

## **30 hours free early education and childcare Monthly update**

**Issue no. 11 – January 2018**

This issue covers:

- Early Years Census - 18<sup>th</sup> January
- 30 hour code acceptance date has been extended until 11<sup>th</sup> January
- Validating codes for Spring Term – deadline 18<sup>th</sup> January
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### **Early Years census**

#### ***Thursday 18<sup>th</sup> January 2018 is census day!***

We would like to remind all free early education providers that it is **vital** to complete an early years census return. The information on your census is used by the Department for Education (DfE) to determine early years funding for Kirklees Council. Without this information, funding may be reduced and may impact on the funding providers receive.

**The form will be available on the Provider Portal from census day, Thursday 18<sup>th</sup> January 2018, deadline for completion is Monday 29<sup>th</sup> January 2018**

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### **30 hour code acceptance date has been extended until 11<sup>th</sup> January 2018**

Following a recent request from the Department for Education (DfE) Kirklees can accept codes dated up to and including **11<sup>th</sup> January**. Most parents will have received their code before the deadline of 31<sup>st</sup> December, however this small discretionary extension will allow parents to receive their extended entitlement this term, if for whatever reason they experienced problems and were unable to receive their code on time. Please note no evidence is required from parents to prove when they applied.

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### **Validating codes for Spring Term – deadline 18<sup>th</sup> January**

Although the deadline for claims in the Spring term is 29<sup>th</sup> January, we strongly recommend validating **all 30 hour codes no later than the census day (18<sup>th</sup> January)**. There is a small risk that eligibility can change and if this was the case for any new child, extended hours funding cannot be claimed. Codes should always be validated prior to a child accessing their extended hours in any case.

## Temporary Codes

In December HMRC started issuing temporary codes for parents with ongoing technical difficulties applying or reconfirming through the childcare service. Please advise parents who are experiencing ongoing technical difficulties to contact the Childcare Service Helpline **0300 123 4097** to check the status of their application.

HMRC may provide the temporary code verbally over the phone and will also send the code through the post. Please be assured the validity start date is the date HMRC generated the temporary code, not the date the parent receives their letter.

**Please note that parents do not need to provide any evidence of when they applied.**

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## Common reasons for reconfirmations issues

- Parent had a temporary code which cannot be reconfirmed - they need to provide their permanent code
- Parent has not submitted an application for reconfirmation
- Parent submitted an application for reconfirmation but it is still being processed by HMRC
- Parent submitted an application for reconfirmation but was found ineligible
- Parent had a technical difficulty with reconfirming
- Childcare vouchers reconfirmation error on childcare service (see below)

When a parent has reconfirmed successfully they will receive a communication from HMRC in their secure message inbox confirming this.

If a parent has a technical difficulty with reconfirmation, they should insist that an Incident Referral is raised to look into the reason why the parent cannot reconfirm. Whether or not the parent reconfirmed on time or late makes no difference to the validity end date following reconfirmation. If the parent has successfully reconfirmed their validity end date will always update. **The important thing is that the date changes.** If the validity end date has not changed, then the parent has not successfully reconfirmed.

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## Childcare Vouchers and code reconfirmation error on childcare service

On reconfirmation, some parents are seeing a message which tells them 'You won't be eligible if you're still using childcare vouchers. You can reconfirm your eligibility when you've stopped your childcare vouchers'. This is due to a technical error as parents can of course claim both 30 hours and childcare vouchers. HMRC are working to fix this issue but in the meantime parents who receive this message should call the HMRC helpline straightaway so that they can be supported to successfully reconfirm.

**If the parent has questions about their application or difficulties with applying or reconfirming they must call the HMRC helpline to request help  
0300 123 4097.**

### **Kirklees Early Years Funding Formula 2018-19 – online survey**

The Department for Education (DfE) recently published revised [early years entitlements operational guidance](#) for local authorities. This guidance provides further clarity around the early years national funding formula parameters for 2018-19.

The current Kirklees formula, was agreed in February 2017, we will shortly be sharing proposals for the Kirklees formula 2018-19 via an online survey, the link will be sent by email. We welcome your feedback therefore please look out for the email in the next couple days.

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### **More video guides on how to use the Provider Portal**

More video guides to support providers using the Provider Portal have been created and are available to view [here](#).

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### **School places for September 2018 - please remind parents to apply by 15<sup>th</sup> January**

The Pupil Admissions Team would be most grateful if providers could remind parents with children born between 1<sup>st</sup> September 2013 and 31<sup>st</sup> August 2014 that they need to apply for a full time school place for September 2018.

The national deadline for on-time applications is **Monday 15<sup>th</sup> January 2018** and Kirklees parents need to have submitted an on-line application by this date. Any families who live in other local authorities will need to apply directly to their local authority.

**Parents need to apply via the Kirklees Parent Portal**  
<https://enrol.kirklees.gov.uk/ENROL>

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### **Government consultation – Early education and childcare workforce**

The government has launched a [consultation](#) on the proposed early years assistant (level 2) criteria and their suitability for qualifications in early education and childcare.