



Kensworth CE Academy

15 Hour and 30 Hour Extended Entitlement Funding

Information Booklet

June 2025

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30 Hours Free Childcare for Three and Four Year Olds - Extended Entitlement

The 30-hour childcare scheme is part of the Childcare Act 2016. The scheme is to help families with three and/or four-year-olds to get back into work or extend their working pattern.

All three- and four-year-olds are entitled to 15 hours of free childcare a week from the term following their third birthday. The 30-hour scheme extends this by another 15 hours for eligible working families.

How the Scheme Works

- You can check if you're eligible for the scheme on the Childcare Choices website.
- If you're eligible you then need to apply on GOV.UK
<https://www.gov.uk/free-childcare-if-working/check-youre-eligible>
- You'll be given a code, which you need to give to your chosen childcare provider as soon as possible.
- The childcare provider will check the code with the local authority and then confirm the childcare place.
- You must apply and receive your code by:
 - 31st August (for a September start);
 - 31st December (for a January start); or
 - 31st March (for an April start).
- The childcare stops when your child starts in Reception Class.

How Do I Check My Eligibility for 30 hours free childcare?

You can check your eligibility by going to <https://www.childcarechoices.gov.uk/> if you are eligible you will need to set up an account that will take approximately 20minutes.

These additional 15 hours are exclusively for working families that meet the eligibility criteria.

How Do I Apply?

There are two ways to apply for the funding:

- Online, by creating a [childcare account](https://www.gov.uk/free-childcare-if-working/check-youre-eligible)
<https://www.gov.uk/free-childcare-if-working/check-youre-eligible>
- Via telephone, by contacting the Childcare Service helpline on 0300 123 4097 (phone line is open Mon-Fri, 8am-6pm).

You will need to reconfirm your details every 3 months to prove you still meet the eligibility criteria.

When Should I Apply For Funding

You should apply for the funding in the term your child reaches the relevant age. You must obtain a valid eligibility code before the term starts in which you wish to use, e.g. if using the code from September, you must obtain by 31st December.

NEF Funding Eligibility 15 and 30 hours

Your child turns 3 between	Recommended Time To Apply	Deadline Applications for	Funding will commence from
1 st April and 31 st August	15 th June to 31 st July	31 st August	1 st September
1 st September and 31 st December	15 th October to 30 th November	31 st December	1 st January
1 st January and 31 st March	15 th January to 28 th February	31 st March	1 st April

Note:

- You can apply outside of these recommended dates, but you might not receive your code in time.
- You must have a valid code by the end of the month before a new term starts.
- You must reconfirm your eligibility every 3 months. If you apply more than 3 months before the term starts, you'll have to reconfirm your eligibility in your account to keep your code valid.

Academic Year 2025/2026	Start Date Child at Kensworth Preschool
Autumn Term	Tuesday 2 nd September 2025
Spring Term	Tuesday 6 th January 2026
Summer Term	Tuesday 14 th April 2026

My Child Is Eligible for the funding, what do I do next?

After you have successfully applied for the funding, you will be given an 11-digit code starting with 500 or 501 - this can be viewed on your online [childcare account](#).

If you already have a childcare provider, you will need to give them your child's funding code so they can validate this. You will also need to sign a Parent Declaration Form so your provider can claim the funding from the Council.

If you don't already have a childcare provider, you can search for one using the [FIS Childcare Finder](#). Once you have chosen the school nursery or childcare provider that you want your child to attend, you need to follow their admission arrangements to secure your place. You can then give your child's funding code to the provider so they can validate it and sign a Parent Declaration Form so your provider can claim the funding from the Council.

Once the funding code has been validated and the Parent Declaration Form has been signed, your child's place can be confirmed, and a start date can be arranged.

Eligibility codes last 3 months only and therefore you will need to reconfirm your details every 3 months.

What to do when you have your code

You must take the 11-digit eligibility code to your chosen childcare provider to secure a place. The code will be checked by the childcare provider before a place is offered to your child.

Once the code has been validated, you and your childcare provider will agree a date when the 30 hours childcare will start.

You'll receive notification in your childcare services account to reconfirm your eligibility for 30 hours before the validity end date.

You confirm that your circumstances haven't changed since your application or update the application if they have.

If you're not eligible to claim 30 hours childcare

If you've checked your eligibility and you aren't eligible for the scheme you'll still be entitled to take up 15 free hours of childcare

You will still complete the Parent Declaration Form to receive the 15 hours funding.

What is a Parent Declaration Form?

This is a form the parent needs to complete to give consent and provide information to the school/childcare provider for them to undertake a validation check on your eligibility code. If the child attends more than one school/childcare provider for their 30 funded hours, a form must be completed for each provider.

Parental declaration forms will be provided to the parent by the school/childcare provider at the end of each term for completion to receive funding for the next term.