30 Hours Free Childcare – Information and Eligibility Check Consent Form

All 3 and 4 year olds are entitled to 15 hours of free early education. Working parents that meet the Government’s eligibility criteria are entitled to an additional 15 hours of free childcare. Visit www.childcarechoices.gov.uk to find out if you are eligible.

How to apply for the additional hours

Apply online www.childcarechoices.gov.uk
If you need support with your application contact the Customer Interaction Centre on 0300 123 4097.

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

<table>
<thead>
<tr>
<th>Child’s 3rd birthday falls between:</th>
<th>* Ideal time to apply</th>
<th>Final deadline to apply</th>
<th>30 hour place can start from the beginning of the:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 January - 31 March</td>
<td>January</td>
<td>31 March</td>
<td>Summer term (April)</td>
</tr>
<tr>
<td>1 April - 31 August</td>
<td>June</td>
<td>31 August</td>
<td>Autumn term (early September)</td>
</tr>
<tr>
<td>1 September - 31 December</td>
<td>October</td>
<td>31 December</td>
<td>Spring term (early January)</td>
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</table>

Children who become eligible part way through the school term will not be funded for the additional hours until the start of the following term. For example, if a parent starts a new job in October and applies for 30 hours, the additional 15 hours won’t be available until January.

Eligible parents will receive an 11 digit eligibility code, codes usually begin with ‘500’, ‘temporary’ codes may be issued in certain circumstances, these usually begin with ‘11’.

Note that your childcare service account number will also be 11 digits beginning with ‘5’. Please enter your eligibility code on the consent form not your childcare service account number.

Reconfirming your code

Your code will be valid for a period between 3 and 5 months to start with, you will need to re-confirm your eligibility before your codes’ validity end date’, this can be done up to 28 days before this date.

You should receive an email or text to remind you to log in to your childcare account and look at your secure messages where you will have a reminder to reconfirm.

Once a code has been re-confirmed, the validity period will then be 3 months.

If you forget to reconfirm your eligibility or your circumstances change and you are no longer eligible you will automatically fall into a grace period.

Grace Periods

The grace period enables parents to keep their childcare place for a period of time if they become ineligible for 30 hours. For example, if your code expires in the first half of a term the grace period will run up to the end of the current term. If your code expires in the second half of a term then the grace period will run up to the end of the following term [refer to the table on the next page].
Important note: the grace period does not apply if children have not started accessing their free place.

For example, if a parent applies in May and the code expires in August with a grace period end date of 31 December. On reconfirmation, if the parent is no longer eligible the code will not be extended and the grace period does not apply, therefore the extended entitlement hours cannot be accessed in the Autumn term.

<table>
<thead>
<tr>
<th>Date parent receives ineligible decision on reconfirmation</th>
<th>Grace period end date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note for children stretching the grace period end date will include the holiday periods, for term time only children the end date will be the end of term.</td>
<td></td>
</tr>
</tbody>
</table>
| **Spring term - first half**  
  (e.g. 1 Jan – 10 Feb) | **End of Spring term**  
  (e.g. 31 March) |
| **Spring term - second half**  
  (e.g. 11 Feb – 31 March) | **End of Summer term**  
  (e.g. 31 August) |
| **Summer term - first half**  
  (e.g. 1 April – 26 May) | **End of Summer term**  
  (e.g. 31 August) |
| **Summer term - second half**  
  (e.g. 27 May – 31 August) | **End of Autumn term**  
  (e.g. 31 December) |
| **Autumn term - first half**  
  (e.g. 1 September – 21 October) | **End of Autumn term**  
  (e.g. 31 December) |
| **Autumn term - second half**  
  (e.g. 22 October – 31 December) | **End of Spring term**  
  (e.g. 31 March) |

Other schemes to help with childcare costs

There are a number of Government schemes available to support working parents with childcare costs, it is important to choose the right one.

If you are eligible for Universal credit, then you could claim up to 85% of your childcare costs.

If you are eligible for Tax Credits, then you could claim up to 70% of your childcare costs.

If you are not eligible for either of these credits, then you could apply for Tax Free Childcare, where the Government pays 20% of your childcare costs. Eligible parents with children under 12 can get up to £2,000 per child, per year (or up to £4,000 for disabled children under 17). Your childcare provider will need to be registered for Tax Free Childcare.

If you or your partner already receive Childcare Vouchers, then you may be better off staying in that scheme.

When you apply for the ‘30 Hours Free Childcare’ online, it is a joint application with the Tax Free Childcare, so if you are better off with Tax Credits or Universal Credit then you should opt out of this application.

The schemes are explained in more detail on the Childcare Choices Website. There are calculators on the site to help you work out which option is best for you before committing to any changes.

If your childcare costs reduce, for example when you start receiving additional hours, you will need to notify HMRC so that they can adjust any Credits you are receiving.
# 30 Hours Free Childcare – Eligibility Check Consent Form

<table>
<thead>
<tr>
<th>Name of Provider:</th>
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<tbody>
<tr>
<td>Name of Applicant (parent/guardian):</td>
<td></td>
</tr>
<tr>
<td>National Insurance number of Applicant (parent/guardian):</td>
<td></td>
</tr>
<tr>
<td>Child’s full legal name:</td>
<td></td>
</tr>
<tr>
<td>Child’s date of birth:</td>
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<tr>
<td>30 hours eligibility code (11 digit code starting with 500, temporary codes start with 11):</td>
<td></td>
</tr>
<tr>
<td>Second parent/guardian details (husband, wife, partner of applicant) – note these details are optional</td>
<td></td>
</tr>
<tr>
<td>Parent/guardian name:</td>
<td></td>
</tr>
<tr>
<td>Parent/guardian National Insurance number:</td>
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</table>

**Data Protection Statement:**
Kirklees Council will check with Her Majesty’s Revenue and Customs (HMRC) to confirm your eligibility. Kirklees Council may need to use your information details for enquiries made by third party organisations under the relevant data protection legislation (including but not limited to the Data Protection Act 2018) in respect of the prevention or detection of crime or the administration of justice.

If you would like further information about how Kirklees Council uses your information please visit [www.kirklees.gov.uk/privacy](http://www.kirklees.gov.uk/privacy)
If you have any concerns or questions about how your personal information is handled, please contact the Data Protection Officer for Kirklees Council at [DPO@kirklees.gov.uk](mailto:DPO@kirklees.gov.uk) or phone 01484 221000.

**Parent consent and declaration:**
- I confirm that the above information is correct.
- I confirm that I have read the information on this form.
- I consent to the Provider named above and Kirklees Council using this information to verify my eligibility for the extended entitlement of 30 hours and that the Provider will be notified of the result of the check.
- I understand that the result of the check will only be disclosed to myself, my provider and Kirklees Council.
- I understand that the information will be held electronically.
- I understand that if I am eligible, the Local Authority will continue to check my eligibility and if they are notified that I am no longer eligible, they will inform my provider.
- I understand that if I am no longer eligible, I will have to pay for any additional hours above the Universal Free Entitlement after the Grace Period has expired.

<table>
<thead>
<tr>
<th>Signature of Applicant (Parent/Legal Guardian):</th>
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<tbody>
<tr>
<td>Date:</td>
<td></td>
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</table>