



30 Hours Process for Parents

(Please note, your 15 hours of funding is set up on your behalf by your childcare provider)

Registration

To check eligibility for 30 hours childcare you must create an account with HMRC using the link at www.childcarechoices.gov.uk

Code

If you are eligible you will be given an 11 digit code which must be taken to the nursery provider along with your National Insurance Number and proof of your child's date of birth (Passport or Birth Certificate)

Form

The nursery provider will ask you to complete a form to enable them to verify the eligibility code and claim your 30 hours funding

Validity

You will be given 3 dates. The 'start date' is the date you were approved, the 'end date' is the date you must reconfirm eligibility by and the 'grace period end date' is when funding will cease, should you not reconfirm or have changed your circumstances.



Chief Executive Officer: Mrs C Dickinson

The Kite Academy Trust is a charitable company limited by guarantee registered in England and Wales Registered Number: 09785186

Registered Office: Holly Lodge School, Stratford Rd, Ash Vale, Aldershot, GU12 5PX

Email: info@thekiteacademytrust.org Web: www.thekiteacademytrust.org Tel: 07874 186202

Prompts

An eligibility code must be reconfirmed every 3 months. You should be sent a prompting message both 2 and 4 weeks before the expiry date of the code, reminding you to re-confirm. The prompt will tell you there is a secure message to read and can be found in the 'secure messages' section of your childcare account.

To do this, go to: www.childcare-support.tax.service.gov.uk.

For more information please go to: <https://www.surreycc.gov.uk/people-and-community/family-information-service/choosing-childcare-for-children-and-young-people/paying-for-childcare/30-hours-free-childcare-for-working-parents>



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