

## Additional information on earnings and hours worked

It is important to remember that the minimum part of the criteria of working a minimum is based on income earnings as an average/ equivalent and not exactly about working 16 hours. The details explained below.

The monetary equivalent of the above minimum earnings criteria against the 16 hours per week, for a family to be eligible for 30 hours free childcare are:

- The Living Wage is £7.20 per hour. Therefore, the minimum income requirement for a parent over the age of 25 years is £115.20 a week.
- The Minimum Wage for 21-24 years olds is £6.70 per hour. Therefore, the minimum requirement is £107.30 a week.

So parents should know the criteria is stating parents/ adults must meet the **equivalent** to meet the criteria. For example:

- Parents/ adults earning the Living or Minimum Wage could still be eligible even if they are not actually working exactly 16 hours **per week** but just as average.
- So a parent/ adult simply needs to be working an **average** of the of 16 hours per week over a 3 month period that the eligibility is checked for.

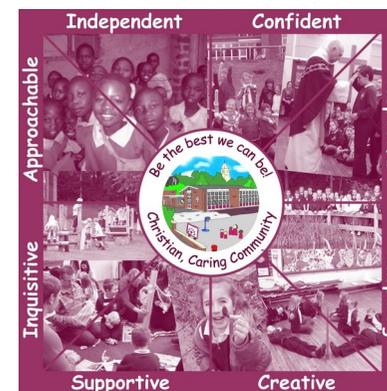
- An example of being eligible for 30 hours, would be a parent on a zero hours contract when some weeks they work 0 hours, but other weeks they work 40 hours. So long as the average works out to 16 hours per week minimum through the relevant checking period, a parent/ adult could meet the criteria and be eligible for 30 hours.
- Also it should be noted that parents/ adults earning more than the National Living or Minimum Wage week, could actually work less than the 16 hours per week but still be eligible for 30 hours free childcare.
- This is so as long as the parent /adult weekly earnings were at least - £115.20 or £107.30 per week (see above), the parent/ adult could actually be eligible without the need to work a minimum of 16 hours.
- Foster carers could be eligible only for their own children, but would not be for fostered children.

Please note that this criteria *could* be subject to change by the Department for Education.



*ALL SAINTS' FIRST SCHOOL,  
CHEADLE ROAD, LEEK,  
STAFFS. ST13 5QY*

## Parent Guide to 30 hours free childcare from September 2018.



Information has been supplied from the Staffordshire County Council website : [www.staffordshire.gov.uk](http://www.staffordshire.gov.uk)

**School Contact number : 01538 714915**  
**Email: [headteacher@allsaints-leek.staffs.sch.uk](mailto:headteacher@allsaints-leek.staffs.sch.uk)**



All 3 and 4 year olds are entitled to 15 hours of free childcare from the term after the 3rd birthday. In addition to this, from September 2017, families who meet the minimum earnings criteria could gain access to an additional 15 hours making up to a maximum of 30 hours per week.

### **What will I need to do?**

To get the standard 15 hours of childcare, just ask us and fill in an application form.

To get the additional 15 hours, if you think you are eligible, you will need to make an online application to **HMRC** and provide your National Insurance number.

### **When can I apply?**

The application portal should be ready up and running now. Go to <https://childcare-support.tax.service.gov.uk/> for more information.

### **What will happen after I apply?**

If you are successful, you will receive an Eligibility Code from **HMRC**. We will need this code to enable you to access to the additional 15 hours.

### **How can I use my hours?**

Ask us for an explanation of how we organise the 30 hours childcare. Our provision can be split between Nursery and Before/After School Club. We offer the 15 standard hours in the morning, and 15 additional hours in the afternoon. This provision is over 38 weeks - school term time. Any unused hours can be used in the Before and After School Club (Kids Club).

### **What if I no longer meet the criteria?**

You must validate you still meet the criteria every 3 months online via HMRC to continue receiving the additional 15 hours.

If you no longer meet the criteria, a grace period is allocated to give you opportunity to find employment/ increase hours etc, therefore keeping the additional hours. If you do not meet the criteria after the grace period, you would no longer receive the additional 15 hours but would still receive the universal 15 hours per week. This means that if your child continues to take the additional 15 hours, it would then be paid provision and you would be charged for this.

### **I have a confirmed a place in a School the Nursery Class for my child. Now what?**

You must arrange with the school to ensure that you have a place allocated for universal hours or both universal and additional hours. You need to make clear whether you will be

taking up the provision every day or not. You will not be able to change this provision, as unused provision will be offered to other children.

You must then speak to Kids Club if you require Before and After school provision.

### **What is the criteria for eligibility?**

To be eligible for the *additional* 15 hours (ie 30 hours in total), both parents/ adults (or the sole parent in a lone parent family) must each earn:

- Above at least the minimum equivalent of 16 hours a week at the national minimum wage or national living wage (see the next section for more detail on this)

And

- Below £100,000 or more per year (individually).

Families *could* also be eligible for the additional 15 hours if one parent /adult is not able to work due to the reasons outlined in the extended criteria, (e.g. one parent is on maternity leave, or registered disabled and in receipt of certain benefits). A list of this criteria is available to view on the Staffordshire County Council website.

