

30 HOURS OF FREE CHILDCARE



October 2017 • Issue 13

MONTHLY UPDATE

What is 30 Hours of Free Childcare?

The Childcare Act 2016 is delivering the Government's election manifesto commitment to giving families (where parents are working and eligible) an entitlement to 30 Hours of Free Childcare for their three and four year olds.

The national rollout of 30 Hours of Free Childcare commenced on the 1 September 2017.

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30 Hours audit of codes:

The statutory guidance specifies that local authorities should complete an audit check on eligibility codes at six fixed points in the year as set out in the table of LA audit dates.

Please see the information for providers below on the October Audit:

30 Hours October Audit:

- By the end of October Management Information will be carrying out an audit of all the 30 Hour codes claimed **during headcount week only**.
- This audit is to highlight families who have not renewed their code ready for the spring terms or who will drop out of eligibility at the end of the autumn terms. (*Management Information will complete another 30 Hours audit in December which will include new children for the spring terms*).

- You will receive an email containing the 30 Hour eligibility code, parent name, start date, end date, grace period date, child's name and the status of the code. This will be for each child who received the extended entitlement in your setting during headcount week.
- The status will either highlight the family as remaining 'eligible' for the spring terms or that they are 'in the grace period'.
- If a family is in the grace period this means they may have not renewed their details with HMRC and their code has lapsed or the family's circumstances have changed and they are not eligible to continue to receive 30 Hours of Free Childcare.
- This is your opportunity to have a conversation with the parents to try and turn around eligibility before the December audit ready for the start of term and the January headcount.

Continued

30 Hours audit of codes continued:

- Please remember every 30 Hour eligibility code must be checked through the KELSI 30 Hours checker, not through Synergy (*the check on the headcount is for submission purposes only*).
- If you have not submitted a check of the code through KELSI, these children will not appear on the audits and payment may not be made.
- Any **new codes or those replacing temporary codes** will need to be checked.
- You do not need to keep checking each code before the start of each term. The LA audit is doing this for you. If you feel a code is missing from your audit, please contact Management Information on eyfe@kent.gov.uk.

30 Hours spring term 2018:

For parents/carers applying for the first time will need to have received their code by the **31 December 2017** in order to secure an available place in January 2018 (spring term).

As many providers are likely to be closed during the last week of December we are advising parents/carers to apply for or validate their codes as early as possible.

Parents/carers who applied for their codes early may need to reconfirm their eligibility before the end of term. Any **new codes or those replacing temporary codes** will need to be checked.

We have provided information on KELSI within our promotional materials area and you can use this on your website or social media to remind parents to apply or reconfirm their eligibility of up to 30 Hours of Free Childcare.

Please click [here](#) for the Facebook post application deadline reminder to parents.

Please click [here](#) for the Facebook post eligibility reconfirmation reminder to parents.

30 Hours Email Address

We have an email address for any queries you may have but please speak to your Childcare Sufficiency Officer in the first instance.

30HoursFreeChildcare@Kent.gov.uk

Information for parents/carers:

We have updated the parents/carers 30 Hours of free childcare information on the Kent.Gov page.

www.kent.gov.uk/30hours

MI Synergy:

Management Information is responsible for paying Free Early Education Funding to Early Years providers across Kent.

HMRC is the governing body that determines a family's eligibility for 30 Hours. HMRC is responsible for providing the 11 digit eligibility codes to families and the dates assigned to these codes.

Management Information can only confirm a family's eligibility for 30 Hours of Free Childcare based on the dates HMRC has assigned to a family's code.

To be eligible from September 2017, the family must have applied before 31 August and their code must have a start date before 31 August. Any code that Management Information checks with a start date after 31 August will be sent an email stating the family is not eligible until January 2018 as the family applied too late.

As many of you are aware, there are some cases where this can be overturned for a variety of reasons (amber cases, temporary codes and codes reconfirmed too late). Management Information has been working closely with many providers on these cases and has successfully agreed funding for over 350 additional families. The closing date for these cases was Friday 20 October 2017.

If you check a code and receive a January start date, please remember that Management Information will endeavour to overturn the decision in line with the guidance from HMRC and the Department of Education. However, each case is different, some may take longer to resolve and some require further clarification before Management Information can agree the extended entitlement funding to you. In these cases, please remain patient as Management Information is currently trying to process 19,000 headcount claims by the payment deadline using the new Synergy system.

Please also note:

From Monday 23 October, Management Information will increase the date of birth range on the KELSI 30 Hour checker. This will allow you to validate the 11 digit 30 Hour eligibility codes for those children who will become eligible from January 2018.

WORKS
FOR
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KELSI Website

The 30 Hours of Free Childcare page on KELSI is designed to provide you with the information you need with ease. Each heading will take you to your desired page.

[30 Hours of Free Childcare:](#)

- Eligibility Criteria
- Childcare Choices
- Statutory Guidance
- Operational Guidance

[Eligibility Checker:](#)

Free Early Education

[Guidance Documents:](#)

- Open Objects Register
- Parent Declaration Form
- Disability Access Fund
- Transition and 30 Hours
- Further Information

[Monthly Updates:](#)

- 30 Hours of Free Childcare News

[District Information:](#)

- June Seminar Slides
- Countywide and District Presentations

[Q and A:](#)

- Provider Q and As

[Promotional Materials:](#)

- Parent Leaflet
- Poster
- Postcard
- Images
- Digital Badges
- Eligibility Code Poster

Workforce Conference - Book a place:

Kent's Early Years and Childcare Service is holding a workforce conference on the **14th November 2017 at The Mercure (Maidstone)**.

Delegates will have the opportunity to attend two workshops (morning and afternoon). To book please click on the following link [Kent CPD Online](#).

Charges will be £95.00 for Kent based settings and £120.00 for settings outside of Kent.

Workshops:

1. Leadership in a Changing Landscape

The change being driven by 30 Hours of Free Childcare

2. Developing and Sustaining Diversity in the Workplace

How strong leadership can support and encourage a diverse workforce, specifically encouraging and retaining more men in the sector

3. Disabled Children and Children with SEN – 30 Hours Offer

To explore effective models of support for children with SEND including examining the impact of individual support on children's outcomes, independence and wellbeing

4. Developing an Inclusive Workforce – making your inclusive setting even better

Supporting children with SEND – whole setting approach. To be delivered by the Kent Specialist Teaching & Learning Service

5. Importance of a Robust Performance Management Process in Early Years

Gain insight as to how an established performance management process can support staff motivation and the settings quality improvement agenda

6. Growing and Developing your Workforce

Tap into the uniqueness and strengths of your team to build capacity within the workforce

Continued

The 30 Hours of Free Childcare updates will continue to be uploaded onto KELSI the last Friday of each month.

<http://www.kelsi.org.uk/30-hours-free-childcare>

Workforce Conference Continued:

Objectives:

- To support the Early Years Workforce Strategy to build an increasingly highly-skilled and capable workforce, which is essential to deliver high-quality services and achieve the best outcomes for children
- To strengthen and develop leadership
- To bring together a range of Early Years providers to debate workforce issues
- To share best practice
- To provide tangible solutions to a number of workforce challenges.

Benefits of attending:

- Gain an understanding of the changes set out in the Department for Education's Early Years Workforce Strategy
- Get clarification on delivery of qualifications for Early Years Educators
- Benefit from the opportunity to discuss the realities of putting the proposed workforce changes into practice
- Gain insight from best practice, enhancing quality for young children through continual workforce support and professional development.

Target audience:

- Early Years representatives from private, voluntary and independent sector, nursery schools
- Childminder organisations
- Committee members and owners
- Managers and Head teachers
- Local Authority Early Years teams
- Workforce planning and implementation teams
- Employment training and development teams
- Human resources teams.

Booking Link – [Kent CPD Online](#)

Childcare Choices:

If parents encounter any problems with the application process or accessing the childcare account, they should direct their queries to the HMRC Childcare Service Customer Interaction Centre on 0300 123 4097.

<https://www.childcarechoices.gov.uk/>

Queries/Complaints:

If a parent/carer has a query or a complaint they must contact Children and Families Information Service on 03000 412323 or email kentcfis@kent.gov.uk