

**30 Hours Free Childcare**  
**Information Sheet – September 2023**

From September 2017, families meeting certain eligibility criteria will be entitled to a funded nursery place of up to 30 hours a week. Parents can still choose to take up 15 hours a week if they prefer. In order to secure a 30 hour place, however, an application process must be completed via the Childcare Choices website. Parents wanting to claim the 15 hours will not need to submit an application.

**When do I apply?**

Children are able to join our Nursery the main school term after they turn 3 years of age. In order to be able to start then you must have already applied for your 30 hours free funding eligibility code. You can apply during the school term in which your child turns 3 years of age. There are three school terms as follows:

Term		Your child can start Nursery in: *
<b>Autumn</b>	1 <sup>st</sup> September to 31 <sup>st</sup> December	January
<b>Spring</b>	1 <sup>st</sup> January to 31 <sup>st</sup> March	April
<b>Summer</b>	1 <sup>st</sup> April to 31 <sup>st</sup> August	September

For example: if your child turns 3 during October, you can apply for your funding from September, and your child can join our nursery from the start of term in January.

\* Please be aware that for your child to be able to join our nursery provision under the extended 30 hours funding the following criteria must have been met:

1. Your child has turned 3 in the previous term; and
2. You have received your 11 digit eligibility code; and
3. You have completed and returned to us our Eligibility Code Form; and
4. Your eligibility code has been confirmed by us as verified.

If you do not have your eligibility code in time for your child to join us the term after they turn 3, you will need to wait until the following term to access your child's funded 30 hours place. However in the meantime, should you wish, your child could start with us but on a fee paying basis.

### How do I apply?

You can apply online via Childcare Choices at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Alternatively, you can apply over the phone by calling the childcare service Customer Interaction Centre on 0300 123 4097.

As part of the application process you will be asked to provide your personal details, your national insurance number, and the same details for your partner (if you have one). You will be asked details in relation to your income and any relevant benefits you receive.

At the start of the process you will be asked to create a Government Gateway Account (if you don't already have one). At the end of the process you will have a childcare service account. You will receive messages via this account as to your eligibility and (if eligible) you will be given an 11 digit eligibility code. Please ensure that you keep a careful note of your code, login, and password details as you will need them regularly.

You will be prompted via your account, every 3 months, to confirm the details you originally entered on your application are still correct. This is to check that you are still eligible for the 30 hours free childcare. If you miss the deadline to reconfirm your details your eligibility will lapse. Please ensure that you regularly check for any messages and that you respond to all requests to reconfirm your details promptly. Parents who complete their application over the phone will need to phone Customer Interaction Centre again to reconfirm eligibility.

Should your entitlement to 30 hours lapse, a grace period will be introduced to enable your entitlement to be re-established. Should this not have happened before the end of the grace period your child's place will revert to the universal 15 hours of free funding. Should you wish to continue receiving the full 30 hours, you can do so, but it will be on a fee paying basis for the additional 15 hours.

Once you have received your code you will need to complete, and return to us, our **Eligibility Code Form** (see attached). We will then verify your code and confirm with you when this has been done.

### **Can I split my funding between two Childcare Providers?**

Yes you can, although you are not able to split the funding across more than 2 sites in any one day.

You will need to provide us with clear information as to which childcare provider you are using for (a) your child's universal 15 hours entitlement and (b) for the extra 15 hours under the extended free entitlement.

### **Do I have to take up the full 30 hours?**

No. Parents are able to apply for up to 30 hours. Please speak to us if you require less. You will be asked to confirm before your child starts with us which sessions you would like. We will make every effort to be flexible and meet your requirements. Please note that sessions may be limited and need to be booked a big term in advance.

### **Can I change my number of hours?**

Yes. You will need to complete our change of session request form. Any changes must be submitted and approved a big term in advance. Any extra sessions requested will be subject to availability. All requests must be made via our school office.

### **What if I am not eligible?**

Your child can still attend our nursery, up to a maximum of 30 hours per week. All children are entitled to 15 funded hours, thereafter any additional hours will be payable on a fee paying basis. Each session booked (regardless of attendance) will be charged at £18. You will be invoiced a term in advance.

**30 Hours Free Childcare**  
**Eligibility Code Form**

Once you have applied for 30 hours funding, and providing you are eligible, you will be given an 11 digit code. In order to claim the funding you need to give us this code so that we can verify it on your behalf.

Please complete the details below and return this form to our school office or email it to us at [office.2459@watlington.oxon.sch.uk](mailto:office.2459@watlington.oxon.sch.uk)

<b>Your Name</b>	
<b>Your National Insurance Number</b>	
<b>Your 11 digit Eligibility Code</b>	
<b>Your Child's Name</b>	
<b>Your Child's Date of Birth</b>	

It is important that the person who applied for the code fills in the above information.

By completing and returning this form to us you are consenting to us verifying your eligibility code as required of us by Oxfordshire County Council.

Signed:	Dated:
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