



Dear Parents/Carer

Guidance Notes for the Bromley Early Years Parent Contract

The Bromley Early Years Parent Contract allows you to claim funding for your child's time in pre-school. The claim form can be used to claim both the Universal 15 hours and the Extended 15 hours of funding.

The funding start date will be the first day your child attends.

In order to be eligible for the Extended funding, you must meet the following criteria

who is eligible?

Parents of three and four year olds will need to meet the following criteria in order to be eligible for 30 hours free childcare.

Both parents (or sole parent in lone parent family) must :

- Earn below £100,000 per year each
- Earn more than £115* per week each
- If one parent is unable to work due to caring responsibilities or disability
- Be in paid employment, self employed or zero hour contract
- If one parent is on maternity, paternity, adoption leave or statutory sick leave

* Parents earning or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months. This equates to £115 a week (or £6,000 a year) for each parent over 25 years old or £111.20 a week (or £5,700 a year) for each parent between 21 and 24 years old.

how can parents apply?

Parents must apply through this website to confirm eligibility

www.childcarechoices.gov.uk

HMRC Helpline – 0300 123 4097

For the parents who have no access to a computer or need help completing the form

Parents must create a Government Gateway account (can take 20 minutes to complete). They will need to give details of one or more of the following - UK Passport, tax credits, P60 or a recent payslip and National Insurance number to verify their identity. They must also have access to a landline or mobile whilst completing the application.

HMRC DETERMINE ELIGIBILITY NOT THE LOCAL AUTHORITY



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when can parents claim the funding?

Children become eligible the term after they turn 3 years old until they start reception class.

Parents can apply for the extended entitlement the term their child turns 3 years old.

Child's birthday	Apply online from	When they can claim
1 January – 31 March	1 st January	1 st April onwards
1 April – 31 August	1 st April	1 st September onwards
1 September – 31 December	1 st September	1 st January onwards

Parents can only access their 30 hour funded place the term after they have confirmation of eligibility – no child can start accessing the 30 hours part way through the term.

For example, two children turn 3 years old on the 1st May but one parent applies on the 31st August so the funding starts 1st September but the other parent doesn't apply until the 1st September so their funding wont start until the 1st January.

If you are eligible and have made a claim via the HMRC, then you should have been given an 11 digit reference number. Please put the HMRC code number in the Extended Entitlement box on the form. Please ignore the boxes ref Two Year Old Funding (1am2 code) and the Universal Funding box (EYPP code box).

Please ensure you fill in the Child Data Collection box, however ignore the SEND Code section.

Please complete the Parent and Carer details section, including your National Insurance number. On the reverse of the form, there are several text boxes. Please read this carefully and complete or tick where asked. Finally, sign the Declaration in the Parent section and return to me in the school office along with all of the other registration information. If you have any queries, please do not hesitate to contact me on the number or email at the top of this letter.

Kind regards

Kate Speed
Administrator