

# Thomas Eaton Primary Academy

Part of The Diamond Learning Partnership Trust

Established in the Queen's Jubilee Year 2012

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Executive Headteacher: Mrs Susannah Connell BSc MA (Ed Mgt) NPQH

Head of school: Mr Stephen West BA PGCE NPQH

23<sup>rd</sup> May 2018

Dear Parents/Carers

From September 2018 Thomas Eaton Preschool will be offering the extended 30 hours funded childcare.

All three and four-year-olds can get free early education or childcare for 15 hours a week during term time (38 weeks per year). Working parents may also be interested in the extended entitlement (an additional 15 hours a week). The Childcare Choices website offers a comparison guide for all the ways you could reduce your childcare costs: <https://www.childcarechoices.gov.uk>.

## **Is my family eligible for 30 hours funding?**

You will be eligible for the 30-hour funded childcare offer if:

- You earn more than the equivalent of 16 hours at the national living wage or minimum wage per week: for example, £120 per week if you are 25 or older. There is no requirement to work a certain amount of hours per week – it is all about how much you earn. This means if you only work 10 hours a week but earn £12 per hour, you will meet the minimum earning threshold. Apprentices are also eligible as long as they earn the equivalent to 16 hours at the apprentice minimum wage.

## **AND**

- You earn less than £100,000 per year.

This applies if you are self-employed or on a zero-hours contract and expect to meet the earning criteria on average over the three months after you have applied for the 30-hours. HMRC will look at data such as your previous earnings to consider whether you are likely to meet the criteria and may contact you for further information if they are unsure.

**If you are starting up your own business**, you will not be expected to meet the minimum earning criteria in your first year of trading.

**If you are not working** but you expect to take up paid work within 14 days, you can still apply for 30 hours, as long as you expect to meet the income criteria over the coming three months.

**If you are a single parent** and meet the above criteria, you will be eligible for the 30 hours. If you live with a partner, you both must meet the above criteria. This still applies if one of you is not the child's parent – for example, if you have remarried or have started living with a new partner. If you are separated/divorced from your child's parent, the eligibility rules will only apply to the parent that the child normally lives with (and their new partner if they are part of the same household).

The Diamond Learning Partnership Trust is a company registered in England and Wales.  
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## **How do I sign up for the 30 hours?**

You can apply for both the 30-hour offer and tax-free childcare via a single application on the Childcare Choices website <https://www.childcarechoices.gov.uk>.

To complete the application, you provide your name, address and national insurance number, as well as whether you expect to meet the income requirements over the next three months and whether you are in receipt of any benefits. If you live with a partner, you will need to provide the same information for them as well. This will enable HMRC to decide whether your child is eligible for the 30 hours (as well as tax-free childcare).

If you are eligible, you will be given an 11-digit code that you will need to take to your childcare provider along with your national insurance number and your child's birth certificate.

Your provider will then use the government's eligibility checking system to check the code is valid. If it is, they will be able to book your child's place. You will need to reconfirm your eligibility every three months and will receive a reminder text message or email from the government before the deadline.

If you give false information about your eligibility, you could be fined up to £3000.

## **If I'm not eligible for the 30-hour offer, can I still get my 15 hours?**

Yes. The 15-hour offer is still universal so if you're not eligible for a 30-hour place, you will still be eligible for the 15-hour offer.

To book sessions please use the form attached to indicate the sessions you wish your child to attend Pre-school AND RETURN THE SLIP TO THE SCHOOL OFFICE.

Morning sessions will run from 08:45am-11:45am; lunch sessions are from 11:45am-12:15pm and the afternoon sessions will run from 12:15pm-3:15pm.

*All places will be offered on a first come, first served basis.*

Yours sincerely

Mrs S Allum  
Preschool Leader

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**THOMAS EATON PRESCHOOL EXTENDED HOURS – SEPTEMBER 2018**

**PLEASE RETURN SESSION SLIP TO THE SCHOOL OFFICE**

Child's name (CAPITALS): \_\_\_\_\_

Child's DOB: \_\_\_\_\_

Parent/Carer Name (CAPITALS) \_\_\_\_\_

Parent/Carer NI number (for 30 hour eligibility check ONLY) \_\_\_\_\_

Parent/Carer Eligibility code (for 30 hour eligibility check ONLY) \_\_\_\_\_

Parent/Carer Address \_\_\_\_\_

Parent/Carer Contact number (mobile is preferable) \_\_\_\_\_

Parent/Carer Email Address \_\_\_\_\_

Please TICK:

DAY	AM		LUNCH		PM	
	08:45am-11:45am	3hrs	11:45am-12:15pm	30 mins	12:15pm-3:15pm	3 hrs
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Total						

The Department for Education (DfE) provides an Eligibility Checking System (ECS) to allow us to check online, and in real time, the validity of eligibility codes issued by HMRC to working parents eligible for 30 Hours Free Childcare.

Please sign below to give your consent for us to do this:

Signed: \_\_\_\_\_ (parent/carers)

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**OFFICE USE ONLY**

SLIP RECEIVED (DATE STAMP):

CHECKED ON 30 HOUR ENTITLEMENT PORTAL: