



# 30 Hours Free Nursery Education



**A Guide for Parents**

Granby Primary School

April 2019

## 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. This is the universal nursery entitlement.
- If their parents are living and working in England, 3 and 4-year-olds may be entitled to 30 hours free childcare.

### The eligibility criteria is as follows:

- You can usually get 30 hours free childcare if you (and your partner, if you have one) are:
  - In work - or getting parental leave, sick leave or annual leave
  - Each earning at least the National Minimum Wage or Living Wage for 16 hours a week - this is £125.28 per week if you're over 25.

The earnings limit does not apply if you're self-employed and started your business less than 12 months ago.

- **You're not eligible if:**
  - Your child does not live with you
  - Either you or your partner has a taxable income over £100,000
  - You're from outside the EEA and your UK residence card says you cannot access public funds.

If you foster your child, you cannot apply online for 30 hours free childcare. Speak to your social worker and your local authority if you want to apply.

You can get 30 hours free childcare at the same time as claiming Universal Credit or tax credits, and using childcare vouchers or Tax-Free Childcare.

### If you cannot work

You may still be eligible if your partner is working, and you get Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance or Employment and Support Allowance.

## 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-registrationfrontend/choose-your-account?continue=%2Foauth%2Fgrantscope%3Fauth\\_id%3D5950fb5c27000047008219d5&origin=oauth-frontend](https://www.tax.service.gov.uk/government-gateway-registrationfrontend/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.

# Are you trying to file your Self Assessment tax return?

Yes

No

[Continue](#)

Enter your email address and tick the box:

## What is your email address?

We will send you a code to confirm your email address.

Email address

This email address is correct

[Continue](#)

You will given a code beginning with CF. Enter this code in the box.

## Enter the code

We have sent a code to

Code

For example, CF-DNCLRK

CF-

[▶ I have not got the email](#)

[Confirm](#)

You should then be told that your email address has been confirmed.

## Email address confirmed

Continue

Enter your full name.

## What is your full name?

Full name

Continue

You must now create a password for your account:

## Create a password

Your password must:

- be between 8 and 12 characters
- have at least one number (0 to 9)
- have at least one letter
- not contain special characters

Password

Confirm your password

[Continue](#)

## Set up recovery for your sign in details

You need to set up a recovery word so that you can get back into Government Gateway if you forget your password.

[Continue](#)

Enter a recovery word for your account.

# Your Government Gateway user ID is:

12 12 34 56 78 90

We have sent it to

You will need this user ID and your password every time you sign in to Government Gateway.

[Continue](#)

You will then be automatically signed out.

## 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. You can also apply 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.

Sign into the account you previously made:

# Sign in using Government Gateway

Government Gateway user ID  
This could be up to 12 characters.

12 12 34 56 78  
90

Password

Sign in

Choose Individual Account

## Choose the type of account you need



Individual

Includes personal tax account, tax credits, Self Assessment and Child Benefit



Organisation

Includes limited companies, partnerships and charities



Agent

Includes accountants acting on behalf of clients, payroll bureau and bookkeepers

Continue

Choose your own preference on how to get your access code.

## How would you like to get your access code?

**HMRC app for smartphone or tablet**  
Get codes even with no mobile reception.

**Text message**  
Get codes sent to your mobile phone.

**Voice call**  
Get codes via automated message.

[Continue](#)

On this example, I chose to access my code through a text message

## Enter your access code

We just sent a 6 digit access code by text to: 07 [redacted]

It may take a few minutes to arrive.

### Access code

[Continue](#)

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

You will get a new code every time you log in.

# 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

You will be then asked to confirm who you are to help protect your data.

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

[I do not know my National Insurance number](#)

**Date of birth**

For example, 31 3 1980

Day    Month    Year

  

Continue

You will then be reminded what is is you are applying for.

## What you're applying for

This application form is for both Tax-Free Childcare and 30 hours free childcare. If you live in England and have a 3 or 4 year old, you'll be assessed for both at the same time.

You'll only be asked to choose which service you want, if continuing with your application is going to affect other childcare support you're already getting. For example, Working Tax Credits, Child Tax Credit or childcare vouchers.

When you've finished your application, you'll get a childcare service account, where you'll find out whether you're eligible.

[Continue](#)

## Tell us if you're a UK or EEA national

### Select any that apply to you

You're an EEA national if you're from another EU Member State, Norway, Liechtenstein or Iceland

UK national

EEA national

or

neither UK or EEA national

[Continue](#)

# Enter your contact details

We'll use these details to contact you about your application. If you enter an email address, we'll contact you by email. If you don't enter an email address we'll contact you by letter.

Email address

Confirm email address

Telephone number for text messages

Continue

# Do you have a partner?

You have a partner if you're both at least 16 years old and you're living together like a couple.

▶ [What details will I need?](#)

Yes  No

Continue

You will be asked for some information about your child.

## Enter your child's name

You should enter the details for all the children you want to apply for, whether you want to apply for Tax-Free Childcare, 30 hours free childcare or both.

Once you've provided the details for your first child, you'll get the chance to enter the details for your other children. If your child already has a childcare account, you should enter their name exactly the same as when you first applied.

First name

Last name

Continue

## Enter the child's date of birth

Date of birth

For example, 24 04 2013

Day    Month    Year

Continue

# What's your relationship to this child?

If you get support from your local authority for foster care (except short-term respite care) you won't be eligible for this child.

- Parent
- Guardian or short-term respite carer
- Foster carer

[Continue](#)

After this section, you will be asked if your child is living with you.

# Is this child getting or expecting to get support for a disability?

Select all that apply.

- Disability living allowance
- Personal Independence Payment
- Armed Forces Independence Payment
- Certificate of visual impairment

or

- None of these benefits or certificates

[Continue](#)

# Your child and Child Benefit

Have you ever claimed Child Benefit for this child, either now or in the past?

▶ [What is child benefit?](#)

Yes  No

[Continue](#)

## Children you're applying for

Name	Date of birth		
<input type="text"/>	<input type="text"/>	<a href="#">Change details</a>	<a href="#">Stop applying</a>

[Add new child](#)

[Continue application](#)

## Other childcare support

Are you getting, or expecting to get, any of these other types of support in the next 3 months?

**!** If you're getting Working Tax Credit or Child Tax Credit and don't tell us, your tax credits may be stopped and you won't be able to restart your claim. This includes where you're registered, but aren't getting any money, or where you're appealing a decision.

- Childcare bursaries or grants
- Working Tax Credit or Child Tax Credit
- Universal Credit
- Childcare vouchers

or

- None of these

[Continue](#)

# Tax credits

If you want to get Tax-Free Childcare, your Working Tax Credits and Child Tax Credit will be stopped. You can keep your tax credits, if you only apply for 30 hours free childcare.

▶ [Need help to decide?](#)

**What do you want to do?**

- Keep my tax credits and only apply for 30 hours free childcare
- Stop my tax credits and apply for both Tax-Free Childcare and 30 hours free childcare

[Continue](#)

At this stage, you indicate whether you are only applying for 30 hours free nursery education or whether you are applying for Tax-Free childcare too.

# Thank you

Your application will only be for 30 hours free childcare. Your tax credits won't be stopped.

30 hours free childcare is only available for children of 3 and 4 years old. If you choose to keep your Working Tax Credits, Child Tax Credit and childcare vouchers, you won't get support for any younger or older children you're applying for. Their details will be saved so you can apply for them in the future.

[Continue](#)

# How would you describe your work status?

Select all that apply.

If you're on maternity, paternity or adoption leave, select the status you had before you went on parental leave.

- Paid employment, or due to start in the next 31 days
- Self-employed
- Director of your own company, providing goods or services to others
- Carer's Allowance, Employment and Support Allowance, Incapacity Benefit or Severe Disablement Allowance

or

- Not in employment

Continue

# When did you start this employment?

If you started more than 3 months ago and don't know the exact date, you can enter an approximate date.

Start work date for your most recent employment

For example, 24 04 2018

Day      Month      Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Continue

# Are you on any of these types of leave or pay?

Select all that apply.

Maternity or paternity leave

Adoption leave

Statutory sick pay

or

None of these

[Continue](#)

## Will you earn at least £125.28 a week, before tax, for the next 3 months?

It doesn't matter if you don't expect to earn this amount in any weeks you're on maternity, paternity or adoption leave, Carer's Allowance, Employment and Support Allowance, Incapacity Benefit or Severe Disablement Allowance. If you expect to be on these for the next three months select no and continue with your application.

Yes  No

[▶ What to do if your income varies?](#)

[Continue](#)

You will finally be told whether or not you are eligible for the 30 hours funding.

## **If you are successful, you will need to reapply every 3 months!**

If you still qualify, you will have a new DERN to pass on to us.

If you no longer qualify, you will have 4 to 6 weeks grace period during which you can either make alternative arrangements for your child or keep your place and pay the childcare costs yourself.

If you have to pay the costs yourself, additional sessions are available at £12 each.

In addition, all children in full-time nursery are asked to pay £2 a day to cover the cost of lunch time supervision. Children need to bring a packed lunch to nursery.

# Notes

# Notes

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

