

# 30 hours free early education and childcare

## Monthly update Issue no. 7 – September 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](#). From September 2017 there will be an additional 15 hours of free childcare available for families that meet the Government's eligibility criteria

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### **This issue covers**

- Changes to the Provider Portal for 30 hours and stretch claims
- How to use the Provider Portal – short video guides
- Have you submitted your Provider Agreement?
- Code not found
- Codes issued between 1<sup>st</sup> and 15<sup>th</sup> September
- Be vigilant – codes are being issued for children eligible in future terms
- How to find the 30 hour code
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### **Changes to the Provider Portal for 30 hours and stretch claims**

The Provider Portal was upgraded on 30<sup>th</sup> August to support claims for 30 hours and stretch, therefore the Provider Portal Guide is currently being revised, an email will be sent as soon as it is available. This change will affect how claims for children stretching are entered on the portal.

It is important the parent has indicated where they wish to take their universal and extended hours – the parent's decision will be shown in the parent agreement form.

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### **How to use the Provider Portal – short video guides**

Servelec (the software company) has produced a [short video](#) to highlight the key changes to the provider portal and support providers submit claims for 30 hours.

Kirklees is also producing a suite of short videos to support providers using the Provider Portal, the first four videos are available to view [here](#).

## Have you submitted your Provider Agreement?

The deadline to renew your agreement was **1<sup>st</sup> September 2017**, please log into the Provider Portal click on 'Forms' and submit the **Revised Kirklees Agreement 2017-18 – PVI & Academies**

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### Code not found

We have received reports from providers that some codes are 'Not Found'. HMRC has issued the following warning:

"The reason for a code being **Not Found** is an HMRC bug which has caused some parents to be issued with more than one eligibility code. The parents have been issued with two codes with different validity periods, one is not currently valid, hence the **Not Found**. You need to request that the parent logs into their HMRC Childcare Service Account and accesses their secure mailbox and identifies the first (i.e. earliest dated) communication from HMRC which has an eligibility code on it. The parent needs to take that code to the provider for verification. This code has validity dates which mean it will be found".

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### Codes issued between 1<sup>st</sup> and 15<sup>th</sup> September

It is anticipated that a small number of parents who have applied before 31 August may receive their 30 hours code in September, because HMRC required additional information before determining their eligibility ('amber' cases). To support this critical first term of delivery, we will fund 'amber' cases provided a code is issued between 1 and 15 September.

Parents will need to evidence that they are an 'amber' case through sharing with their provider the information contained within their childcare account mailbox and secure message that will state when they were identified as an amber case, and the date they received the message.

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### Be vigilant – codes are being issued for children eligible in future terms

Codes are being issued to parents now even though their child will not be eligible to start until January.

A child can access 30 hours from the **term after** their 3<sup>rd</sup> birthday provided their parent has received their code before the start of term (refer to the table below).

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

Providers therefore need to be vigilant and check the child's date of birth to ensure that they are 3 years old by 31 August before offering a place in the autumn term.

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Also it has come to light that the messages given to parents applying for 30 hours are misleading in some cases.

Below is an extract from a parent who applied in August and received a code however her child is not 3 until later in September therefore she is not eligible until January.

There are two misleading statements in the message she received:

1. *When your child turns 3 you will be able to use your code.*  
**This should read: You will be able to use your code the term after your child's 3<sup>rd</sup> birthday.**
2. *You should take your child's eligibility code to your provider to secure your free childcare place from 1<sup>st</sup> September 2017.*  
**This should read: from 1<sup>st</sup> January 2018.**

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### How to find the 30 hour code

Some parents have found it difficult to find the 11 digit code once they have successfully applied online.

[Click here for a step-by-step guide to show you how to find the code](#)

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### Promoting 30 hours - poster and banner

An A4 poster will be sent to childcare providers and schools week commencing 4<sup>th</sup> September to help promote the new 30 hours scheme. A banner has also been designed, please email [childcare.sufficiency@kirklees.gov.uk](mailto:childcare.sufficiency@kirklees.gov.uk) if you would like to order one to display outside your setting, please note these are free of charge.



**Kirklees**  
COUNCIL

**We offer 30 hours free childcare for working parents of 3 and 4 year olds**

Apply now: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Childcare  
**Choices**

### **30 hours free childcare – information sheet for professionals**

An [information sheet for professionals](#) which includes the criteria for 30 hours and how parents apply is now available, please download and share with colleagues in your provision.

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### **Tax-Free Childcare – Government childcare service compensation**

Parents may be eligible for compensation if they have:-

- Been unable to complete their application for Tax-Free Childcare
- Been unable to access their childcare account

[Childcare service compensation guide](#)

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### **Kirklees Safeguarding week 2017 – 9<sup>th</sup> to 13<sup>th</sup> October**

Kirklees Safeguarding Children Board (KSCB), Kirklees Safeguarding Adults Board (KSAB) and Community Safety Partnership (CSP) are once again in the planning stages of Kirklees Safeguarding Week 2017 which this year runs from Monday 9 October to Friday 13 October as part of the wider West Yorkshire Safeguarding Week.

Hoping to build on the success of last year's week of awareness raising, Safeguarding week will feature engaging events, workshops and talks looking at how we can all work together to make Kirklees a safer place for children and adults.

Having a slightly different format this year, we will hold a joint launch event at the beginning of the week followed by days of training and events dedicated to each of the Boards:

The Kirklees Safeguarding Children Board (KSCB) events on Tuesday 10 October are now available on the [Course Management System](#).

[Click here](#) to view the Safeguarding Week 2017 page and keep checking for updates.

[Download](#) the Safeguarding Week 2017 poster and share within your teams and organisations.