



30 HOURS CHILDCARE FACT SHEET

Information for new and existing childcare and early years group settings and childminders

Eligibility

1. What is the eligibility for 30 hours childcare?

The Government is proposing to increase the free childcare offer for three and four year olds from 15 to 30 hours a week from September 2017.

To qualify for the full 30 hours of free childcare, **each** parent (or the sole parent in a single parent family) will need to earn, on average, the equivalent of 16 hours on the national minimum wage per week, (currently £111 per week for those aged 21 or over), and no more than £100,000 per year. A couple both working with an annual household income of £199,998 would be eligible if each, i.e. both parent earns just under £100,000. (*In a couple if one parent earns over this threshold they are not eligible. In a couple if one parent earns less than the minimum equivalent of 16 hours on national minimum/living wage they are not eligible*). Self-employed parents and those on zero-hours contracts will be eligible if they meet the average earnings threshold as defined by Her Majesty's Revenue and Customs (HMRC).

2. Can children with SEND have 30 hours childcare?

Yes, providing their parents circumstances meet the eligibility criteria.

3. How will I know if parents are eligible for 30 hours childcare ... who will do the checking?

The Government's 'Childcare Choices' Childcare Service website www.childcarechoices.gov.uk enables parents to see what help they can get with childcare costs which includes Tax-Free Childcare and 30 hours free childcare. Parents can use the Childcare Calculator (www.gov.uk/childcare-calculator) to compare the government's childcare offers and check what works best for their families.

Parents can apply online for Tax-Free Childcare and 30 hours free childcare. Once the parent has applied the online system will produce an eligibility code that parents will be able to present to their childcare provider for validation. Hampshire is preparing for its eligibility checking service to go live in order for providers to carry out a validation check. Providers therefore need to keep a record of those parents who present application codes to them, and inform Services for Young Children (SfYC) in order that manual checks can be carried out in the interim before Hampshire's system is active.

Providers are required to secure parent's permission to hold and pass on the following details. This is included in the updated Parent Declaration Form for September.

For each eligibility code presented please email your local SfYC office with the following details:

Email title: *'30 Hours Childcare – Parent Eligibility Code'*

Email content: *Provider name, Ofsted URN, DfE URN, child's name, child's date of birth, parent's name, and National Insurance Number, 30 Hours Code*

Once the information has been submitted and the checks have been carried out, email confirmation will be sent by SfYC to the childcare provider so that arrangements can be made for the placement to start.

Please note: Parents who apply to the Childcare Service **before the 27 May** and are found to be **not** eligible for 30 hours childcare will only have a 'grace period' until 31 August to reconfirm their situation. (Parents who apply from the 27 May will have until 31 December to reconfirm their situation).

The new autumn parent declaration form is now online on the SfYC website:

<http://www.hants.gov.uk/providers/eye-eyeff/eye-scheme.htm>

If the summer parent declaration form has been used already for the autumn headcount claim a **supplementary form** has been made available (see website) to collect the relevant information to confirm extended 15 hour entitlement eligibility.

Providers must ensure that they uphold best practice in data protection in holding personal information and ensure policies are up to date accordingly.

Demand

1. How do I know what demand there is for 30 hours childcare in my area?

Services for Young Children (SfYC) through the Childcare Development and Business Officer provide regular childcare sufficiency reports and publish these on the SfYC website. There are opportunities for further detailed discussions at termly provider briefings and other briefing sessions as arranged from time to time. Information is updated and published through the website and SfYC blog bulletin. Providers should look out for the SfYC blog bulletin for details.

The outcome of the Hampshire 30 Hours Childcare Parental Demand Survey (June 2016) suggests that in the region of 80% of eligible families may wish to take up some or all of the additional free entitlement. Details of the findings from the survey had been published on the website: <http://www.hants.gov.uk/childrens-services/childcare/providers/eye-eyeff/thirtyhours-childcare.htm>

The best way that providers can find out what the demand will be is to speak with current families attending your provision and those on a waiting list to find out if they meet the eligibility criteria and if they do, do they intend to use the additional hours.

In Hampshire over 96% of all 3 and 4 year olds take up early years education and around 30% of two year olds attend provision. Therefore most families are already in some type of early years free offer and are known to childcare providers. A large number of these children already attend for more than the current free entitlement. Providers should ask these parents if they would wish to increase hours if their family status meets the eligibility criteria.

Services for Young Children has produced outline questions that providers could ask parents. The questions are based on the parent survey that Hampshire undertook. Providers could use these outline questions to design a survey of their own to use with their own families to assess immediate and future demand. (See [30 Hours Childcare](#) website page for details). Providers may wish to undertake this sort of survey regularly to gauge the changing needs as new parents and children within the community start to enter the early years and childcare market.

It is good to keep parents informed of what you are doing and promote as early as possible any changes that you are proposing so that parents can make informed choices of whether these changes will meet their needs. Providers could consider delivering a regular information session or updates on a website or through Facebook, etc for parents to keep them informed of developments.

To be ready for when the additional 15 hours free offer starts on 1 September 2017 it would be advisable for providers to continually assess the level of need through their existing parents and future waiting lists.

2. How do I take bookings forward for September 2017?

Providers will need to consider their admission policy in how they will offer the additional hours within their setting. Providers are encouraged to communicate and speak to current parents and those on their waiting lists and assess their potential eligibility and need for different hours in September 2017. Providers can then plan and forecast the 30 hours provision in preparation for September 2017 and beyond.

Capacity

1. I do not consider I can open enough hours to offer the additional free hours

Review what hours you can provide to meet the need of working families. Have discussions with your premises owners about any additional hours/days that might be available.

Could you...

- offer more weeks
- a stretched offer
- change your opening and closing hours

- work collaboratively with other providers/childminders/schools

Are there ways that you could work collaboratively with others in the local childcare market? Working together with providers nearby or with childminders, could allow parents to meet their childcare needs by using more than one provider. The Department for Education (DfE) Early Education and Childcare statutory guidance for local authorities issued March 2017 for implementation of the extended 15 hour entitlement (30 hours) from September 2017 offer informs that parents will be able to use two providers (sites) per day.

Hampshire County Council publishes details of all early years and childcare providers through the Family Information Directory (FID) <https://fid.hants.gov.uk>. You should check your details are correct and advise your SfYC local office if there are changes needed: <http://www.hants.gov.uk/childcare/useful-contacts.htm> The FID is a useful source of finding other providers near you for discussion on working collaboratively. The OFSTED website also has a search facility that would allow you to find out what other providers are nearby and also will show those in neighbouring local authorities.

The FID will also help to find solutions for parents if they need more hours than you can offer and you may be able to find a provider partner so that you retain the parent at your setting.

2. I am an out of school provider can I deliver 30 hours childcare?

In order to offer the universal and additional early years education hours only providers that provide services for children aged 3 and 4 and are registered with Ofsted on the Early Years Register and deliver the full Early Years Foundation Stage: <https://www.gov.uk/register-childminder-childcare-provider>.

You will be expected to offer the full Early Years Foundation Stage (EYFS): <http://www.foundationyears.org.uk/eyfs-statutory-framework>.

You will be required to register as an Early Years Education Funding provider with the local authority. You will need to contact to your local SfYC Childcare Development Business Officer regarding the process: <http://www.hants.gov.uk/childrens-services/childcare/useful-contacts.htm>

Out of school providers may wish to work collaboratively with other childcare providers to consider how their services could work in partnership to provide working parents a childcare offer through two providers.

Out of school childcare providers that do not wish to provide the full Early Years Foundation Stage or offer services to older children should register with HMRC to ensure that they are able to offer their services to working parents who will be taking advantage of Tax-Free Childcare: <https://www.gov.uk/government/news/tax-free-childcare-top-things-childcare-providers-should-know>

3. I am a childminder how can I deliver 30 hours childcare?

In Hampshire there are over 700 childminders that provide early years education. The same as group provision childminders should understand the local childcare market and undertake their own market research to help inform the sort of services that parents will need.

Childminders should also speak to their current parents and any on waiting lists to help inform of any changing need of the services that they offer.

Childminders often provide for parents the most flexible childcare offer and have this unique selling point. They can also offer wider range of ages that suit families with children of all ages.

Childminders traditionally often work in partnership with a number of schools, group provision or other childminders and should continue to consider how working collaboratively with other providers could offer childcare solutions to local parents and provide business opportunity for your childcare service to grow. OFSTED allows childminders to work 50% of their time on school premises – have you contacted school head teachers to consider this as a possible development to offer at the school 'wraparound' childcare which supports working parents?

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The FID will also help to find solutions for parents if they need more hours than you can offer and you may be able to find a provider partner so that you retain the parent at your setting.

4. My venue is used by other parts of the community on certain days and I cannot offer 5 days per week, how can I be used by working parents?

Consider how flexibly you can offer 30 hours across a working week and weekends, e.g. starting earlier or finishing later on days open. Could you work with the premises committee to consider attracting further funding for extending the use of community space through applying for charitable/community grants.

Assess the level of need and share and have discussions with neighbouring providers regarding capacity and consider working together to find solutions to parents needs.

Are there other premises in your locality that you could offer more days/hours/weeks to complement the provision offered at the first setting.

5. I operate a special school and children come mornings or afternoons, how can I provide 30 hours?

Review the admissions criteria to assess potential to support working parents who require 30 hours. Consult with current and future parents on the holistic needs of the child and how to support individual needs such as for the Education, Health and Care Plan (EHCP); as well as understand what the parents' requirements are. You should consider whether you can provide the services through your own team/s, commission a third party or partner local provisions like childminders.

6. Will my capacity of ages change with meeting the needs of 30 hours?

Providers should consider their place requirements against space available and staffing ratio. Providers will need to review their ages and capacity of hours available for each age group and work within the statutory Early Years Foundation Stage guidance. For the first cohorts consideration should be given to those already in provision and the transition through the ages within the setting.

7. How will I manage continuity of capacity when I am in an area where parents have seasonal work or employment ceases?

Statutory guidance has been published in March 2017 which outlines a national grace period. This grace period allows the parent and the provider time to consider a change in the child's access to the additional hours. The statutory guidance outlines how parents will confirm their eligibility and how they are expected to reconfirm eligibility to HMRC. When parents present their eligibility code reference to a childcare provider the provider has to check its validity. Parents are responsible to confirm their circumstances when prompted by HMRC, even if they have not changed. If they have changed and the parent is no longer eligible for the free additional hours for their child the grace period will provide them a period of time to gain further employment. If the parent does not find employment within the grace period their child will no longer have entitlement to the free additional hours. (See the DfE ['Early Years Entitlements: Operational Guidance April 2017'](#) for details.)

The table below shows the dates for when eligibility codes expire if the parent is no longer eligible for the extended 15 hours:

Date period when parent re-confirms circumstances and is found ineligible:	Date parent eligibility code expires i.e. 'Grace Period' end date for childcare placement
1 January – 10 February	31 March
11 February – 31 March	31 August
1 April – 26 May	31 August
27 May – 31 August	31 December

1 September – 21 October	31 December
22 October – 31 December	31 March

The table below shows the period from when the extended 15 hours can be taken up by the child once the parent is confirmed as having a valid successful application

A valid successful extended 15 hour application made between:	Earliest date extended 15 hour entitlement can be claimed:
1 January - 31 March	1 April
1 April - 31 August	1 September
1 September - 31 December	1 January

It is advisable that the childcare provider and parent at the commencement of the grace period discuss options for the child's continued attendance through parental fees or attending for the universal free entitlement only. Providers will need to consider their admissions criteria, parental contracts/terms and conditions and ensure that documentation for parents is clear about expectations. Providers should review debt management policy to reduce risks after grace periods.

Staff

1. Will my staff planning need to change to cover staff lunch and rests?

Working within the statutory Early Years Foundation Stage guidance providers should consider their place requirements against space available and staffing ratio. Providers may wish to review and forecast the demand for the number of children who may be attending for increased hours and how this would be managed within the course of the day i.e. staff/child ratios, staff rotas.

2. Will I need to change my staff contracts of employment?

It is unlikely that contracts of employment will need to change but you may wish to review if your terms and conditions offer you flexibility to meet the wider offer and change in demand. If you are making changes where hours of work are increased (or decreased) and any changes to wages, pensions, etc. then you should seek appropriate legal advice. ACAS offers some good information:

<http://www.acas.org.uk/index.aspx?articleid=1461>

There is a business support tool on the SfYC website to assist with cash flow calculations: <http://www.hants.gov.uk/providers/business-support/cash-flow.htm>

3. What additional staffing do I need to make the 30 hour offer work?

Providers should review their operational plans and consider what changes may need to happen to deploy appropriate staff hours and keep EYFS ratio. If there is a need to increase hours of staff resource and current teams are unable to meet this, then decisions will need to be considered regarding any changes to the employment contracts to meet the needs of business changes. ACAS offers some good information: <http://www.acas.org.uk/index.aspx?articleid=1461>

Providers may need to consider flexible staffing arrangements to meet changes in child take up hours.

Children

1. I am a childminder how many children can I collect from a group setting?

The number of children you can provide services for is governed by the requirements set in the statutory Early Years Foundation Stage (EYFS). There are many things you will need to consider, such as ensuring that the group setting has had parental permission to allow you to collect a child; undertaking a risk assessment of how you will collect child/ren and ensure that you are able to meet EYFS ratios, and that your insurance covers this type of activity together with your car insurance covering you for this type of business use.

2. How can I support SEND children for 30 hours childcare?

The Equality Act 2010 requires all providers to make reasonable adjustments for children in education. The adjustments will depend on the needs of individual children. Review the environment and consider appropriate staffing levels.

"All providers must have arrangements in place to support children with SEN or disabilities. Maintained nursery schools and other providers who are funded by the local authority to deliver early education places must have regard to the SEN Code of Practice." EYFS 2014 3.67

Consideration should be given to all aspects of EYFS and welfare requirements for children attending. If children are staying for longer then consider what welfare aspects may need to be available such as quiet/rest areas and food and drink.

3. How do I support children who will attend all day?

Working within the statutory Early Years Foundation Stage guidance you need to ensure that the needs of individual children are accommodated through the planning of an effective routine for each day.

Considerations

1. Can I opt out of 30 hours... why should I bother?

Hampshire encourages all approved EYE providers to consider what level of offer they can provide. Hampshire County Council has a duty to implement the government policy and strategies to support working families and give children access to their early years education entitlement. Hampshire 30 Hours Childcare Parental Demand Survey (June 2016) indicates that in order of 80% of the families who could be eligible would take up some or all of their additional hours:

<http://www.hants.gov.uk/parents/cis/eye.htm>

By delivering 30 hours childcare this enables working parents to maintain employment, which provides financial security and well being for the families. In turn this provides stability and an environment for young children to thrive. Parents who remain in work sustain a dedicated workforce which benefits the local economy and the communities they live in.

It is likely that the quality of your setting will develop as your children and their needs will be better understood as there could be benefits to the role of key person with children attending longer.

2. I am concerned that my cash-flow will not support 30 hours childcare - what planning tools are there for me to use?

Review your business plan and financial forecasting. There is a business support tool on the SfYC website to assist with cash flow calculations:

<http://www.hants.gov.uk/providers/business-support/cash-flow.htm>. Review the costs of delivery and consider what changes to delivery or costs and income structures you can make.

3. Do I need to offer food?

The statutory Early Years Foundation Stage guidance states that you need to review and consider how children's welfare will be managed across the day. Consider options to providing meals on site or to provide opportunity for parents to provide packed lunch. Some providers may wish to seek a contract from a catering organisation to provide food which could be set up in collaboration with other providers. Providers will need to consider food hygiene regulations.

4. Do I have to create a rest area for children?

Working within the statutory Early Years Foundation Stage guidance it would be good practice to provide an area for relaxation and a quiet space within the course of the day. Providers need to look at their playroom management to allocate sufficient facilities.

5. Do I need to change my own admissions processes and parents' terms and conditions of booking?

Providers need to review their own policies and procedures to incorporate how they will deliver 30 hours in line with statutory guidance and the terms and conditions for funding as published by Hampshire County Council.

The DFE have published the statutory guidance for implementation from 1 September 2017

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596460/early_education_and_childcare_statutory_guidance_2017.pdf

Services for Young Children will review the statutory guidance which includes a model agreement and will inform providers of any required changes to the Hampshire Early Years Education Payment Terms and Conditions during the summer period.

As part of the terms and conditions providers are required to publish to parents their admissions policies which must be transparent about the universal early years offer and the extended 15 hour entitlement as well as being clear on any fees and charges.

6. How does the 30 hours childcare link with Tax-Free Childcare?

All Ofsted registered provision can register with HMRC to be an identified provider of Tax-Free Childcare. Parents with children up to age 12 (or 17 with disabilities) will be required to register with HMRC and can benefit from 20% of fees paid for by the government with parents paying 80%:

<https://www.gov.uk/government/news/tax-free-childcare-top-things-childcare-providers-should-know>

7. How does my setting access the Disability Access Funding (DAF)?

The Disability Access Funding (DAF) is a one off payment of £615 per year which started from 1 April 2017. This is for 3 and 4 year old Early Years Education Funding eligible children only who are in receipt of Disability Living Allowance (DLA) or a Personal Independence Payment (PIP).

You will need to ask parents to complete the *Parent Declaration Form* if you have any children for whom you wish to claim Disability Access Funding. You will need to see evidence (and record) that the child is in receipt of DLA or PIP, and send a copy of this evidence to your SfYC local office. See further details:

<http://www.hants.gov.uk/eye-eyeff/disability-accessfund.htm>