

30 hours free early education and childcare Monthly update Issue no. 4 - June 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

This issue covers

- Eligibility Checking System (ECS)
- What you can do to help
- Temporary Eligibility Codes
- HMRC helpline
- Parent agreement
- Q & A from 30 hour events
- Admissions policy
- Staffing – will you need more staff?
- Reminder of eligibility criteria

Eligibility Checking System (ECS)

We are pleased to announce the ECS checker is now ready and available. To date over 600 valid codes have been issued to parents in Kirklees.



*It is important to note that the ECS checker will ONLY be available to those providers who have submitted their online form via the [Provider Portal](#) indicating they can offer 30 hours, if you haven't submitted your form yet please do so now. Over **270** providers have so far indicated they intend to offer 30 hours free childcare and education. [Click here to check whether you are currently included in the 30 hour directory](#)*

Even if you do not intend to offer 30 hours please let us know you cannot offer 30 hours at this stage by emailing childcare.sufficiency@kirklees.gov.uk

What you can do to help

Remind parents to apply early* and bring their eligibility code along with their National Insurance number and child's date of birth, otherwise you won't be able to verify their code and offer a place.

*** Parents must apply and receive their eligibility code before 1 September if they wish to access their 30 hours in the Autumn term. Parents who receive their eligibility code on or after 1 September will NOT be able to access their 30 hours until January 2018 (Spring term).**

Eligibility codes are issued from the date the eligibility decision is made by HMRC **not** the date of application. Although many parents are likely to receive a quick decision from HMRC some cases may take several weeks.

If parents applied earlier in the summer term i.e. April or May the voucher end date (also known as the validity end date) could end before the start of the autumn term which is 4th September. Please remind parents that they need to **re-confirm** their eligibility, this can be done 28 days before their code expires, HMRC will issue reminders to parents.

Providers **can** still offer the parent the place for September on the understanding that both parties know that funding is not guaranteed until the parent has re-confirmed their eligibility with HMRC.

Temporary Eligibility Codes

HMRC may release a small number of 'Temporary Eligibility Codes' beginning with the number '11', as opposed to the usual '5000' prefix.

This is due to some applications for 30 Hours needing manual intervention. It is expected that these Temporary Eligibility Codes will continue to be issued by HMRC for the foreseeable future, though the numbers are expected to be small.

Parents will need to present these Temporary Eligibility Codes to Providers in the same way as any other code. Providers then need to verify them as they normally would; however, they will only need to be verified once, as these codes are temporary in nature and thus cannot be reconfirmed. Instead, the parent will be issued with a normal permanent Eligibility Code at their next reconfirmation, which they will need to use going forward. Providers will need to collect the new permanent code from the parent once it has been issued at the next reconfirmation, which will replace the pre-existing Temporary Eligibility Code.

HMRC helpline for parents experiencing problems with the application process
Customer Interaction Centre 0300 123 4097

[The Kirklees Parent Agreement and Key Facts Statement 2017-18](#)

[Q & A from 30 hour events](#)

Includes updated grace period table.

Admissions policy – Criteria if oversubscribed

We recommend you review your admission policy to incorporate 30 hours. Things to consider include:

- How will you prioritise and deal with requests from parents?
 - Will you keep a certain number of places for local children?
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- Do you need to revise your parental contracts to show universal hours and 15+ hours (extended entitlement) separately and show additional charges such as meals and consumables?
-

Staffing – will you need more staff?

Things to consider:

- Do you need to revise your staffing model?
 - Do existing staff want to extend their working hours?
 - If you are looking at changing staff contracts or working patterns you will need to consult with staff
 - If you are extending your hours can you meet child:staff ratios and qualification requirements throughout the day and especially at peak times such as lunch and arrival/departure times?¹
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Reminder of eligibility criteria

- Both parents, or sole parent in a lone parent family, must be working and expect to earn (on average) at least £120 a week for each parent over 25 years old or £112.80 a week for each parent between 21 and 24 years old. (equal to 16 hours at the National Minimum or Living Wage.) Parents do not have to be working 16 hours.
- Either parent has an income less than £100,000.
- Only HMRC can decide if a family is eligible so parents must apply for the additional hours through the on-line childcare service www.childcare.tax.service.gov.uk/

¹ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf