



Broomhall Nursery School

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**Information about
Working Parent Entitlement
for 3 & 4 Year Olds plus
Tax-Free Childcare**

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What is Working Parent Entitlement (WPE)

All 3 and 4 year olds in England are entitled to 15 hours Free Early Learning (FEL) per week in term time – this is known as the universal offer. Since April 2024, **many working parents of 3 and 4 year olds** are eligible to apply for 30 Hours free childcare – this is known as Working Parent Entitlement.

How do I know if I'm eligible for free childcare?

You need to meet the eligibility criteria:

- Your child is aged 3 or 4
- Both parents are working - or the sole parent in a lone parent family
- Both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity, paternity or adoption leave or in receipt of statutory sick pay
- One parent is employed and the other parent has substantial caring responsibilities based on specific benefits received for caring
- One parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits
- Over the next 3 months you and your partner (if you have one) must each expect to earn at least:
 - £2,380 before tax if you're aged 21 or over (equivalent to £183 per week)
 - £1,788 before tax if you're aged 18 to 20 (equivalent to £137 per week)
 - £1,331 before tax if you're under 18 or an apprentice (equivalent to £102 per week)
- Each parent must have an annual income of less than £100,000

What if you are self-employed or on a zero hours contract?

You are eligible if you (or both of you in a couple) earn at least the equivalent of 16 hours at the National Minimum Wage.

What if one parent loses their job?

There will be a short "grace period" allowing parents to have a chance to find new employment. If this is not possible your child will only be able to attend for the 15 hours FEL. You may still be eligible if your partner is working, and you are on carer's leave or if you get any of the following:

- Incapacity Benefit
- Severe Disablement Allowance
- Carer's Allowance
- Limited Capability for Work Benefit
- contribution-based Employment and Support Allowance

Tax-Free Childcare

Since September 2017 Tax-Free Childcare can help working parents with the cost of childcare offering up to £2000 per child per year, or £4000 if a child is disabled. You can open an on-line account to pay for your childcare costs with a registered childcare provider and for every £8 you pay the government will add £2.

You can get Tax-Free Childcare at the same time as 15 or 30 hours free childcare if you're eligible for both.

When you apply, you'll be considered for both these services through the same application. You'll only be asked to decide which support you want if you're on tax credits or using a childcare voucher or salary sacrifice scheme. You should check what help you could get with childcare costs, using the Childcare Calculator. This will help you decide which support is best for you.

Your immigration status

To be eligible for free childcare for working parents, you (and your partner if you have one) must have a National Insurance number. The person who applies must also have at least one of the following:

- British or Irish citizenship
- Settled or pre-settled status, or you have applied and you're waiting for a decision
- permission to access public funds - your UK residence card will tell you if you cannot do this

I'm a student. Why can I not access the entitlements?

Students who work in addition to studying are eligible for this entitlement if they meet the income requirements. Students who do not work are not eligible, but we recognise the value of parents continuing in education and provide a range of support for those in further or higher education. If you're a full-time student, you may be eligible for a grant to help with your childcare costs.

How do you apply for Tax-Free or 30 hours Free Early Learning?

It is important that you check your eligibility before the start of the term in which you wish to claim e.g. if your child is due to start their 3 year old place in January you can check your eligibility in October. (The eligibility can only be checked three months prior to their start date after which it expires and you have to re-apply). If you forget to check their eligibility in the term prior, then you will not be eligible for the 30 hours for another term, ie. April in this scenario. You have to re-apply each term for the following term.

You can check your eligibility on line for both Tax-Free Childcare and 30 Hours Free Childcare at:

<https://www.gov.uk/apply-free-childcare-if-youre-working>

You will need (for you and your partner, if you have one):

- 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

At the end of the application process, you will have a childcare service account. In the 'secure messages' section of your account, you will receive messages about your eligibility.

If you are eligible for 30 hours, you will receive an 11 digit 'eligibility code' for your child. These codes normally start with '5000'. You will need to bring this code (along with your National Insurance number and your child's birth certificate or passport) to nursery so that we can validate your child's eligibility with the Local Authority and confirm your place.

Every three months HMRC will prompt you to reconfirm your details as entered on your initial application. If you do not do this then you will receive a message telling you that your eligibility has lapsed. Although you will no longer be eligible you may be able to retain your childcare place for a short period; this is known as the grace period. You will need to discuss this with nursery. You will still be able to access the universal 15 hours FEL.

What is the grace period?

The grace period is designed to allow parents time to adjust if they lose their Working Parent Entitlement and also serves as a notice period to the provider. A child will enter the grace period when their parent(s) cease to meet the eligibility criteria. The Local Authority will continue to fund a place for a child who enters the grace period as set out below.

Date Parent receives ineligible decision on reconfirmation:	Local Authority Audit Date	Grace period end date (child funded until)
1 January – 10 February	11 February	31 March
11 February – 31 March	1 April	31 August
1 April – 26 May	27 May	31 August
27 May – 31 August	1 September	31 December
1 September – 21 October	22 October	31 December
22 October – 31 December	1 January	31 March

At the end of the grace period, parents will still be entitled to access 15 hours Free Early Learning each week.

How will Broomhall Nursery School deliver the Working Parent Entitlement and what will the charges be for additional childcare?

FULL WEEK - Our Core Day (7 hours in length) is 8.45-3.45 and most children start and finish at these times if they are doing full days. If you are using your full 30 hours over five days on this pattern then you would just pay for the extra hour each day @ £6.50, meaning a full weeks childcare for five days would be £32.50.

FULL WEEK - Shorter Day (6 hours in length) is 9:30-3:30 and is available to those parents who are using their full 30 hours over five days. There would be no additional childcare costs to this pattern unless you wish to add Breakfast Club and Tea Club at £10 per session.

PART WEEK – For those parents who want part weeks we can offer the Core Day (8.45-3.45) fully funded by the WPE. So if you take four days this would mean you are using 28 hours of your 30 hour funding.

Charging for extras...

While nurseries can't charge for the 30 hours, they can charge for other 'extras' or ask for contributions. Broomhall Nursery School will continue to ask for a £6 voluntary contribution per half term towards the fruit and vegetable snacks we provide the children with each day. Hot lunches will continue to be charged at the rate set by the Local Authority which is currently £2.65 per meal. Parents can choose to send their child with a packed lunch. Breakfast will be served between 8.00am and 8.45am only at our Early Risers club and food is included. Children attending the After School/Tea Club will be given a snack of toast and fruit with milk/water to drink.

Admissions Policy

Admissions will be allocated on the following criteria and order, in line with the schools policy:

1. Looked after children in the care of the Authority or children with identified Special Educational Needs supported by the Authority
2. Children already attending either on universal funding (15 hours FEL) or a fee paying contract will be guaranteed a place
3. Children already attending Broomhall Under 3s who are due to transfer to us
4. Siblings attending nursery
5. Full day provision (8.00am-5.00pm)/Parents accessing additional fee paying hours
6. Parents NOT splitting hours between providers
7. Date of birth order (oldest child allocated first).

Outstanding Education

Happy children, growing and learning together is what Broomhall Nursery is all about. The oldest nursery in Sheffield, we are staffed exclusively by teachers educated to degree standard and level 3 qualified early years practitioners. The children here enjoy learning through play, an experience that Ofsted has described as “outstanding” in two consecutive inspections.

Most of our committed and skilled staff team have been with us for many years which is testament to the friendly, happy and engaging environment at Broomhall. We pride ourselves in providing a safe, supportive, creative and joyful environment in which your child can explore and discover the world.

Our goal is to foster the skills that are at the foundation of a life of happiness and success: cooperative and individual problem solving, analytical thinking, emotional intelligence and empathy and cultural competence alongside early literacy and math skills and real-world preparation. But the starting point is ‘play’ and expertly guided investigations that grow from the children’s own interests and nurture a passion for discovery and learning.

“Broomhall, a place that is nurturing, joyful, inspiring and celebratory.”



We think Broomhall is a special and unique nursery but don’t take our word for it, here are a few comments from past parents:

“To the staff at the best nursery in the world: thank you for all your hard work, energy, stamina, creativity, patience, brilliant ideas and unfailing good humour.”

“The warmth and care that staff offer to the children and to parents and carers is genuine and full of love! The creative opportunities that are offered for children to explore, learn and play are exceptional. The dedication and playfulness of the staff has been fantastic.”

“It has been an immense privilege for us and our children to be at Broomhall. An amazing and inspiring team and we will continue to praise and recommend Broomhall to all our friends.”