

Applying for funding

How and when you need to apply for your childcare funding depends on your child's age, the scheme and some other factors.

We've broken it down for you below.

Don't forget!

You should apply for your eligibility code for funding 3 months before you wish to access it. You cannot apply for your code and use it in the same term.

When to apply

You might be wondering when your child will be able to use the 15 and 30 hours of government funding. It's all down to when their birthday falls, so make sure you think ahead. For funding over 15 hours known as Working Family Funding, you'll need to apply online for an eligibility code. This will mean you can be funded for 30 hours per week.

Universal funded childcare (up to 15 hours per week)		Working family funding (more than 15 hours per week)	
A child turning 3 between:	Can be funded from:	Recommended time to apply for eligibility code	Last date to apply for eligibility code:
1st September to 31st December	1st January	15th October to 30th November	by 31st December to be funded from 1st January
1st January to 31st March	1st April	15th January to 28th February	by 31st March to be funded from 1st April
1st April to 31st August	1st September	15th June to 31st July	by 31st August to be funded from 1st September

Remember!

Every three months, sign into your HMRC childcare account to reconfirm your working family funding eligibility code. If you forget, you can lose your funding for the following term, which means you'll have to pay our standard fee for any time that isn't covered by the basic 15 hours scheme.

How to apply

Universal funded childcare for 3 and 4 year olds

For 3 and 4 year olds, all you have to do is get in touch with our Office. Our lovely team will talk you through the applications process and ask to see your child's birth certificate or passport as proof of your eligibility. It's as simple as that!

Working family funded childcare

The process is a little more complicated for the working family funding. We've explained it below. How and when you need to apply for your childcare funding depends on your child's age, the scheme and some other factors.

Every term you must sign the Local Authority Parental Declaration and our Terms and Conditions so that we can continue claiming funding for your child's place at Nursery. If these are not completed, Nursery sessions will be charged at our standard session rate.

Helpful Tip

For working family funded childcare, HMRC will usually send you reminders about when to reconfirm, but it's a good idea to set up a reminder yourself. That way, you won't miss out on this help towards the cost of childcare.

