

Dear Parents & Carers,

8th November 2017

You have a responsibility to re-check your eligibility every three months with HMRC. If you applied for 30 hours' free childcare and received an eligibility code online, then you will need to reconfirm your eligibility online by logging back into their childcare service account. **The deadline to reconfirm your eligibility is 31st December 2017 to ensure funding from January 2018 onwards.** It is not guaranteed that you have/will receive the reminder email sent from HMRC reminding you to reconfirm.

If you were issued a code over the telephone, you will need to reapply online when the time comes to reconfirm your eligibility go to: www.gov.uk/sign-in-childcare-account
HM Revenue and Customs (HMRC) have advised the issues that previously prevented parents from applying online are now resolved.

The Department for Education has built into the process a grace period allowing parents the opportunity to re-check their eligibility in a given time frame. If a parent falls out of eligibility due to either no longer in employment or just forgetting to re-check this grace period is activated.

What you need to let us know, is there any changes to your circumstances? If there are and you have not informed the school, then this may result in you being charged for hours your child is/has attended that are not covered by the 30 hours' childcare and education provision. We do have a Charging Policy that is on the York Road school website.

For all new parents who may be eligible and wish to be considered for 30 hours' free childcare from January 2018, also have a deadline of 31st December 2017 to apply for an eligibility code.

Please visit the government website Childcare Choices, www.childcarechoices.gov.uk

The website allows you to apply/check your eligibility for the **30 hours' free childcare**. Parents are able to receive an eligibility voucher code for the 30 free hours through the system.

If you think this is applicable to you and you wish your child to be considered for 30 hours from January, please apply now. If you do not apply on time, you will need to wait until the following term to access your 30-hour place which would then again, be subject to availability within our school. We understand that confirmation may not be instant and may take up to 10 days.

An eligible voucher code number will begin with the prefix 500 and be 11 digits long.

York Road Nursery School will verify your voucher code/entitlement with the Hertfordshire County Council Early Years portal. Your child's 30-hour free childcare will only be available once the code has been verified.

Parents (NEW to 30 Hours from January ONLY) need to provide us with the following information:

- The voucher code number
- The parent's national insurance number (and that of your partner where applicable)
- Your child's NHS Number
- Your child's Name
- Your child's date of birth
- Will your child also be attending Yorkies in addition to 30 hours (either breakfast club or after 3pm) on any days?

Please e-mail: the details to admin@yorkroad.herts.sch.uk by 30th November 2017. Please write "30 Hours" in the subject box.

Parents who need assistance to apply can call the Childcare Customer Interaction Centre on 0300 123 4097.

If your circumstances change and your child either moves from Yorkies to the 30-hour provision or the other way around from the 30-hour provision to Yorkies, then your child is likely to move groups. The school has thought long and hard about this and we have made the decision based upon several factors. The children now know all the adults and will know the staff in either group so we do not anticipate many difficulties. If groups were mixed in the afternoons with some Yorkies children and some 30-hour provision children, we could get muddled where they were and what time they were going home and this could become a safeguarding issue which of course we do not want to happen! I am sure you will support us with this decision.

Please do contact the school office if you have any further questions.

Thank You. Diane Frainer, Headteacher