

## Appendix A

### **Are you Entitled to Free Early Education for 3 and 4 year olds Extended Entitlement – 30 hours?**

An additional 15 hours of free early education, on top of the universal entitlement, is available for working parents who meet the eligibility criteria. It offers a total of 1140 hours a year whilst the parents continue to be eligible for the universal and extended entitlement

**Parents of three and four year olds will need to meet the following criteria in order to be eligible for 30 hours free childcare:**

- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.
- This equates to £120 a week (or c.£6,000 a year) for each parent over 25 years old or £112.80 a week (or c.£5,800 a year) for each parent between 21 and 24 years old and £56 a week for apprentices in their first year.
- This applies whether you are in paid employment, self-employed or on zero hours contract.
- 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.
- If one or both parents is a non-EEA national, the parent applying must have recourse to public funds

**A parent will not meet the criteria when:**

- Either parent has an income of more than £100,000
- If one or both parents is a non-EEA national and the parent applying does not have recourse to public funds

## Appendix B

### How to apply for Free Early Education for 3 and 4 year olds Extended Entitlement – 30 hours?

Parents will need to make a claim for the Extended Entitlement through the digital childcare service. There is guidance for parents via Childcare Choices at:

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

or the Childcare Calculator at:

<https://www.gov.uk/childcare-calculator>.

From these sites those who could be eligible for 30 hours and/or Tax-Free Childcare will be directed to the digital childcare service to apply.

Parents will not need to apply through the digital childcare service if they only want to claim the universal 15 hours entitlement for three and four year olds.

To apply for the Extended Entitlement parent will need to create a Government Gateway account, if they don't already have one. If parents encounter any problems with the application process or accessing the childcare account, they should direct their queries to the childcare service Customer Interaction Centre on 0300 123 4097.

Parents will be asked to enter their name, address, and National Insurance number and to enter the same details for their partner (if they have one).

They will also be asked whether they expect to meet the income requirements over the coming three months and whether they are in receipt of any relevant benefits. This information will help HMRC decide whether the parent (and their child) are eligible for 30 hours.

At the end of the application process, parents will have a childcare service account. If parents are eligible for 30 hours, they will be given an 11 digit 'eligibility code' for their child. In the "secure messages" section of their account, parents will receive messages regarding their eligibility.

Parents should then take this code (along with their National Insurance number and child's date of birth) to their provider to claim their 30 hours place. These codes normally start with '5000'. However, there are a small number of cases where parents might have a temporary code starting with '11'.

Parents can find their eligibility code in the '30 hours free childcare' section of their childcare service account (see Image A) and in their secure messages (see image B).

Image A – Viewing 30 hour code in parents childcare service account

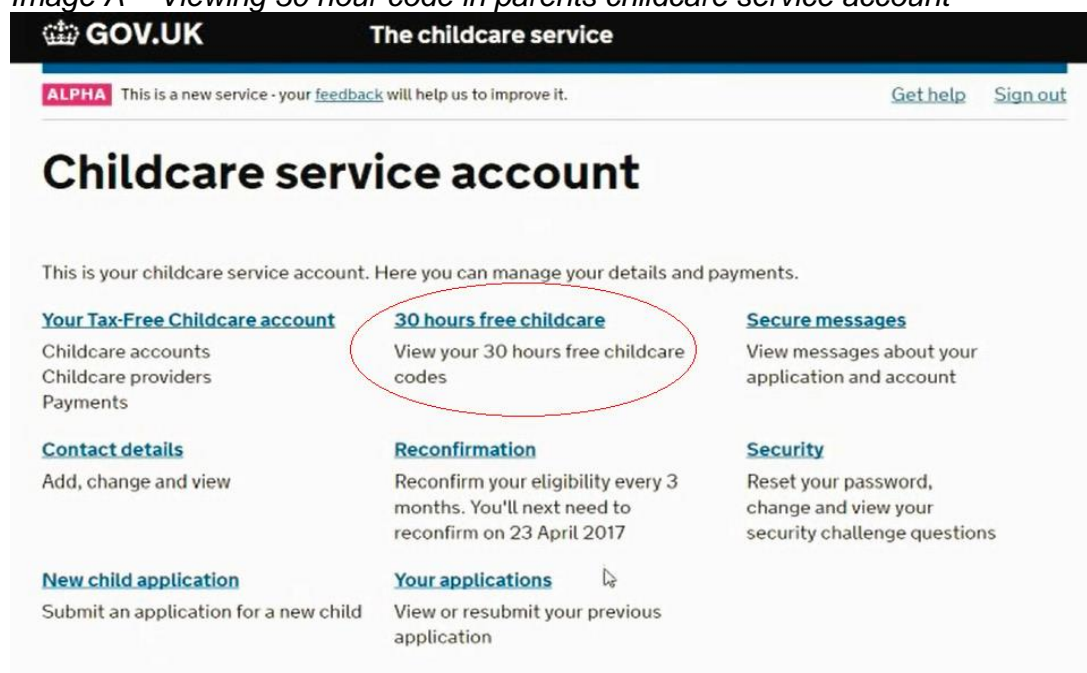


Image B – Eligibility code on Secure Message

Dear <Parent Forename >

### 30 hours free childcare application for <Forename and Surname of child>

This letter confirms that you meet the income [criteria](#) for 30 hours per week of free childcare over 38 weeks of the year. Your child will also need to meet the age as set out below.

It's possible to stretch your entitlement, by taking fewer hours over [more weeks](#) of the year (such as 24 hours a week over 48 weeks of the year).

The eligibility code for <Forename and Surname of child> is **<child's eligibility code>**.

This code is important as [you'll](#) need it to get your 30 hours free childcare. You can find the code in your childcare service account if you need it at a later date. You should [contact](#) your childcare provider now to reserve your place. If your provider is not offering 30 hours, you can contact your local council to find out which providers are offering 30 hours in your area.

**You [can't](#) use this code to claim 30 hours free childcare if your child is in full-time reception. If your child has reached compulsory school age, they [won't](#) be eligible for free childcare.**

Parents will be prompted every three months to reconfirm the details they entered on their application are still accurate. This is to check that they are still eligible. They will be prompted, via text message and/or email, four weeks before their reconfirmation deadline and again two weeks before the deadline if they still haven't reconfirmed. If their circumstances have changed, they will log into their childcare service account, amend their details and then resubmit their details. If their circumstances have not changed, they only need to reconfirm their details.

If parents miss the reconfirmation deadline, they will receive a message telling them that their eligibility has lapsed. Although they are no longer eligible, they may be able to retain their childcare place for a short period; this is known as a grace period. Parents are directed to speak to their childcare provider about this - see Image C below.

*Image C – Message where parent is no longer eligible on reconfirmation 8*

Dear <Parent Forename >

**Important: 30 hours free childcare will be stopped for <Forename and Surname of child>**

Unfortunately, our checks have shown that you're no longer eligible for 30 hours free childcare for <Forename and Surname of child> because:

- <eligibility code response>

However, you may still be able to access 30 hours free childcare for a short period, known as a grace period. You can check what your grace period arrangements are with your childcare provider or local authority.

You can still access the 15 hour universal early education entitlement for 3 and 4 year olds.

**What do Providers have to do:**

When parents bring their eligibility code to their provider, they should also bring their child's date of birth and the National Insurance number of the parent who made the application. They should record this information on their Parent Declaration form.

A partner who is listed on the application may come in place of the applicant and should bring their own National Insurance number. In either case, providers should verify the code.

Before providers verify the code, they will need to get the written consent of the parent or partner. There is a consent section in the Parent Declaration form.

Eligibility codes will need to be verified before the extended hours are offered.

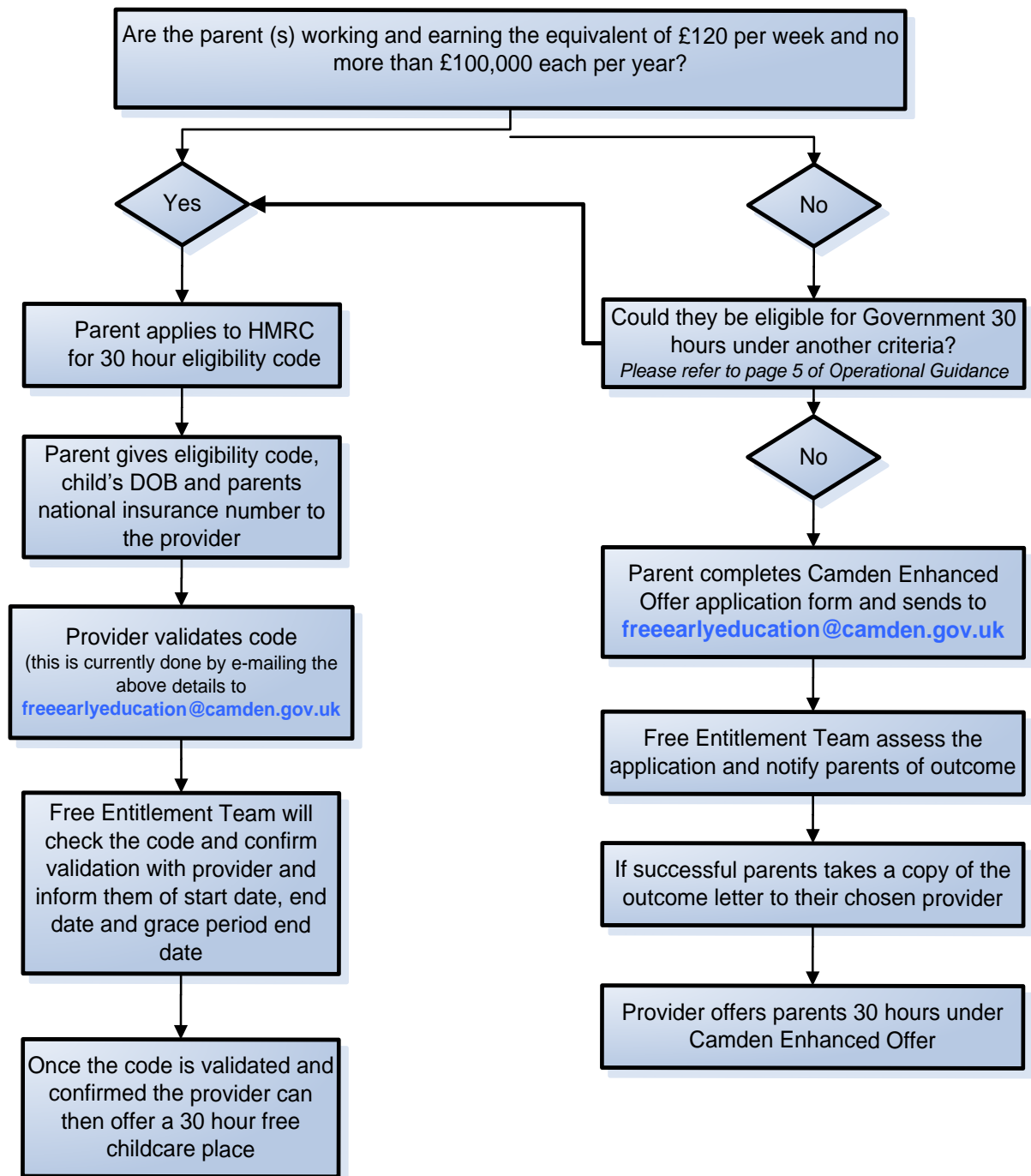
Parents may receive eligibility codes before their child is three but they can only start claiming their 30 hours place the term following the child's third birthday or the term following the date the eligibility code was issued (whichever is the later).

If a child is taking up their universal 15 hours entitlement and a parent becomes eligible for 30 hours part-way through the term, the parent can start claiming their additional hours the term following the date on which they received their code.

Parents should be encouraged to apply for the extended entitlement the term before they wish to claim their place.

## How to apply for 30 hours free childcare in Camden

Government Extended Entitlement and Camden's Enhanced Offer



### Please note:

- ♦ Working parents must apply for the HMRC Government 30 hours before being considered for the Camden Enhanced Offer
- ♦ Providers should note that the Government 30 hours funding rate is higher than the rate for the Camden Offer.
- ♦ The Camden Offer is only available to Camden residents

## Appendix C

### **Are you Entitled to Free Early Education for 3 and 4 year olds – Camden's Enhanced Offer of 30 hours?**

In order to support the most disadvantaged children with additional high quality early education the London Borough of Camden are funding an extended offer of 30 hours free early education.

In order to qualify for the Camden Enhanced Offer the following criteria will need to be met:

- Family must be Camden Resident
- Working parents need to have applied and been found ineligible for the extended scheme for working parents
- The child is looked after by the local authority;
- The family meet the criteria used to determine eligibility for Free School Meals;
- The family receives Working Tax Credits and have an annual gross income of no more than £16,190 per year;
- The child has a current statement of Special Educational Needs or an Education, Health and Care plan;
- The child is entitled to Disability Living Allowance; or
- The child is no longer looked-after by the local authority as a result of an adoption order, a special guardianship order or a residence order;
- The family receive support from the National Asylum Support Service (NASS) through part 6 of the Immigration and Asylum Act.

Parents will complete their details on the Camden Enhanced Offer application form and send the completed form to the Free Entitlement Team at [freeearlyeducation@camden.gov.uk](mailto:freeearlyeducation@camden.gov.uk) or

Free Entitlement Team  
Freepost RTKH-XLYX-YEBZ  
Integrated Early Years (4<sup>th</sup> floor 5PS)  
London  
WC1H 9JE

The team will assess the application and then confirm eligibility to the parent. The parent can then take the confirmation to the provider who can offer a place if available.

Parents are only required to undertake this assessment once in any academic year and the Free Entitlement team will assess the applications from January for Autumn term admission, from September for Spring and Summer term admission.

## Appendix D

### What is Early Years Pupil Premium (EYPP)?

#### Early Years Pupil Premium (EYPP)

The early years pupil premium (EYPP) gives providers of early years education extra funding to support disadvantaged 3 and 4 years olds. Providers will have to use this extra funding to improve the quality of education for disadvantaged children. Ofsted inspections will report on whether providers spend their EYPP funding effectively. To meet the eligibility the family will need to be in receipt of one of the following:

- They are looked after by the local authority;
- They meet the criteria used to determine eligibility for Free School Meals;
- Their family receives Working Tax Credits and have an annual gross income of no more than £16,190 per year;
- They are no longer looked-after by the local authority as a result of an adoption order, a special guardianship order or a child arrangement order;
- They receive support from the National Asylum Support Service (NASS) through part 6 of the Immigration and Asylum Act.

An assessment process will need to be undertaken to determine eligibility for the additional funding and providers will need to claim this via the Parent Declaration Form by sending this to the Free Entitlement Team at [freeearlyeducation@camden.gov.uk](mailto:freeearlyeducation@camden.gov.uk) ensuring the EYPP section is completed and includes the parents' national insurance number. The application will be assessed by the Free Entitlement Team and confirmation will be sent directly to providers on the outcome of each assessment. An annual re-assessment will be undertaken by the local authority to re-confirm their eligibility for the following year if applicable.

Funding is paid at 0.53p per hour for only the 15 hours universal entitlement up to 570 hours per year and is claimed through the headcount return each term.

## Appendix E

### Are you entitled to Free School Meals?

To meet the eligibility the family will need to be in receipt of one of the following:

- Income Support;
- Income based Job Seekers Allowance;
- Child Tax Credit Only, but not Working Tax Credit (and have an annual gross income of no more than £16,190 per year). If you receive Working Tax Credit and **NO** other qualifying benefit other than Child Tax Credit you will **NOT** be eligible for Free School Meals;
- Employment and Support Allowance (Income-Related);
- Guarantee Element of the State Pension Credit
- They receive support from the National Asylum Support Service (NASS).

Contact Camden on:

<https://contact.camden.gov.uk/freeschoolmeals/>