**30 hours scheme communication**

Dear parent,

*Suggestions to start opening paragraph:*

* Help us to help you with eligibility codes
* If you are eligible for 30 hours funding and do not provide us with an eligibility code, this may impact your child’s place…
* We will be prioritising full time places based on 30 hours Eligibility codes.

**Existing parents, has your eligibility status changed?**

If your eligibility status has changed, you can check below to see if you meet the requirements. Your code will aid us to provide a better early years setting.

**Eligibility Criteria**

You may be eligible for up to 30 hours funding if you meet the following criteria:

* Both parents are employed (or the sole parent is employed 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)
* Each parent’s income should not exceed £100,000/year
* Families where one or both parents do not work will usually not be eligible for the extended entitlement.

However, the extended entitlement will be available in case the one parent is in employment and the other is in receipt of:

* Incapacity benefit
* Severe disablement allowance
* Long term incapacity benefit
* Carers’ allowance
* Employment and support allowance
* National insurance credits on the grounds of incapacity for work or limited capability for work

**How to Apply**

Check your eligibility at:

[https://childcare-support.tax.service.gov.uk](https://childcare-support.tax.service.gov.uk/par/app/extendedentitlement) > Apply now > Sign in with ‘Government Gateway credentials.

If you do not have a Government Gateway account, select ‘*Don’t have a Gateway Account’* and follow the instructions.

* To  complete your  application, make sure you have the following information:
* Both parent/carers National Insurance number
* Dates of current employment
* Recent payslip/P60/passport
* Mobile number (a code will be texted to you)
* You will also be asked to create a ‘gateway account’

At the end of your application you will be given an Eligibility Code. Make sure you keep this safe.

Please return the slip below with your eligibility code to the school office before XXXXX

If parents do not return their eligibility code the school may lose funding for the nursery and the child’s hours will be reduced.

We sincerely appreciate your co-operation in completing this application. If you have any problems at all please call (School contact number) and speak to (designated staff member) who will be happy to assist you or arrange a time for you to visit the school to complete the application.

|  |  |
| --- | --- |
| Child’s Name |  |
| Child’s DOB |  |
| Parent 1 NI Number |  |
| Parent 1 DOB |  |
| Parent 1 Name |  |
| Parent 2 NI Number |  |
| Parent 2 DOB |  |
| Parent 2 Name |  |
| Eligibility Code |  |

I confirm that having supplied the above information, I give permission for it to be used in order to validate my/my child’s eligibility for any and all government funding streams relating to their Free Entitlement.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_