



30 hours free nursery education

A guide for parents

June 2017

What childcare can I get?

All 3 and 4-year-olds in England already get 15 hours a week, or 570 hours a year of free early education. If their parents are living and working in England, 3 and 4-year-olds may be entitled to 30 hours free childcare. An extra 570 hours of free childcare a year, so 1140 hours in total. 30 hours free childcare will be available from September 2017.

The eligibility criteria are the same as the ones for Tax-Free Childcare, except you can continue to get these types of support at the same time as 30 hours free childcare:

- tax credits
- Universal Credit
- childcare vouchers or salary sacrifice schemes
- childcare grants and bursaries

When you apply, you'll be confirming that you need childcare so that you and your partner, if you have one, can work. If your child's already in a full-time reception class in a state funded school, you won't be eligible for 30 hours free childcare.

Do I qualify?

The following guide can be used to identify if you **may** be eligible for 30 hours free childcare. Answering yes to these questions does not guarantee parents are eligible – you will still need to register and present us with an eligible DERN code to qualify.

If you are able to answer yes to all 4 of these questions, this is a good indication that you might qualify for 30 hours:

1. Are you, and your partner (if applicable), both in employment?
2. Do you, and your partner (if applicable), both earn a weekly wage that is equivalent to 16 hours at National Minimum Wage or National Living Wage?

From April 2017 this equates to:

- £120.00 pw if aged 25+ years
 - £112.80 pw if aged 21-24 years
 - £ 89.60 pw if aged 18-20 years
 - £ 64.80 pw if aged 16 – 17 years
3. Do you, or your partner (if applicable), both earn less than £100, 000 per person, per year?
 4. Do you have parental responsibility for the child you are enquiring about?

Do you have a Government Gateway Account?

If you do, please have your user ID and password ready

If not, you will need to create one:

You will need a Government Gateway account to complete your application. If you don't already have one, go to

https://www.tax.service.gov.uk/government-gateway-registration-frontend/choose-your-account?continue=%2Foauth%2Fgrantscope%3Fauth_id%3D5950fb5c27000047008219d5&origin=oauth-frontend

Or just put 'Create Government Gateway account' into your search engine.

You will then need to choose the account you wish to create, which for childcare, is an individual account.

Choose your account

Select the Government Gateway account you want to create.

- Individual**
You want to use our online services for your personal tax. For example, if you're self employed.
- Organisation**
You represent an organisation. For example a limited company, partnership or charity.
- Agent**
You want to act on behalf of your client(s), whether paid or acting in a voluntary capacity.
- Pensions**
You want to use our online Services as a Pension Scheme Administrator or a Pension Scheme Practitioner.

[Continue](#)

You then have to enter your name and email address and create a password of your own choosing. The password has to be between 8 and 12 characters and contain at least 1 letter and 1 number:

Enter your details

Full name

Email address

We need this so we can send you your sign in details if you lose them

Create your password

Your password must:

- be between 8 and 12 characters (letters and numbers only, no special characters)
- contain at least one letter (a-z)
- contain at least one number (0-9)
- not contain the word 'password'

Confirm your password

Continue

You will then get a user ID like this:

Make a note of your User ID

Your User ID

310384176444

 [Print your User ID](#)

Your Government Gateway account has been created.
You'll need your User ID whenever you sign in.

Continue

What do I do next?

Log onto the Government's website

<https://childcare-support.tax.service.gov.uk/par/app/applynow>

You can either apply for 30 hours free childcare or sign into your childcare service account here. It's also an application for tax-free childcare.

When you start you'll temporarily leave the site to verify your identity. Once your identity's been verified, you'll be brought back to the site to complete your application. You'll then get a childcare service account.

Your application or account will timeout after 15 minutes of inactivity. You should make sure you have all the details you need, before you start.

Applying should take around 20 minutes.

Make sure you have (for you and your partner, if you have one):

- 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
- Your Government Gateway User ID and password

This is the first screen you will see

Enter the date of birth of your youngest child

Date of birth

For example, 24 04 1997

Day Month Year

Continue

Then you will see this:

Government Gateway: sign in or set up

To access this service for the first time you'll need:

- a Government Gateway account - if you don't already have one, you can set one up by using this service
- your National Insurance number
- access to a mobile phone or landline
- details of one or more of the following - your UK Passport, tax credits, P60 or a recent payslip

It will take about 5 minutes to set up.

If you already have a Government Gateway account you can sign in using your existing login details.

[Start Now](#)

You have to click the 'Start now' button and you will come to the sign in screen:

Sign in

Enter your Government Gateway credentials to sign in. You received these when you created your HMRC online account.

User ID

Password

[Sign in](#)

Problems signing in

[Trying to file Self Assessment using GOV.UK Verify?](#)

[Don't have a Government Gateway account](#)

[Forgotten user ID](#)

[Forgotten password](#)

[Forgotten user ID and password](#)

[Get help from HMRC's automated assistant](#) 

This is the next screen:

We're changing the way you sign in

Each time you sign in to HMRC you'll need your user ID, password and a unique 6 digit access code.

[▶ Why do I need an access code?](#)

[Continue](#)

[Get help with this page.](#)

How would you like to get your access code?

Text message

Get codes sent to your mobile phone.

Voice call

Get codes via automated message.

HMRC app for smartphone or tablet

Get codes even with no mobile reception.

[Continue](#)

Enter your mobile phone number

We'll send an access code to this number by text message.

Is this a UK phone number?

Yes

No

Mobile phone number

This needs to be a phone which you always have access to.

[Send my access code](#)

[Choose a different way to get access codes.](#)

When you have done this, you will receive a 6 digit code, which you enter in the box:

Enter your access code

We just sent a 6 digit access code by text to: **0**:

It may take a few minutes to arrive.

Access code

[Continue](#)

[I didn't receive an access code](#)

[Get help with this page.](#)

You will then see this:

You have successfully set up extra security

You'll be sent a new access code to your mobile phone every time you sign in.

[Continue](#)

[Get help with this page.](#)

The next screen may look like this:

We just need to confirm who you are

We're going to ask you some security questions based on information HMRC hold on you.

This is to help protect your data.

[Continue](#)

[Get help with this page.](#)

Confirm your identity

Enter your details

This is to help us confirm who you are, so we know what questions to ask you.

First name

Last name

National Insurance number

It's on your National Insurance card, benefit letter, payslip or P60.

For example, QQ123456C

Date of birth

For example, 31 3 1980

Day Month Year

[Continue](#)

Unfortunately, we cannot show you any more screens because they are not available to us. However, you continue to follow the instructions and eventually it confirms that you have a Childcare service account. Like this:

The screenshot shows the 'Childcare service account' page on GOV.UK. The page header includes the GOV.UK logo and 'The childcare service'. A banner at the top indicates it's an ALPHA service. The main heading is 'Childcare service account'. Below this, a sub-heading states: 'This is your childcare service account. Here you can manage your details and payments.' The page is organized into several sections:

- 30 hours free childcare:** View your 30 hours free childcare codes.
- Secure messages:** View messages about your application and account. You've got 2 unread messages.
- Contact details:** View or change your email address or phone number.
- Reconfirmation:** Reconfirm your eligibility every 3 months. Your next reconfirmation date is 25 August 2017.
- Security:** Reset your telephone password, change and view your security check questions.
- Re-apply or apply for a new child:** Submit an application for:
 - a new child
 - a child whose application is on hold
 - a child whose application was previously rejectedYou can also re-apply using your last application here.
- Your last application:** View your last application or reconfirmation summary.

If you click on the title at the top left, '30 hours free childcare' you will be able to view your account. Follow the instructions to get an 11-digit DERN number (Department of Education Reference Number). Once you have this number you need to provide it to us, so that we can confirm your place and claim the funding.

Each DERN code lasts three months and

you will need to reapply every 3 months!

If you still qualify, you will have a new DERN to pass onto us. If you no longer qualify, you will have 4 to 6 weeks grace period after which you can either make alternative arrangements for your child or keep your place and pay the childcare costs yourself.

Drop in session

We will be available in the Camelot Room every Thursday from 9.00am to help you with these applications. Please just drop in and see us but make sure that you have the information listed above.

If you have any other queries about the 30 hours funding, we will do our very best to help you. Granby Office: (0116) 229 8160