



# Marine Park First School

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## Important information for applying for and reserving the extended 15 hours Nursery place at Marine Park First School

### Parents and Carers of Nursery Children September 2017

The majority of parents have now returned our school registration forms for Nursery. If you have not done so, we would urge you to do so as soon as possible in order that we can make arrangements for your child's admission.

It is also essential that parents who have indicated that they are taking up the 30 hour offer, (15 hours universal Nursery place and 15 hours extended provision), follow the instructions below, to access their eligibility code which must be brought back to the school in order that we can verify places:

- The application process for receiving the extended entitlement is through the digital childcare service.
- You can check whether you are eligible for a range of government childcare offers, including 30 hours, via Childcare Choices at: <https://www.childcarechoices.gov.uk> or the Childcare Calculator at: <https://www.gov.uk/childcare-calculator>. If you are eligible for 30 hours and/or Tax-Free Childcare you will be directed to the digital childcare service to apply.
- As part of the application process, you will be asked to enter personal details including your name, address and National Insurance number and the same details for your partner (if you have one).
- You will also be asked whether you expect to meet the income requirements over the coming three months and whether you are in receipt of any relevant benefits. This information will help HMRC decide whether your child is eligible for 30 hours. At the start of the application process, you will create a Government Gateway account if you don't already have one.
- 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 regarding your eligibility. If you are eligible for 30 hours, you will be given an 11 digit 'eligibility code' for your child.
- ***The completed enclosed form, which should include your eligibility code, National Insurance number and child's date of birth, must be brought to school as soon as possible in order for you to claim your 30 hours place.***