

# 30 hours free early education and childcare

## Monthly update Issue no. 9 – November 2017

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### Applying for the Spring term

Parents applying for the first time will need to have received their code by **31<sup>st</sup> December 2017** in order to secure a 30 hour place in January 2018 (spring term).

It is recommended that parents **apply as soon as possible** to make sure they receive their code in good time and before the deadline\*. Not all parents receive a code straight away, sometimes more information is required which can delay the application.

Child's 3rd birthday falls between:	Ideal time to apply	* Deadline for receiving the code	30 hour place can start from the beginning of the:
1 January - 31 March	January	31 March	Summer term (April)
1 April - 31 August	June	31 August	Autumn term (early September)
1 September - 31 December	October	31 December	Spring term (early January)

Please encourage the parents to apply **now** [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### New 30 hour eligibility consent form

The information sheet has been updated and now includes the application deadline dates for each term, it is important to ensure all parents are aware of the deadline so they don't miss out, with this in mind please give the information sheet to your parents in good time. The consent form has also been amended, please ensure you use the new version.

### More video guides

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

## Audit of codes

The first audit recheck was carried out on 24<sup>th</sup> October.

The audit highlighted families who have not renewed their code ready for the spring term or who will drop out of eligibility at the end of the autumn term.

If you have not already done so, it is very important that you log in to the [Provider Portal](#) to see if there are any children in the Grace Period.

Children who are in the Grace Period will be identified by the icon  next to their name. Providers should contact parents to let them know they are in the Grace Period.

The audit highlighted that some parents have not reconfirmed their eligibility with HMRC before their codes 'Validity End Date'. Parents can still reconfirm their eligibility even if they have missed the deadline.

Refer to the email from [feecteam@kirklees.gov.uk](mailto:feecteam@kirklees.gov.uk) dated 25<sup>th</sup> October for more details.

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## Issue with reconfirming codes

Some parents have experienced technical issues when trying to reconfirm their eligibility through the childcare service. Most of these problems are due to the parent having made a mistake in their original application which they have tried to correct, but has instead resulted in a duplicate application for the same child.

These parents have been unable to reconfirm, this issue is affecting a small number of parents.

Part of the solution requires HMRC to delete childcare accounts from the system. HMRC will then contact affected parents directly, asking them to re-apply through the childcare service. This means the parent will then receive a new childcare account and a **new 30 hour eligibility code**.

The parents' old code will still exist in the Eligibility Checking System and so those that have been used to secure a 30 hours place for the autumn term will continue to remain valid. To continue a 30 hours place, the parent will need to acquire their new 30 hours code before the old code's validity end date.

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## Temporary codes

Codes beginning with '11' are temporary, HMRC are advising parents to complete the full online application via the Childcare Service to continue to access a 30 hours place. Once the parent has a code beginning with '5', add the new code to the consent form then log on to the Provider Portal to replace the temporary code with the new code.



Parents experiencing problems with the application process or accessing their childcare account should direct their queries to the Childcare Service Customer Interaction Centre on 0300 123 4097 [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

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## **2017 Childcare Sufficiency Assessment (CSA)**

The [2017 Childcare Sufficiency Assessment](#) is now published. The CSA is a detailed study into the supply and demand of childcare within Kirklees.

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### **Are your details up-to-date?**

Our [Childcare and Early Education Directory](#) is updated on a regular basis and holds details of all registered early years and childcare providers in the Kirklees area.

These details are used to tell parents and carers about childcare in their area so it is really important that we have accurate and up to date information.

You can get in touch at any time to tell us about changes to your details, especially vacancies, by completing the form online using the [Provider Portal](#) or send an email to [childcare.sufficiency@kirklees.gov.uk](mailto:childcare.sufficiency@kirklees.gov.uk)