

**Three Lane Ends Academy
Charging Policy**

THREE LANE ENDS ACADEMY

EYFS – Charging Policy – 30 hours

January 2019



**Date Adopted by Governing Body January 2019
Review Date 2020**

Reconfirmation of 30 hour eligibility codes

Every three months, parents are **required** to reconfirm that they remain eligible for 30 hours and Tax-Free Childcare.

If a parent's details have not changed, they **only** need to **tick a box** in their childcare service account to confirm that their details remain the same.

Parents should receive two reminders to reconfirm their eligibility (4 weeks and 2 weeks before their reconfirmation deadline).

If a parent misses the reconfirmation deadline, they will receive a message telling them that they are no longer eligible for 30 hours and Tax-Free Childcare. When a provider validates the parent's code it will show that they are in their grace period, which means that the child will be able to continue to access their 30 hours place until the end of the term. To take up a place in the following term, parents will need to ensure they reconfirm their eligibility.

They are able to do this through their childcare service account, **even if they have missed their reconfirmation deadline.**

A parent can reserve a 30 hours place with a childcare provider before their code is validated, but the code must be validated via the department's Eligibility Checking System before the child can actually take up their funded place.

A small number of temporary codes have been issued (beginning with '11') these will expire approximately 3 months after they were issued. These parents have been advised by the childcare service helpline that they will need to complete the full online application via the childcare service to continue to access a 30 hours place and also apply for Tax-Free Childcare.

Extended 15 Hours Eligibility – Grace Period

If parents do not reconfirm their eligibility - Wakefield Council will make Three Lane Ends Academy aware that your eligibility for the 15 hours extended free childcare is now within a grace period. This means that the Local Authority will only fund the additional 15 hours until the grace period ends.

You now have two options:

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- a) Have you reconfirmed eligibility? You must reconfirm your eligibility every 3 months to enable your entitlement to continue. You should have received a reconfirmation e-mail or text from HMRC. Please follow the process immediately to reconfirm eligibility. This must be done *as soon as possible to ensure you can retain our place with us or by the end of term to enable your entitlement to continue*. Please inform us once you have reconfirmed eligibility as the Local Authority will have to verify this with us.
- b) Have your circumstances changed? If your circumstances have changed, you may have fallen out of eligibility for the extended free hours. If this is the case you are still entitled to the universal 15 hours but your extended entitlement will end.

You are welcome to arrange payment for these additional hours if you would like them to continue. Current costs for these hours are £4.08/hour for 15 hours per week for the length of the half term.

School cannot allow parents to pay for hours less than 15 per week or for the whole half term. Payment for these hours must be made in advance at the start of each week at school.

Should these payments not be received within the school office in full then school will have to remove the offer of a place within our setting.

Parent should make arrangement to book at appointment with the School Business Manager to register should they will to continue with the 30 hour entitlement and make payment for these hours.

Approved

Date