



30 Hours Funded Childcare Important Information for Parents (for January 21)

Sunnylands Nursery offers the 30 hours funded childcare scheme in association with the Local Education Authority (LEA). Funded places may be available to eligible parents booking full time nursery places, for 3 to 4 year olds. This is a separate scheme to the 15 Hour Universal Funding currently running for afternoon sessions only. Places will be subject to availability and confirmation of eligibility provided to the Bursar in accordance with the scheme rules.

The scheme offers a significant saving in full time nursery fees. Childcare Vouchers or the new Tax Free Childcare Scheme will be accepted for any residual fees excluding lunch costs.

The 30 hours funding scheme is open to parents satisfying certain criteria and a step by step guide this to may be found online here:

<https://www.gov.uk/apply-30-hours-free-tax-free-childcare>

Securing your 30 hour funded place.

In order to receive the funding, eligible parents are required to register with Gov.uk and set up a Childcare Services Account. You can do this here:

<https://childcare-support.tax.service.gov.uk/par/app/trialmessage>

Upon registering, if you are eligible you will receive a 30 hours eligibility code which is your unique 11-digit reference number. This code is important as you will need it to claim your funded childcare from us.

You must provide this code by email to the Bursar at stpetersaccounts@btconnect.com together with your child's name and date of birth and the National Insurance number of the claiming parent to request your 30 hour funded place. The code must be verified by us before the funding can be confirmed. Full fees will be payable until the 30 hours funded place has been confirmed by return email from the Bursar. You will also be required to sign a parental declaration which will be provided by the Nursery staff near to the beginning of each term.

Re-certification Requirements

The Scheme requires you to recertify your eligibility for funding every three months, and should you fall out of eligibility, after a short grace period, funding will cease and full nursery fees will become payable. You will be reminded automatically by email from HMRC to reconfirm four weeks before your deadline.



You must tell the Bursar by email if you fall out of eligibility. If you do not reconfirm, we will be advised of this via the LEA and funding will be withdrawn, with full fees then becoming payable including any fees in lieu of notice should your child leave us.

If you are no longer eligible, you may be able to access the 15 hour universal funding for 3 and 4-year-olds in the afternoon sessions, as long as your account is up to date.

What should I do next?

1. If you already have a full time nursery place booked at Sunnylands Nursery:

If you have already booked a full time place at Sunnylands and you would like to access the 30 Hour Funding, please register or log into your childcare service account with Gov.uk and then provide your eligibility code with your child's name, date of birth and your National Insurance number to the Bursar – **for funding from January 2021, the code must be received by 31st October 2020. For subsequent terms, codes must be valid on the following dates 31st December 2020, 31st March 2021.**

Invoices raised will include full fees if codes are not received on time.

2. If you have a part time place booked and you wish to access the 30 hour funding scheme:

If you wish to access the 30 Hour funding by increasing your child's sessions at nursery, please email the Bursar at stpetersaccounts@btconnect.com to enquire about availability to move to a full time place. Places are limited and are subject to availability on a first come first served basis.

When availability is confirmed, please register or log into your childcare service account with Gov.uk and then provide your eligibility code with your child's name, date of birth and your National Insurance number to the Bursar - **for funding from January 2021, the code must be received by 31st October 2020.**

Invoices raised will include full fees if codes are not received on time.

The information above does not affect those parents claiming the 15 hour funding scheme in the afternoons, since this is a universal scheme and is not affected by any eligibility criteria.

The Nursery Admissions Policy may be found on the Sunnylands Nursery page of our website here:

<https://www.st-peters.org.uk/attachments/download.asp?file=49&type=pdf>