

Burnside Foundation Stage Unit



30 hours free childcare policy

March 2019.

## Aims of Policy

This policy aims to set out clear guidelines for accessing and providing the Government's 30 hours free funded childcare. It will provide details of eligibility and terms and conditions of provision for both Nursery and parents/carers.

### Eligibility for 30 hours free funded childcare:

You will be eligible for the 30-hour funded childcare offer if:

- You earn more than the equivalent of 16 hours at the national living wage or minimum wage per week: for example, £120 per week if you are 25 or older.

There is no requirement to work a certain amount of hours per week - it is all about how much you earn. This means if you only work 10 hours a week but earn £12 per hour, you will meet the minimum earning threshold. Apprentices are also eligible as long as they earn the equivalent to 16 hours at the apprentice minimum wage.

AND

- You earn less than £100,000 per year.

This applies if you are **self-employed or on a zero-hours contract** and expect to meet the earning criteria on average over the three months after you have applied for the 30-hours. HMRC will look at data such as your previous earnings to consider whether you are likely to meet the criteria and may contact you for further information if they are unsure.

**If you are starting up your own business**, you will not be expected to meet the minimum earning criteria in your first year of trading.

**If you are not working** but you expect to take up paid work within 14 days, you can still apply for 30 hours, as long as you expect to meet the income criteria over the coming three months.

**If you are a single parent** and meet the above criteria, you will be eligible for the 30 hours. If you live with a partner, you both must meet the above criteria. This still applies if one of you is not the child's parent - for example, if you have remarried or have started living with a new partner. If you are separated/divorced from your child's parent, the eligibility rules will only apply

to the parent that the child normally lives with (and their new partner if they are part of the same household).

### **Applying for the 30 hours**

You can apply for both the 30-hour offer and tax-free childcare via a single application on the [Childcare Choices website](#) .

To complete the application, you provide your name, address and national insurance number, as well as whether you expect to meet the income requirements over the next three months and whether you are in receipt of any benefits.

If you live with a partner, you will need to provide the same information for them as well. This will enable HMRC to decide whether your child is eligible for the 30 hours (as well as tax-free childcare).

If you are eligible, **you will be given an 11-digit code** that you will need to bring into school and present it to the school secretary along with your national insurance number and your child's birth certificate.

We will then use the government's eligibility checking system to check the code is valid.

You will need to **reconfirm your eligibility every three months** and will receive a reminder text message or email from the government before the deadline.

### **When are children be eligible for 30 hours offer?**

Your child will be eligible for the 30 hours offer from the term after they turn three, or the term after you receive your eligibility code - whichever is later.

For example, if your child turns three on 25 March, and you apply for the 30-hours on 27 March, your child will be eligible for a place from 1 April (i.e. the start of the spring term). However, if your child turns three on 25 March but you don't apply for the 30 hours until 5 April, your child won't be eligible for a place until 1 September (i.e. the start of the autumn term).

### **Our Nursery hours**

Morning session 8.45 am- 11.45 am

Afternoon session 12.30pm- 3.30pm

30 hours offer- 8.45am- 2.45pm (6 hours per day over 5 days)

Additional time can be purchased to allow 30 hours children to stay until the end of the day (3.30pm) for £4 per day. This is optional and places will need to be paid for at the beginning of every month. Payment is for the place taken and is not conditional of attendance.

All cash to be placed in a named envelope and handed to the school secretary. Cheques are made payable to Durham County Council.

### **Lunch arrangements**

Children can either bring a packed lunch or pay for a school dinner. School dinners cost £2.05 per day. There is a selection of hot and cold meals provided and dessert. Please see our schools packed lunch policy if your child would like to bring a packed lunch.

### **Minimum hours**

Children are allocated a morning or afternoon place with their 15 hours entitlement across 5 days. The extra 15 hours (or more) can be requested but we ask that children attend their allocated morning or afternoon sessions over the week for continuity and to ensure effective planning can be provided.

### **Flexibility and entitlement**

Flexibility of hours offered will be considered on a term by term basis and will be determined by nursery numbers and staffing ratios.

This may mean that 30 hours places may be restricted or in some cases we would be unable to offer 30 hours provision for a term.

Parents do not have to take up the full 30 hours to receive funding. If you want to take up, for example, 25 hours per week, this will still be funded by the government under the 30-hour offer.

However hours taken up must be agreed by school and will be subject to nursery numbers. This may change on a termly basis as staffing ratios need to be considered.

Any change of hours must be requested in writing by parents and given a months notice.

We will write to parents/carers every term to inform them of our following terms offer.