Howe Dell School

30 Hours Funding Policy for 3 & 4 year olds

Created October 2019
Agreed November 2019

Reviewed Autumn 2026
Next Review Autumn 2027

30 Hours Funding

Since September 2017, the government provides an additional 15 hours of free childcare each week to some working parents of 3 and 4 year-olds. This means that these parents are able to access 30 hours of free childcare per week.

Howe Dell Nursery School have offered 30 hours funded provision from January 2020. There are limited spaces dependent on numbers. If you are not entitled to funded provision we may be able to offer additional 15 hours which can be paid for.

Howe Dell offer 30 hours funding and 15 funded hours plus paid 15 hours for **5 days per week, term time only.** The Howe Dell site offers exemplary provision for all children from age 0-11.

School will claim the funded hours through the funding portal. Timescales of when the information has to be submitted by the school is supplied by the Family Commissioning Service and the return will be submitted during 'Funding return submission week'.

Nursery Curriculum Coverage

So that we continue to meet the needs of our morning and afternoon 15 hour Nursery children, whilst avoiding repetition for our 30 hour funded children, both planning and staffing will be adapted accordingly. There will be enrichment opportunities and extensions, both child initiated and adult led, as well as important time to relax.

Do I qualify for 30 hours free childcare?

You, and any partner, need to meet the following criteria in order to be eligible for 30 hours free childcare:

- Expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.
- This applies whether you are in paid employment, self-employed or on zero hours contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.

What hours are covered by the 30 hours?

Howe Dell School Nursery offers a core 30 hours to children who are attending Nursery from 8.45am. to 3.15pm Monday to Friday, term time only. **Parents need to provide a packed lunch, school will not provide a dinner.** Please refer to the packed lunch policy for more details.

How do I secure a 30 hour place?

Places in our Nursery will be offered in line with our Admissions Policy and criteria. 30 hours places are limited and children can be placed on a continued interest/waiting list for a space to become available. This ensures that we can meet the needs of all children. We therefore suggest that you:

- Speak to the Office/Nursery staff about places and register your interest.
- Apply for your eligibility code via the online eligibility checker available at: www.childcarechoices.gov.uk. You can do this 16 weeks before your child's 3rd birthday, however if you currently receive tax free childcare we advise you call the helpline on 0300 123 4097.
- Bring in the 11 digit 'eligibility code' along with your National Insurance number and proof of your child's date of birth in the form of a birth certificate or passport) so we can claim the 30 hours place. You will be asked to complete a Parent Declaration Form to enable us to process your application.

Grace Period

Please note that you will need to reconfirm your eligibility to the 30 hours free childcare every three months. Failure to do so will terminate your eligibility. If your circumstances change, you may lose your eligibility but your child will retain the 30 hour place until the end of the current term (the grace period).

When could my child start in a 30 hours place?

If your child's date of birth falls between 1st September 2023 and 31st August 2024, you should speak to Howe Dell School about 30 hour availability.

At Howe Dell Nursery we have one intake per year in September, however we do accept applications throughout the year.

The 2027 - 2028 intake will be for children born between 1st September 2023 and 31st August 2024. If your child is born between these dates the earliest your child can start their 30 hours with us will be from September 2027, providing you have obtained and supplied us with their eligibility code before 31/08/2027.

Please be advised that the school is closed for the holidays during the Summer at the end of July and during August. Codes are to be obtained prior to the holidays to avoid disappointment. Childcare places should be applied for using the Howe Dell Nursery application and will be allocated following the admission criteria. If space is not available, your child will be placed on the waiting list.

If the school has no 30 hour places remaining, what options do I have?

If you have a 30 hour code you can ask to be placed on our waiting list should a place become available during the year. You will need to keep your eligibility active by reconfirming (see above).

You may wish to consider shared provision whereby you accept a 15 hour morning or afternoon place at Howe Dell Nursery School and use a local child minder or childcare setting to provide the remaining 15 hours. You will need to provide your eligibility code to both parties.

If your child's date of birth falls between 1st September 2023 and 31st August 2024, you should speak to Howe Dell School about their 30 hour availability.

You should also clearly indicate on the application form for Nursery admission for those applying for September 2027 that you want a 30 hour place and provide your eligibility code.

Payment Method & Fees

All payment must be made **in advance** of childcare provided, an invoice will be issued half termly. Payment must be made in full before the term starts. If payment is not received then your child's place will be at risk and will be removed.

Fees are non- negotiable and there is no discount for siblings. No refunds will be given.

Fees are applicable should your child be absent due to illness or holidays. An additional charge will be incurred if you are late in the collection of your child. A charge of £5 per 10 minutes will be charged for late collection to a maximum of 30 minutes. If the school is not notified of late collection then Children's Services may be contacted.

4 week's notice must be given in writing should you wish to withdraw your child from the School Nursery, this is for parents who pay for additional hours.

Parents should have the 30 hour code before their child starts Nursery. If a code is not supplied then children will not be eligible for 30 hours therefore will be able to attend for 15 hours. The Nursery Team will confirm which session it will be for (am or pm). In the rare case a child attends without a code parents will be charged for attended sessions.

If you are not eligible and would like your child to attend Nursery for 30 hours the following fees would apply: Cost per hour = £8.00

Therefore: 3 hours 35 minutes per day = £28.00 per day.

5 days X £28 = £140 per week.

Fees should be paid through bank transfer but we also accept childcare vouchers and Tax Free Childcare. The Government may be able to help with childcare costs through the childcare element of the working tax credit. For more information call the Tax Credit Helpline on 0845 300 3900.

30 Hours Entitlement

To qualify for the 30 hour entitlement, each parent (or single parent in a single parent family) will need to earn on average at least the equivalent of 16 hours on the national minimum wage per week and no more than £100,000 per year.

Eligibility for the 30 hours free childcare will be determined by the HMRC eligibility checker.

For more information please see:

https://www.gov.uk/apply-free-childcare-if-youre-working