



Avalon School

Early Years Funding

Information and Guidance For Parents



Are you a working parent?
Is your child 3 or 4 years old?
You could be eligible for 30 hours free childcare.

What is 30 hours free childcare?

All 3 and 4 year olds are entitled to receive 15 hours per week of Free Early Years Childcare from the term after they turn 3, during term time (ie 36 weeks at Avalon School across the academic year). This is known as universal funding.

If your child attends for the 15 hours free entitlement only, you will not be charged any fees. However, Avalon School will apply a charge for lunches or snacks and any additional activities such as trips etc.

If your child attends more than the 15 hours per week you will be charged for the additional hours attended.

Children from working families may be entitled to an additional 15 hours per week, this is known as extended funding (also referred to as 30 hours).

You can split your entitlement between a maximum of two providers. You can claim 15 hours over at least two days per week for a maximum of 10 hours in one day.

Claiming your child's place

In order to access the 30 hours free childcare you child must be:

- over 3 years old
- Under compulsory school age (ie less than 5 years old)

Parents must be working, the broad criteria are:

- Both parents must be working or the sole parent in a lone parent family must be working
- Each parent must earn on average a weekly minimum equivalent of 16 hours at National Living Wage
- Each parent must earn less than £100,00 per year

If you wish to claim for the Universal 15 hours Avalon School will apply on your behalf, you simply need to complete a short form provided by Avalon School and is attached in Appendix A of this leaflet.

If you wish to apply for the Extended 15 hours funding you need to apply online on the Government website Childcare Choices -<https://www.childcarechoices.gov.uk/>

If you are splitting your funding between Avalon School and another provider you will need to complete a separate form with each provider.

When you can claim

Children become eligible from the term after their 3rd birthday.

If your child's birthdays falls between	They become eligible from
1 st January to 31 st March	1 st April following child's birthday (summer term)
1 st April to 31 st August	1 st September following child's birthday (autumn Term)
1 st September to 31 st December	1 st January following child's birthday (spring term)

The entitlement will last until the term your child is of compulsory school age (ie 5 years old).

More information on how the funding works can be found in the Government publication "Early Education and Childcare – Operational Guidance -

<https://www.gov.uk/government/publications/30-hours-free-childcare-la-and-early-years-provider-guide>

Extended funding (30 Hours)

Extended funding is an extra 15 hours per week (for 36 weeks per academic year at Avalon School) of free Early Years Childcare offered to the children of working parents or families entering work who meet a government set criteria.

The additional extended 15 hours will be available to families where:

- both parents are working or the sole parent is working in a lone parent family
- each parent has a weekly minimum income equivalent to 16 hours at national minimum wage or living wage
- neither parent has an income of more than £100,000 per year

Your child can start to received their funded childcare the term after they turn 3 years old and have received a valid 30 hours code, whichever is later.

Term start dates are

- 1st September (autumn term)
- 1st January (spring term)
- 1st April (summer term)

Applications for an extended funding code can be made 12 weeks before the child's 3rd birthday.

All applications are processed and managed by HMRC, you will need to re-confirm your details every 3 months to be able to continue to access your 30 hours of childcare. HMRC will advise you of the date you need to reconfirm by. **As a parent it is your responsibility to reconfirm your eligibility.**

Any issues with 30 hour applications should be directed to Childcare Choices 0300 123 4097 or visit the Childcare Choices website for more information

<https://www.childcarechoices.gov.uk/>

Before Avalon School can offer your child 30 funded hours parents will need to provide:

- Eligibility code
- National Insurance Number
- Child's date of birth
- Child's birth certificate or passport
- Completed Parent Declaration Form so that Avalon School can validate your code – see Appendix B.

Change of circumstances

You will be reminded by HMRC to reconfirm eligibility every 3 months. As a parent this is your responsibility. If eligibility is not reconfirmed or you are no longer eligible, your entitlement will continue for a short period of time (known as the grace period).

The grace period is defined by when you fall out of eligibility:

Date parent receives ineligible decision on reconfirmation	Wirral Borough Council audit date	Grace period end date
1 st January to 10 th February	11 th February	31 st March
11 th February to 31 st March	1 st April	31 st August
1 st April to 26 th May	27 th May	31 st August
27 th May to 31 st August	1 September	31 st December
1 st September to 21 st October	22 nd October	31 st December
22 nd October to 31 st December	1 January	31 st March

Should you fall out eligibility for 30 hours funding you will still receive the universal 15 hours. However any sessions provided over and above the 15 universal hours will be charged for in the usual way.

Privacy notice

- information will be processed in accordance with the Data Protection Act 2018
- eligibility will be checked by with appropriate government departments (HMRC, DWP and Home Office)
- any entitlement or change in entitlement status will be shared by the local authority with the school or setting the child attends

Find out more

For further information about the increase in funding entitlement visit Wirral Borough Council's website. <https://www.wirral.gov.uk/early-years-and-childcare/free-childcare-three-and-four-year-olds/extension-early-years-funding-30>

For more information email Wirral's Early Childhood services at fis@wirral.gov.uk.

Tax-Free Childcare

To find out about the new Tax-Free Childcare scheme visit the HMRC website. <https://www.gov.uk/government/news/tax-free-childcare-10-things-parents-should-know>

Childcare Choices

If you are having difficulty with the Childcare Choices website (<https://www.childcarechoices.gov.uk/>) you can call the helpline on 0300 123 4097.

APPENDIX A



Early Years Funding Entitlement for 2, 3 and 4 year olds

EYFE1b - Parental Agreement for Early Years Funding Entitlements

This agreement is for the Early Years Provider to collect information from a parent/carer of a funded child to enable a claim for their Early Years Funding Entitlement. This Parental Agreement **MUST** be made available to the Local Authority for audit purposes. This information must be kept in a secure location and retained for 7 years.

SECTION 1: Child's Details

To be completed by all families claiming Early Years Funding Entitlement for 2, 3 and 4 year olds

LEGAL SURNAME		ADDRESS 1	
LEGAL FORENAME(s)		ADDRESS 2	
KNOWN AS (if different from above)		ADDRESS 3	
Date of Birth		ADDRESS 4	
GENDER	FEMALE <input type="checkbox"/> MALE <input type="checkbox"/>	POSTCODE	
FUNDING (please tick)	2 YEAR OLD <input type="checkbox"/> 3 & 4 YEAR OLD UNIVERSAL <input type="checkbox"/> 3 & 4 YEAR OLD EXTENDED <input type="checkbox"/>		

WHITE	WBRI	White British	ASIAN or ASIAN BRITISH	AIND	Indian
	WIRI	White Irish		APKN	Pakistani
	WIRT	White Traveller of Irish Heritage		ABAN	Bangladeshi
	WROM	White Gypsy/Roma		AOTH	Any other Asian
	WOTH	Any other white background		MWBC	White and Black Caribbean
BLACK	BCRB	Caribbean	MIXED	MWBA	White and black African
	BAFR	African		MWAS	White and Asian
	BOTH	Any other black background		MOTH	Any other mixed background
OTHER	CHNE	Chinese		REFUSED	REFU
	OOth	Any other ethnic background			

Documentary evidence to be completed by Early Years Provider			
Documentary proof of DOB Type (e.g. Birth certificate, Passport):		Document recorded by (name of staff member):	
Date document recorded (DD/MM/YYYY)		SIGNATURE	
Special Educational Needs and Disability (SEND) INFORMATION			
Is your child receiving support for SEND?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Does your child have an Education Health and Care Plan (EHCP)?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Is your child in receipt of Disability Living Allowance (DLA)?		YES <input type="checkbox"/> NO <input type="checkbox"/>	

SECTION 2: Parental Information

To be completed by parent or carer with legal responsibility for child in section 1

LEGAL SURNAME		NI NUMBER	
LEGAL FORENAME		NASS NUMBER (if applicable)	
Date of Birth		30 HOUR CODE (if applicable)	
SIGNATURE		2 YEAR FUNDING REF (if applicable)	
RELATIONSHIP TO CHILD			

SECTION 3: Funded Hours

This section is to be completed for all newly eligible 2, 3 and 4 year olds who wish to claim the Early Years Funding Entitlement, and any 3 & 4 year old children currently claiming universal hours who wish to access the extended hours entitlement.

- Universal 15 hours will continue regardless of entitlement to extended hours.
- You need to complete this claim form for each provider your child attends to ensure that funding is paid between them for a maximum of 15 hours per week.
- Your child can attend a maximum of two sites in a single day. Funding can be split between multiple providers.
- In the case of 2 year old funding please complete the universal entitlement box

	Hours being claimed for PER WEEK (Total)	If stretched, over how many weeks?
Universal Funding (15 hours max)		
Extended Funding (15 hours max)		

If your child attends any other Early Years provision please state below

SETTING NAME		PHONE NUMBER	
	Hours being claimed for PER WEEK (Total)	If stretched, over how many weeks?	
Universal Funding (15 hours max)			
Extended Funding (15 hours max)			

SECTION 4: Declaration

I confirm that:

- I am the parent/carer/guardian with legal responsibility for, and reside within the same household as the child claiming the Early Years Funding Entitlement named within this claim form.
- All information provided in this document is accurate and true.

I understand:

- The criteria for my child to be eligible for the Early Years Funding Entitlement claimed for on this form
- And agree to the conditions set out in this document

I authorise:

- Name of provider _____ to claim 2 Year Funding or 3 and 4 year old Universal and/or Extended Entitlement funding, as agreed above, on behalf of my child and to discuss funded hours with my child's other provider.

In addition, I understand that

- The information I have provided will be shared with the local authority, Department for Education and other partner services e.g. health or council services, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim Early Years Pupil Premium (EYPP) on behalf of my child.
- Any entitlement or change in entitlement status will be shared by the local authority with the providers that the child attends.
- The information provided will be used for rechecking, monitoring and evaluation purposes, and will be stored and processed in accordance with the Data Protection Act 2018 and Wirral Council's Privacy Notice, a copy of which can be found at <https://www.wirral.gov.uk/about-council/freedom-information-and-data-protection/privacy-notice>.
- This information will be used as an application for free school meals and as registration for pupil premium when my child starts in reception class.

Parent or Carer with legal responsibility		Childcare Provider	
NAME		NAME	
ADDRESS		EY NUMBER	
		AUTHORISED SIGNATURE	
SIGNATURE		SIGNATURE	
DATE		DATE	

Guidance

Early Years Entitlement 2018-2019

Universal Early Years Funding Entitlement for 2, 3 & 4 year olds can be used over three claim periods. For each period there are a maximum number of universal funded hours available.

Extended Early Years Funding Entitlement for 3 & 4 year olds needs to be reconfirmed every 3 months from the date of the original application through www.childcarechoices.gov.uk, or by contacting telephone 0300 123 4097. Reconfirmation can be completed by parents/carers only. This funding can then be used over three claim periods. For each period there are a maximum number of extended funded hours available.

Claim period	Summer 2019	Autumn 2019	Spring 2020
Max. hours for 2 year olds claiming funding	195 hours	210 hours	165 hours
Max. hours for 3 & 4 year olds Universal Early Years Funding Entitlement	195 hours	210 hours	165 hours
Max. hours for 3 & 4 year olds Extended Early Years Funding Entitlement	195 hours	210 hours	165 hours

1. Hours may be claimed by a maximum of 2 sites per day (physical sites), including Local Authority Class or school.
2. Funding can be claimed between 6am and 8pm, with a maximum of 10 hours in one day.
3. This agreement covers your child's 2 Year Old Funding, Universal Early Years Funding Entitlement for 3 & 4 year olds, Extended Early Years Funding Entitlement for 3 & 4 year olds and EYPP.
4. Additional time and services provided by the Early Years Provider is a separate agreement with them.
5. Deposits may be requested but will be returned within a reasonable time scale by whichever method you and your provider agree.
6. Your entitlement is in hours only. Hours above your entitlement will be charged as per your agreement with the Early Years Provider.
7. Your Early Years Provider may offer your entitlement as a stretched offer.
8. Funding can only be moved from one setting to another before the start of the funding term. Moving your child during term is only possible after receiving confirmation from the Early Years Business Support Team, Tel: 0151 666 3980. Your Early Years Provider may require a period of notice prior to your child leaving.
9. It is your responsibility to complete this form with accurate information and proof of age, preferably a birth certificate, promptly to allow the provider to receive funding for your child.

APPENDIX B



Early Years 30 Hour Funding Eligibility Form

To be completed by the child's parent/carer. Please use BLOCK CAPITALS.

Parent/Carer's Name:	
Address:	
Postcode:	
Telephone Number:	
Email Address:	
National Insurance Number:	

Child's Full Legal Name:	
Child's Date of Birth:	

Eligibility code:	
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I understand that the information I have provided will be shared with Wirral Borough Council. This information will be used to check with appropriate government departments (HMRC, DWP and Home Office) as allowed by law to confirm eligibility for 30 hours funded childcare. I accept that Avalon School will use this information when applying for funding from Wirral Borough Council for the child named above. I confirm that all information provide is true and accurate.

Signed by parent/carer:	
Name:	
Date:	

Information provided will be kept by Avalon School for seven years for auditing purposes.