Council

“Funding can only be claimed for actual attendance. Funding must be adjusted for periods of absence such as holidays. For short term absences, for example sickness, occasionally arriving late or leaving early, or family emergency funding will not be withdrawn and can be claimed. The LA has decided that a family emergency includes the period prior to servicewomen and men being posted on detached duties.

The LA will use its discretion by taking into account the reason for the absence to determine if funding can be claimed where the absence is recurring or is for extended periods. The childcare provider should seek guidance directly from the Early Years Finance team on these occasions.

It is acceptable to claim funding for short term closure, for example, as a result of local or national elections, damage to the premises, or bank holidays. Parents/carers must be informed if their child will not receive their full entitlement.”

Therefore, should you decide to take you child away on holiday for more than one week whilst you are receiving your free Government funding we are unable to claim funding for this period of absence. As a result, the amount you would have received for funding will be debited from your account and full nursery fees will be payable. We will be issuing holiday forms to parents so we can officially record any periods of absence for holidays.

We hope that have found this fact sheet informative and helpful. Should you have any further questions or queries relating to Government Funding please do not hesitate to pop into the office.

For further help or information on the 30 Hours funding please visit “Children’s Choices” at

<https://www.childcarechoices.gov.uk>