

Funded Hours at the Old Potting Shed Pre School Sept 2017

For 2, 3 and 4 year old funding the child can only receive a funded place from the start of the term after their birthday. At the moment all children are entitled to 570 hours per annum or 15 hours over 38 weeks.

Change in funded hours

- All children will still be entitled to **universal offer** of 570 hours per annum or 15 hours over 38 weeks.
- The new entitlement (**extended free entitlement**) of up to 1140 hours per annum or 30 hours over 38 weeks will be available to all parents who qualify. This is an additional 570 hours per annum over 38 weeks.

Who qualifies?

When you apply, you'll be confirming that you need childcare so that you and your partner, if you have one, can work. The additional hours will be available to children in families where:

- both parents are working (or the sole parent is working in a lone parent family) and
- each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW), and less than £100,000 per year.
- it is a one parent household and the working parent meets the income rules.

Working will include employed and self-employed persons.

Parents will not need to work 16 hours a week, but rather their earnings must reflect at least 16 hours of work at National Minimum Wage or National Living Wage. Parents on zero contract hours who meet the criteria are included in the entitlement criteria.

There are some exceptions from two parent rules and children will also be entitled if:

- both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity or paternity leave
- both parents are employed but one or both parents is temporarily away from the workplace on adoption leave
- both parents are employed but one or both parents is temporarily away from the workplace on statutory sick pay.
- one parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring; or
- one parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits.

The three and four year olds whose parents do not meet the criteria will continue to be entitled to the universal offer of 570 hours per annum or 15 hours over 38 weeks.

How to claim

All parents who wish to use the extended free entitlement will have to apply for additional hours. Go to <https://childcare-support.tax.service.gov.uk/>

The website has information about the new Tax-Free childcare and 30 hours funding. It is one application and you can sign up for both at the same time. The application takes about 20 minutes and you will need:

- your National Insurance number
- if you're self-employed, your Unique Taxpayer Reference
- the date you started, or are due to start work
- details of any other government support you get

Once you have registered and been accepted you will receive a code. This code must be given to us before we apply for your extra funding **each term.**
 Funding periods start on 1 January, 1 April and 1 September each year.

If we do not receive your code before these dates you will not be given the additional funded hours even if you are eligible and you will therefore be charged for these sessions.

At the Old Potting Shed

- We will be offering this **extended free entitlement** to those who are eligible.
- We will be offering the entitlement over 50 weeks of the year not 38 weeks.
- Therefore each child who is eligible will be entitled to a maximum of 22.8 hours per week for 50 weeks per annum.
- You do not have to use all your funded hours at one setting – this can still be shared.

The funded session we will offer

Session	Times	Number of funded hours
Half Day Morning	08:00 – 13:00	5
Half Day Afternoon	13:00 – 18:30	5
Whole Day	08:00 – 18:30	5 + 5
Short Day morning	09:00 – 12:00	3
Short Day afternoon	12:00 – 15:00	3
Short Day	09:00 – 15:00	3 + 3

Example 3 full days at The Old Potting Shed

Funded Hours	Hours				Number of funded hours
Day 1	08:00 – 18:30				10
Day 2	08:00 – 18:30				10
Day 3	Early Session 08:00 – 09:00	Short Day Morning 09:00 – 12:00	Extra Hour 12:00 – 13:00	Half Day Afternoon 13:00 – 18:30	3

Restrictions

- No funding can be used for Evening sessions e.g. if you use Short Day (09:00 – 15:00) and choose to add on the next session (15:00 – 18:30) this will always be a charged sessions.
- No funding can be used for Early session e.g. if you use Short Day (09:00 – 15:00) and choose to add on the earlier session (08:00 – 09:00) this will always be a charged sessions.
- Early and Evening sessions are only available to children who attend the Old Potting Shed Pre School.
- Funded Hours must run concurrently e.g. you can't combine a Short Day morning session (09:00-12:00) – 3 hours funded with a Half Day afternoon (13:00 – 18:30) – 5 Hours funding.
- Funded sessions cannot overlap e.g. you can't combine Half Day Morning (08:00-13:00) – 5 hours funding with a Short Day afternoon (12:00 – 15:00) – 3 hours

Additional Costs

- All cooked meals will be charged for during a funded session. Alternatively you can provide a packed meal. All cooked meals are invoiced per month and if you wish to cancel we require one months' notice.
- Forest School (Tuesday only) if you want your child to participate.