

Early Years Entitlements Update – October 2017 Bulletin

30 HOURS – NOW LIVE!!

Welcome to the October Bulletin, our 6th edition of the Early Years Entitlements Update.

The 30 hours extended entitlement has been operational since the 1st September 2017. We know that many providers had teething problems with some HMRC codes not working and parents not understanding the eligibility process. Thank you for your patience and understanding during this challenging time.

If parents are still experiencing any difficulties with the 30 hour process, please refer them back to HMRC (see section 5 for details). Gloucestershire County Council and Families Information Service are unable to help in the first instance.

1. Inputting data onto the Funding Portal

PLEASE ENSURE DATA INPUT ONTO THE PORTAL IS CHECKED AND CORRECT

Unfortunately a very large number of **errors of key information** have been input onto the funding portal which has taken the Early Years Funding Team a great deal of time to correct –we will not be able to do this going forward.

It is **absolutely imperative** that information is checked before sending and is correct. **To ensure that you continue to receive your payments for all entitlements and on the due dates in future**, please ensure that data is correct.

CHECK BEFORE YOU SEND:

- 2 year olds –are NOT entitled to 30 hour funding, therefore no code is required
- Have you input the child's name correctly – first names and last names have been entered the wrong way round, please ensure the child's name is input as per their birth certificate (not a shortened name)
- Please ensure the child's date of birth is accurate – numerous dates have been incorrectly entered
- Please ensure addresses entered include correct punctuation and are not abbreviated
- Please ensure the Carer's details are recorded accurately –this section needs to include the Carer's date of birth, not the child's.

2. Payment of children who had codes issued late from HMRC

Following an email from the Funding team on the 29th September, we are expecting to issue payments to providers for those children whose eligibility codes were issued late by HMRC this **Friday 6th October**. If you have any queries about payments received, please contact the Nursery Funding Team –see section 5.

3. Reminder of eligibility

Please remember that a child is only eligible to access the Extended entitlement (additional hours over the Universal 15 hours, up to a maximum of 30 hours) the term following their 3rd birthday **or** the term following the date the code was issued, **whichever is later**.

Here are some examples for you:

- 1) If a parent has applied for a 30 hours code in August 2017, but their child is not aged 3 until September 2017, they will not be able to access the Extended entitlement until the 1st January 2018. This is because the child's 3rd birthday is the 'later' event, so the child will only be able to access the additional hours from January 2018
- 2) If a child turns 3 in October 2017, but the parent does not apply for a 30 hours code until January 2018, the child will only be able to access the Extended entitlement from 1st April 2018 as the application for a 30 hours code was the 'later' event. For the same child to access the additional hours from 1st January 2018, the parent needed to have applied for a 30 hours code by the 31st December 2017.

The below table sets out the timeframes children/parents must meet to access their extended entitlement as soon as they are eligible. Please feel free to share this with your parents:

A child born between:	Will be eligible for a place for the additional free entitlement from:	For this to happen, parents will need to have applied for a code from HMRC by:
1 st January and 31 st March	The start of Terms 5 & 6 (Summer Term) following their 3 rd birthday until statutory school age	31 st March
1 st April and 31 st August	The start of Terms 1 & 2 (Autumn Term) following their 3 rd birthday until statutory school age	31 st August
1 st September and 31 st December	The start of Terms 3 & 4 (Spring Term) following their 3 rd birthday until statutory school age	31 st December

4. Disability Access Fund payments (DAF): A reminder

This funding is available to early years providers (not directly to parents) to make reasonable adjustments to their provision to increase capacity to support disabled children with Special Education Needs and Disabilities (SEND). Providers will receive an additional annual amount for children aged 3 and 4 years, who are in receipt of Disability Living Allowance (DLA) and receive free childcare. **Please note:** 4 year olds in primary school reception classes are not eligible for DAF funding, this includes independent schools.

For a provider to access the funding, a parent **must** produce a copy of their DLA notice and give this to the provider of their choosing who will take a copy to keep for their records. If a parent uses more than one setting they must nominate which provider is to receive the funding. The provider **must** also scan and send a copy through to the Early Years Funding team who will pay the one-off payment of £615 independently to the headcount claims. You **should not** add the details in the portal headcount task.

For further information please refer to your Local Provider Agreement Page 17, No 8.1 Disability Access Fund. Also attached are guides that have been produced for providers and parents and a separate guide about Inclusion funding.



Disability Access
Fund - A parents GuicFund



Disability Access



Early Years Inclusion
Guide - Sept 20

5. How to access help

▪ HELP FOR PARENTS

If a parent has specific enquiries about their code and eligibility for the extended entitlement, they should contact the **HMRC Contact Centre** on **0300 123 4097**. The Contact Centre is open 08:00 – 20:00 Monday to Friday, 08:00 – 16:00 Saturday and 10:00 – 16:00 Sunday. If a parent has applied for 30 hours childcare before the end of August but is still awaiting their code, they must contact the HMRC Contact Centre on 0300 123 4097. Only HMRC can issue 30 hour codes to parents.

If a parent has a general query about their code, about the extended free childcare entitlement, wants to know childcare providers in their area etc they should call **Gloucestershire Family Information Service** on **01452 427362**.

Information for parents on the 30 hours offer is available on the **Glos Families Directory** [here](#)

▪ HELP FOR CHILDCARE PROVIDERS

Whether you're a childminder, playgroup, day nursery or school, we're here to give you as much **free** support and advice as you need. No question is silly and no problem is too small, we're available to help you with any queries you have about the 30 hours offer or any other query about early years funding or how this can work for you. For further support and advice contact one of the numbers below depending on your query:

Tax free childcare or 30 hours general information

Gloucestershire Family Information Service can help parents and providers make sense of information about childcare entitlements and can help parents find a place for their child/ren. Phone **01452 427362** (Monday to Friday between 9am and 5pm, answer machine at all other times) or email familyinfo@gloucestershire.gov.uk

2 year old, 3 & 4 year old first 15 hours (universal entitlement) or 30 hours (extended entitlement) funding and the online portal

Any queries about how the funding works, how to input information into the funding portal, guidance on what charges you can make to parents and how to keep this within the terms of the funding agreement etc, please contact the **Nursery Funding Team** (Sue Bodenham, Ben Mumford, Glynis Russell and Razia Munshi) on **01452 328668** or free34forms@eygloucestershire.co.uk

Guidance notes on the changes to the Funding Portal can be found in your gmail account.

Business support and advice

If you're unsure you can offer the 30 hours and how to help parents access a place, **Deborah Robinson** from National Day Nurseries Association offers **free** business support and advice to all childcare providers (including schools). Contact Deborah on 07808 529 231 or email deborah.robinson@ndna.org.uk

Schools

If you're from a school setting and would like to understand more about the 30 hours extended childcare entitlement contact **Liz Giles** or **Rebecca Jelf** on **01452 328518** for free information and advice.



6. UNDERSTANDING THE ENTITLEMENTS

Parents can work out which childcare entitlement would suit them best by completing the [Childcare Choices Calculator \(www.gov.uk/childcare-calculator\)](http://www.gov.uk/childcare-calculator). They will need the following information ready to use the calculator and apply for their childcare entitlement:

- ✓ Parent's name, address and National Insurance number and the same details for their partner (if they have one)
- ✓ Child/ren's date of birth
- ✓ Details on their income
- ✓ Details on any benefits they or their child receives

As a provider, you can keep yourself up to date by regularly visiting the [Childcare Choices](http://www.childcarechoices.gov.uk) website (www.childcarechoices.gov.uk). Look for the below option on the homepage to take you to provider information:

Childcare providers
What you need to know



This website is **being updated with all the latest advice and information regarding Tax Free Childcare and 30 hours entitlement.**

If you wish to speak to anyone about any aspect of this bulletin please contact the Family Information Service on 01452 427362 or e-mail familyinfo@gloucestershire.gov.uk