

Silver Springs Primary Academy

30-hours funded Nursery Provision (Extended Entitlement)

1. Introduction

This policy is written with reference to DfE document “Early Years Entitlements: Operational Guidance” July 2017 and statutory guidance: “Early Education and Childcare” February 2018. This policy should be read in conjunction with the Silver Springs Nursery Admissions Policy (Universal Entitlement).

2. Purpose

- To provide clear guidance for Silver Springs Governing Body on 30-hours admissions
- To ensure a consistent approach to 30-hours admissions

3. Eligibility

To apply for a 30-hour place in our nursery, parents must be:

- financially eligible according to Government Guidelines (see part 4)
- the parent of a child already with a 3 or 4 year old 15-hour (Universal Entitlement) place at Silver Springs as a part of normal Nursery Admission procedures

Parents can only start claiming a 30 hours place for their three or four year old the term following the date they receive a decision from HMRC

4. Financial Eligibility

Parents are eligible to apply for 30 hours free childcare if the parent is or are:

- in work - or getting parental leave, sick leave or annual leave
- each earning at least the [National Minimum Wage or Living Wage](#) for 16 hours a week - this is £120 if the parent is over 25

This earnings limit does not apply if the parent is self-employed and started your business less than 12 months ago.

Parents are not eligible if:

- their child doesn't usually live with them
- the child is their foster child
- either the parent or their partner has a [taxable income](#) over £100,000
- they are from [outside the EEA](#) and their UK residence card says they can't access public funds

Parents can get 30 hours free childcare at the same time as claiming Universal Credit, tax credits or childcare vouchers.

If a parent is unable to work, they may still be eligible if their partner is working, and they get Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance or Employment and Support Allowance.

5. Roles and Responsibilities

The Governing Body / school will:

- Keep a record of all parents expressing an interest in a 30-hour place for their child
- Make it clear on all correspondence to parents that a 30-hour place in nursery does not guarantee a place in Reception
- Provide information as requested about how to apply for a 30-hours place (extended entitlement)
- Remind parents to bring their eligibility code, along with their National Insurance number and child's date of birth, to the office as soon as possible
- Confirm the allocation of a 30-hour place
- Remind parents that they need to reconfirm when prompted by HMRC
- Verify codes promptly so that a place can be reserved for parents who are eligible

Parents / Carers will:

- Parents must apply for 30 hours free childcare through the Digital Childcare Service
- Parents must apply the term before they wish to claim their place and /or their child meets the age criterion to ensure they can access a place at the start of the term after their child turns three
- Parents must take their eligibility code to the office for verification, together with their National Insurance number and child's date of birth
- Parents must reconfirm that they remain eligible every three months

The Local Authority will:

- Verify the code through DfE's Eligibility Checking Service (ECS)
- Audit the eligibility codes at 6 points in the year to identify children who have fallen out of eligibility

6. Allocation of Places

Where there is capacity within existing staffing ratios at the start of the academic year, the academy will offer 30-hour (Extended Entitlement) places, when a minimum of 4 parents request places.

Where there is capacity within existing staffing ratios, the academy will offer a maximum of 10 30-hour (Extended Entitlement) places.

Where demand for 30-hour (Extended Entitlement) places is greater than the number of places available the academy will prioritise according to the following criteria:

- a) Continuing children i.e. those who have had a 30-hour place in the previous term and parents have reconfirmed their eligibility by the HMRC deadline
- b) Children with Exceptional Medical Needs or Home Circumstances and / or Special Educational Needs
- c) Siblings of children on roll in the school
- d) Age

If capacity still exists once all parental requests have been allocated a place, further requests will be allocated on a first-come, first-served basis.

Parents do not have the right of appeal against the decision of the Governing Body to refuse to allocate a 30-hour (Extended Entitlement) place.

7. Delivery Model

At Silver Springs Extended Entitlement will be provided within the normal Nursery school day:

08:45 am to 11:45am Morning Session

11:45 am to 12:15 am Lunch

12:15 pm to 3:15pm Afternoon Session

The school will make no charge for the half hour lunch break, but parents must provide a healthy packed lunch for their child. All other drinks and snacks will be provided as a part of our normal Nursery provision.

Parents will be asked to provide a voluntary donation towards trips and other enrichment activities beyond the normal nursery provision.

8. Summary of the end-to-process of application:

- Parents register their interest in a 30-hour (Extended Entitlement) place with the Office.
- Parents apply through the digital childcare service, or in some circumstances, by phone using the childcare service Customer Interaction Centre. If their application is successful, they are given an 11-digit eligibility code (beginning '500').
- Parents take their eligibility code to the office for verification, together with their National Insurance number and child's date of birth.
- The school verifies the code through the local authority – either by phone or email, or through a provider portal linked to the local authority system.
- The local authority verifies the code through DfE's Eligibility Checking Service (ECS).
- Local authorities audit the eligibility codes at 6 points in the year to identify children who have fallen out of eligibility.
- Parents will be prompted every three months to reconfirm that they remain eligible.

If they are no longer eligible for 30 hours, they will enter a grace period and will be able to retain their place for a short period.

9. How will parents know what to do?

Parents can check whether they could be eligible for a range of government childcare offers, including 30 hours, via Childcare Choices at: <https://www.childcarechoices.gov.uk> or the Childcare Calculator at: <https://www.gov.uk/childcare-calculator>. Those who could be eligible for 30 hours and/or Tax-Free Childcare will be directed to the digital childcare service to apply.

The eligibility criteria for 30 hours and Tax-Free Childcare are broadly aligned. For a more detailed guide to the 30 hours eligibility criteria see our guide at: <https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility>.

Parents will be able to apply for both 30 hours and Tax-Free Childcare at the same time by entering their details once. HMRC will check parents' eligibility for both schemes at the same time.

Parents will not need to apply through the digital childcare service if they only want to claim the universal 15 hours entitlement for three and four year olds

10. Digital Childcare Service Application

How do parents apply for 30 hours (extended entitlement)?

Parents should apply via the childcare service. They will be asked to:

1. Create a Government Gateway account if they do not already have one. If they do, they will need to sign into Government Gateway to verify their identity before accessing the childcare service. Parents can find details and instructions on how to register for a Government Gateway account at gov.uk.
2. Once in the childcare service, enter their personal details including their name, address and National Insurance number and the same details for their partner (if they have one).
3. Declare that they expect to meet the income requirements over the coming three months.
4. Declare whether they are in receipt of any relevant benefits.

Having completed their application, if eligible, parents will:

5. Have a childcare service account. In the “secure messages” section of their account, parents will receive messages regarding their eligibility.
6. Be given an 11 digit ‘eligibility code’ for their child – this can be found in the ‘30 hours free childcare’ section of their childcare service account (see Image A) and in their ‘secure messages’ section (see Image B). These codes normally start with ‘500’. However, there are a small number of cases where parents might have a temporary code starting with ‘11’.
7. Be asked to take this code (along with their National Insurance number and child’s date of birth) to their provider to reserve their 30 hours place.

Parents who need assistance to apply, or who do not have access to the internet, can call the childcare service Customer Interaction Centre on 0300 123 4097 and apply over the phone.

If parents encounter any problems during the application process or accessing their childcare service account, they should direct their queries to the childcare service Customer Interaction Centre. Local authorities and providers should direct parents to the childcare service guidance pages in the first instance. The telephone number can be found under ‘Get help’.