

30 hours free early education and childcare

Monthly update Issue no. 8 – October 2017

What is 30 hours free early education and childcare?

All 3 and 4 year olds are entitled to 15 hours of [free early education](#).

There will be an additional 15 hours of free childcare available for families that meet the Government's eligibility criteria

This issues covers:

- Parents reconfirming eligibility
- Provider portal guides
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- New web links
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Parents reconfirming eligibility

Every three months, parents are required to reconfirm that they remain eligible for 30 hours and Tax-Free Childcare. HMRC will send reminders to parents to reconfirm (4 weeks and 2 weeks before their reconfirmation deadline).

WE HAVE BEEN MADE AWARE THAT, IN SOME CASES, HMRC ARE FAILING TO REMIND PARENTS TO RECONFIRM – THEREFORE, WE URGE YOU TO REMIND PARENTS TO LOG INTO THEIR CHILDCARE ACCOUNT TO RECONFIRM ELIGIBILITY

Please remind parents:

- Parents should make a note of their reconfirmation date rather than relying on a reminder from HMRC
- It is essential that they reconfirm eligibility **before** their code expires
- If parents change their mobile number or email address they must let the Government's Childcare Service know www.childcare-support.tax.service.gov.uk
- If parents fail to reconfirm, their 30 hours of free childcare **WILL STOP**

If a parent misses the reconfirmation deadline, they will receive a message telling them that they are no longer eligible for 30 hours and Tax-Free Childcare (if applicable). When a provider validates the parent's code it will show that they are in their grace period, which means that the child will be able to continue to access their 30 hours place until the end of the autumn term. To take up a place in January,

parents will need to reconfirm. They are able to do this through their childcare service account, even if they have missed their reconfirmation deadline.

Please be aware that if a parent misses the reconfirmation date and reconfirms late, the original voucher start date is changed to the reconfirmation date and therefore the original start date of the voucher is unknown for a first time claim. This then causes a problem as the provider portal will not allow providers to submit the claims because the start date has changed and is after the start of term. Hence the importance of reminding parents to re-confirm before their code expires.

Provider Portal Guides

We have updated the portal guides – have you read the guide relevant to you?

[Provider Portal Guide - for the Private, Voluntary & Independent Sector \(PVI\) and schools with Governor run nursery provision](#)

[Provider Portal Guide - for Schools](#)

Also available are a suite of [Video Tutorials](#) – essential viewing to guide you through using the portal.

Please stop and think! before you pick up the phone

The FEEC Funding Team is currently dealing with a high volume of calls from providers and parents. Now that the claim deadline is approaching, the team need to focus on processing funding claims ready for the next payment in November. Before you pick up the phone, to help alleviate some of the pressure on the FEEC team please follow the checklist below:

1. Could you ask a colleague within your organisation for help?
 2. Look in the Provider Guides and Portal Guides on the Kirklees website
 3. Visit the 30 hour webpage (including bulletins) on the Kirklees website
 4. Watch the online 'how to' video guides (see link above)
 5. Email the FEEC team
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New web links

To help direct providers to information or guidance for FEEC we have created more web links:

www.kirklees.gov.uk/fundingdocuments - All FEEC Funding Documents, Guidance and Information

www.kirklees.gov.uk/portalguides - Guidance on using the Provider Portal (includes short video guides)

www.kirklees.gov.uk/30hourschildcare - Information and updates regarding 30 hours (includes the monthly bulletins)

www.kirklees.gov.uk/providerportal - Provider Portal login page

Remind parents to apply now for a place in the Spring term

A number of parents have missed out on their extended entitlement this term because they did not apply and receive their code before the start of term (1st September).

Please encourage the parents whose children will have their 3rd birthday this term to apply **now** www.childcarechoices.gov.uk. The ideal time to apply is listed in the table below, for example if parents apply in October this allows plenty time for HMRC to process their application and also means that their code will not expire before the start of term which could happen if they apply very early.

Ideal time to apply	Parent receives code <u>and</u> child's 3rd birthday falls between:	Their free 30 hour place can start from the beginning of the:
January	1 January - 31 March	Summer term (April)
June	1 April - 31 August	Autumn term (early September)
October	1 September - 31 December	Spring term (early January)

Don't forget to target those parents who are taking more than 15 hours – they may qualify for 30 hours.

Reminder – claim deadline for Autumn term

The claim deadline for submitting funding claims for 2, 3 and 4 year olds via the Provider Portal is **Monday 9th October**.

Reserving places

A parent can reserve a 30 hours place with a childcare provider before their code is validated, but the code must be validated via the Provider Portal (which links to the Department for Education's Eligibility Checking System) before the child can actually take up their funded place. It is important that you check the child's date of birth before agreeing a start date.

Temporary Codes

A small number of temporary codes that have been issued (beginning with '11') will expire approximately 3 months after they were issued. These parents have been advised by the childcare service helpline that they will need to complete a full online application via the childcare service to continue to access a 30 hours place and also apply for Tax-Free Childcare.

Meals, consumables and additional activities

The Department for Education's Early Years Entitlements Operational Guidance for Local Authorities and Providers states:

Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional activities. Parents can therefore expect to pay for any meals offered by the provider alongside their free entitlement. Parents can also expect to pay for other consumables or additional activities offered by the provider, such as nappies or trips. Where parents choose to purchase additional hours of provision, consumables or additional activities, this is a private matter between the provider and the parent. However, providers must offer alternative options for parents. This could include, for example, allowing a parent to bring in their own consumables or a packed lunch, where the meal offered is not suitable for children with specific dietary needs or the parent prefers a lower cost option.

Below are some examples of what is considered a chargeable consumable or additional service and what should be provided free of charge.

Examples of consumables that providers can charge for or give parents an alternative option	Examples of consumables that should be provided free of charge
Meals and snacks	Paint, glue and paper
Nappies	Tissues and toilet rolls
Sun cream	Cleaning and sterilising products
Trips	First aid supplies
Yoga	Baking ingredients

Consultation on Early Years SEND

The consultation on Early Years SEND includes a proposal to restrict the availability of the Access Fund, which offers extra funding to childcare providers who are caring for a child with SEND, to the hours of the statutory free entitlement to early education and childcare. Find out more by visiting www.kirklees.gov.uk/SupportTransportDisability.

The consultation ends on 22 October 2017 and all of the feedback will be considered by the members of Cabinet (the council's main decision making body) later in the year.

Schools and providers are asked to encourage parents, staff and governors to complete the online questionnaire.