

Eligible children are entitled to 570 Universal Hours or 1140 Extended Hours of early education each year over a minimum of 38 weeks. The maximum number of hours a child can use in any one week is 15 Universal Hours or 30 Extended Hours and no more than 10 hours in any one day.

Hours are usually taken during school term time, but some early education providers may offer funded hours in the school holidays - this is known as 'stretching'. For example children could have 11 hours each week for 51 weeks. Parent / carers need to be aware using a 'stretched' offer can result in loss of hours.

In order to claim the funding parents/carers will be required to fill in a Parental Declaration form with the childcare provider where funding will be claimed.

Parents / carers must provide the correct details of the child including their **full legal name as shown on their Birth Certificate / Passport**. Parents / carers must also provide accurate details of a child's intended attendance pattern for the whole period of the Entitlement. If a change to a child's attendance pattern is made, (as long as a Provider agrees and can accommodate your request) a new relevant section of the Parental Declaration Form must be completed. If any of a child's details change (for example a change of legal surname) parents / carers must inform the Provider in writing.

A child can access their funded entitlement at more than one provider but is limited to attending a maximum of two sites in any one day. For example a child could attend a breakfast club on a school site followed by a morning session at the school nursery and then go to a childminder for the rest of the day. The funded entitlement can be accessed at various types of provision including schools and academies with nursery provision, day nurseries, pre-schools, independent schools with nursery provision, childminders, out of school clubs and holiday schemes. If a child does attend more than one Provider a Parental Declaration Form must be completed with each Provider.

Parents / carers should try to ensure their child attends each funded session timely. However if this is not possible the Provider must be notified of any reasons for absence.

Parents / carers will have to pay a Provider for any additional services that are requested, for example any hours above a child's funded entitlement.

Parents / carers will need to give the Provider at least **four weeks written notice** regarding the cancellation of their funded entitlement contract.

If a child is eligible for the **Extended Entitlement** and circumstances change, which mean a parent / carer is no longer eligible, the provider must be informed immediately. Provided a child has started accessing their extended entitlement place a grace period will apply which enables a child to continue attending for a specified period of time. Once a child enters into their grace period, their extended hours cannot be moved to another provider.

Important Note: A provider should notify parents / carers in writing and in advance of any days they will be closed.

2 Year Old Entitlement Funding (2YOE) Criteria

- Income Support.
- Income-based Jobseeker's Allowance (JSA).
- Income-related Employment and Support Allowance (ESA).
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments.
- Child Tax Credits, and your household income is £16,190 a year or less before tax (in the previous tax year).
- The guaranteed element of Pension Credit.
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- Child is currently being looked after by a Local Authority in England or Wales.
- Child has left care under an adoption order, special guardianship order or a child arrangements order.
- Child has a statement of [special education needs \(SEN\)](#) or an education, health and care (EHC) plan.
- Child claims [Disability Living Allowance](#).

If claiming under the non-economic criteria, i.e. DLA, SEN statement, EHC plan or the child has left care under a special guardianship order, child arrangements order or adoption order, then evidence will need to be provided to the Local Authority.

If you're a non-EEA citizen who cannot claim benefits:

A 2-year-old may claim free childcare if you are claiming [support under the Immigration and Asylum Act](#) and have either:

- [claimed asylum](#) in the UK and are waiting for a decision (known as 'part 6')
- been refused asylum in the UK (known as 'section 4').

A 2-year-old you care for may also claim free childcare if your household income is £15,400 a year or less after tax, and you have either:

- leave to remain with 'no recourse to public funds' on [family or private life grounds](#)
- the right to live in the UK because you're the main carer of a British citizen (known as a '[Zambrano Carer](#)').

To check a child's eligibility visit the [Council's website](#) or go to www.calderdale.gov.uk and search childcare.

At what age is the free childcare for 2 year olds available from?

Child turns 2 between:	Place starts after:	When to apply from:
1 st January & 31 st March	1 st April (Summer Term)	End of Feb
1 st April & 31 st August	1 st September (Autumn Term)	End of June
1 st September & 31 st December	1 st January (Spring Term)	End of October

3 & 4 Year Old Funding (EEF)

Universal Entitlement Criteria

All 3 & 4 year olds are entitled to 15 hours early education, the first term after their child turns 3 (see table below).

Extended Entitlement Criteria

3 & 4 year olds who meet the criteria below can claim up to an additional 15 hours of funded childcare.

A child can usually get 30 hours funded childcare if the parent / carer (and partner, if you have one) are:

- In work - or getting parental leave, sick leave or annual leave.
- Each earning at least the [National Living Wage](#) for 16 hours a week - this is £152.00 if you're over 23 (from April 2022).

This earnings limit does not apply if self-employed and started a business less than 12 months ago. A parent / carer is not eligible if:

- The child does not usually live with them.
- The child is a foster child.
- Either parent / carer or partner has a [taxable income](#) over £100,000.
- The parent / carer is from [outside the EEA](#) and UK residence card says they have no access public funds.

If a parent / carer cannot work and they claim Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance or Employment and Support Allowance, they may still be eligible if their partner is working.

30 hours funded childcare can be claimed at the same time as claiming Universal Credit, tax credits, childcare vouchers or Tax-Free Childcare.

To check a child's eligibility for 30 hours or to set up a Tax Free Childcare account, visit www.childcarechoices.gov.uk.

If support is needed with an application, parents/carers can contact the HMRC Customer Interaction Centre on 0300 123 4097. It is recommended that parents / carers apply as soon as possible to make sure they receive their code in good time and before the deadline. Not all parents receive a code straight away, and sometimes more information is required which can delay the application. Eligible parents / carers will receive an 11 digit eligibility code; codes usually begin '500'. 'Temporary' codes may be issued in certain circumstances and these usually begin with '11'.

Child's 3rd birthday falls between	Ideal time to apply	Deadline for receiving a code	30 hour place can start from the beginning of the
1 st January – 31 st March	January	31 st March	Summer Funding Period (April)
1 st April – 31 st August	June	31 st August	Autumn Funding Period (September)
1 st September – 31 st December	October	31 st December	Spring Funding Period (January)

Any codes not confirmed by the deadline or children who become eligible part way through the school term will not be funded for the additional hours until the start of the following term.

Reconfirming a 30 Hour Code: The code will be valid for a period between 3 and 5 months to start with and the parent / carer will need to reconfirm their eligibility before the code's 'validity end date'. This can be done up to 28 days before this date. The parent / carer should receive an email or text to remind them to login into their childcare account and look at a secure message, where they will have a reminder to reconfirm. Once a code has been reconfirmed, the validity period will usually then be 3 months. If a parent/carer forgets to reconfirm their eligibility or their circumstances change and they are no longer eligible, a child will automatically fall into a grace period and future funding for the Extended Entitlement may be at risk. Parents / carers will need to keep their details up to date / reconfirm every three months at gov.uk/childcareaccount.

This Local Authority will **not** be offering the additional hours to any parents who have applied **after** the deadline dates of 31st August, 31st December or 31st March.

Grace Periods: The grace period is for children who claim funding and the parent's / carer's circumstances change / do not reconfirm, and this enables parents / carers to keep their childcare place for a period of time if they become ineligible for 30 hours. ***The grace period does not apply if children have not started accessing their funded place. For example, if a parent / carer applies in May (for an Autumn Term start) and obtains a code which expires in August with a grace period end date of 31st December. On reconfirmation, if the parent is no longer eligible the code will not be extended, and the grace period does not apply; therefore the extended hours cannot be accessed in the Autumn Term.***

Date Parent Receives Ineligible Decision on Reconfirmation	Grace Period End Date
Note for children stretching their entitlement, the grace period end date will include the holiday periods. For term time only children the grace period end date will be the end of term.	
Spring term - first half (e.g. 1 st Jan – 10 th Feb)	End of Spring term (e.g. 31 st March)
Spring term - second half (e.g. 11 th Feb – 31 st March)	End of Summer term (e.g. 31 st August)
Summer term - first half (e.g. 1 st April – 26 th May)	End of Summer term (e.g. 31 st August)
Summer term - second half (e.g. 27 th May – 31 st August)	End of Autumn term (e.g. 31 st December)
Autumn term - first half (e.g. 1 st September – 21 st October)	End of Autumn term (e.g. 31 st December)
Autumn term - second half (e.g. 22 nd October – 31 st December)	End of Spring term (e.g. 31 st March)

Disability Access Fund (DAF)

3 and 4 year old children in receipt of Disability Living Allowance (DLA) and receiving the Early Years Entitlement are eligible for DAF. DAF is paid to the child's childcare provider as a fixed annual sum of £800 per eligible child (from April 2022). The provider will use this funding to support your child to access their Early Years Entitlement. **If your child is splitting their Early Years Entitlement across 2 or more providers, please nominate the main setting where the LA should pay the DAF.** Please note that if your child moves providers halfway through the year, DAF is not transferable and does not follow the child.

Other Schemes to Help with Childcare Costs

There are a number of Government schemes available to support working parents with childcare costs and it is important to choose the right one.

If eligible for Universal Credit, then a parent / carer could claim back up to 85% of their childcare costs with an Ofsted Registered childcare provider.

If eligible for Tax Credits, then a parent / carer could claim back up to 70% of their childcare costs with an Ofsted Registered childcare provider.

If ineligible for either of these credits, then a parent / carer could apply for Tax Free Childcare, where the Government pays 20% of their childcare costs with an Ofsted Registered childcare provider.

If a parent / carer already receives Childcare Vouchers, then they may be better off staying in that scheme. The Childcare Voucher scheme has now closed to new parents / carers.

If studying and receiving help with childcare costs through college or university a parent / carer can still claim the Universal Entitlement (up to 15 hours) and, if they meet the criteria, the Extended Entitlement (up to 30 hours).

If eligible for an [NHS Bursary](#) to study the parent / carer may be entitled to extra help if they have children.

The schemes are explained in more detail on the [Childcare Choices](#) Website. There are calculators on the site to help parents / carers work out which option is best for them before committing to any changes.

For information on the Funded Early Years Entitlement please contact:

Early Years & Childcare Team
Town Hall
Crossley Street
Halifax
HX1 1UJ

Tel No: 01422 392695 / 392576 / 392573

Email: eef@calderdale.gov.uk

Council Website Link: www.calderdale.gov.uk