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'Together we love, learn and grow'

Nursery Funding FAQ

Is my child eligible for funding (3 and 4-year-olds)?

All 3 and 4-year-olds are entitled to 15 hours per week universal funding for 38 weeks, starting from the term AFTER their third birthday. This means:

child born 1st September-31st December	funding available from 1st January
child born 1st January-31st March	funding available from 1st April
child born 1st April-31st August	funding available from 1st September

Some families are eligible for an additional 15 hours per week Working Families funding (this used to be known as "30-hour funding"). To check if you qualify, please visit the government website **www.childcarechoices.gov.uk**.

Is my child eligible for funding (2-year-olds)?

There are two types of funding available to 2-year-olds:

- 15 or 30 hours per week for 38 weeks Working Families funding AND/OR
- 15 hours per week for 38 weeks Early Years Voucher funding based on economic criteria (eg families in receipt of certain benefits) or special circumstances (eg a child in the care of the local authority)

up to a maximum of 30 hours per week (ie 30 hours of Working Families funding or 15 hours of Early Years Voucher funding plus 15 hours of Working Families funding).

Working Families funding is available from the term AFTER a child turns 9-months old:

child is 9 months old between 1st September-31st December	funding available from 1st January
child is 9 months old between 1st January-31st March	funding available from 1st April
child is 9 months old between 1st April-31st August	funding available from 1st September

To check if you are eligible for Working Families funding, please visit the government website **www.childcarechoices.gov.uk**.

Early Years Voucher funding can be used as soon as a family receives an eligibility code from Worcestershire County Council. To find out more or to apply for funding, please see the Childcare section on the Worcestershire County Council website **www.worcestershire.gov.uk**.

Do you accept all types of funding?

Yes, we accept all types of nursery funding.

What can I use it for?

Funding can only be used to cover your child's sessions in our nursery.

I think I am entitled to Working Families funding – what do I do?

You need to apply via the government website **www.childcarechoices.gov.uk**. If your application is successful, you will receive an 11-digit code beginning with "500" or "501".

Once you have this code, you need to complete a *Parent Declaration Form*, including the section that asks for your own details (name, date of birth and National Insurance number), or add the information to your existing form (you will also need to update section 4 where you specify how the hours are to be allocated).

When can I apply for my Working Families funding code?

The code **MUST** be valid on the first day of the funding term (1st September, 1st January, 1st April) so you need to apply in advance. The government recommend that you apply:

for funding starting on 1st September	mid-June-end of July
for funding starting on 1st January	mid-October-end of November
for funding starting on 1st April	mid-January-end of February

How do I claim this funding?

We claim the funding on your behalf. We will give you a *Parent Declaration Form* which needs to be completed and returned to the school office. Once we have the completed form we can claim funding as soon as your child is eligible.

What is Early Years Pupil Premium?

Early Years Pupil Premium, also known as EYPP, is additional funding that we can claim to help your child during their time in our nursery.

If you receive certain benefits, for instance Universal Credit, or if your child has been looked after by the local authority, we can submit a claim for this additional funding PROVIDING you have supplied your details in section 2 of the declaration form AND answered YES to one of the Early Years Pupil Premium questions in section 3.

The form looks very complicated – what should I do?

The declaration form can be rather off-putting at first sight, but it isn't too bad! It is divided into sections, so let's take them one at a time:

Section 1 – child's details	Basic information about your child
Section 2 – parent/carer's details	You must complete this section if you wish to use Working Families funding or claim Early Years Pupil Premium (see below)
Section 3 – funding entitlements	• If have a 6-character 15-hour Early Years Voucher code issued by Worcestershire County Council (funding based on economic circumstances) please complete the first row. **This code entitles you to 15 hours funding** • If you have an 11-digit Working Families funding code, please complete the second row • If your child is 3 or 4 years old, you are entitled to **15 hours universal** funding. If you wish to claim more funded hours, please complete the second row We can claim additional funding to support your child if you/your child meet any of the criteria listed in the "Additional Support" section so please tick the relevant box(es) if you think any apply to you.
Section 4 – allocation of funded hours	This is the section of the form where you decide how your funded hours are to be used. It is the most daunting section, but needs to be completed. If your child only attends our nursery, it's easy – just complete the first section (we've already entered our name and the number of weeks): • If you have universal/Early Years Voucher funding, please allocate your funding by entering the **number of hours** you wish to use each day (**up to a maximum of 15 hours**) on the first line. • If you have Working Families funding, please allocate your hours by completing the boxes on the second line. **Please enter the number of hours – don't just tick the boxes or leave them blank!** If your child attends more than one nursery (also known as a "setting"), you need to decide how many hours you want to use at each nursery, and whether those are universal/Early Years Voucher hours or Working Families hours. You cannot claim more than 30 hours of funding per week. You must tell us about all nurseries your child is attending, otherwise your funding claim may be rejected.
Section 6 – declaration	Please remember to sign and date the form!

Please return the completed form to the school office.

I've been asked to reconfirm or renew my Working Families code – what does this mean?

Working Families funding codes are only valid for 3 months at a time. Towards the end of the 3-month period you will be asked to reconfirm your eligibility for the funding. Once renewed, the 11-digit code will not change but it will have a new expiry date.

Please ensure your code is renewed before it expires to avoid any interruption to your funding. If we are unable to continue claiming Working Families funding because a code has expired, you will be invoiced for all unfunded sessions.

Please note: your funding code **MUST** be valid on the first day of the funding term (1st September, 1st January and 1st April) if you wish to use Working Families funding during the term.

Can I use my Working Families funding after my child has started school?

No. Working Families funding cannot be used once your child has started school.