



Welcome to Working Family Funded Childcare with Partou

What is Working Family Funded Childcare?

Eligible working families are entitled to 30 hours funded childcare per week for children aged 9 months-4 years until they start school - great news for working families looking to access quality childcare. This is also sometimes known as the "30 hours free childcare."

This funding is given to nurseries by their Local Authority and is applied as 30 hours for the 38 term weeks of the year across a maximum of 10 hours a day. Essentially this equates to 1,140 hours of funded childcare per academic school year (1st September – 31st August) which can be accessed on a term time only basis or all year-round to suit your family's needs.

All Partou nurseries are proud to offer funded childcare places. We recognise that working families have varying requirements; some only need term-time childcare whereas some families require "stretched" year-round childcare so we want to help you access the sessions you require and make funding as transparent as possible.

How can I use my funded childcare hours?

Your 1,140 hours of Working Family Funded Childcare can be used in a few different ways:

Attendance Type	How Funding is Calculated	Hours Per Week/Year
Term Time Only	$1,140 \div 38$ term weeks	30 per week, 1,140 per year
Year-round stretched over 51 weeks*	$1,140 \div 51$ weeks	22.35 per week/ 1,140 per year
Year-round stretched over 52 weeks*	$1,140 \div 52$ weeks	21.92 per week/ 1,140 per year

*Please note whether your funding is stretched over 51 or 52 weeks will be determined by how many weeks of the year your nursery is open for.

Funding is accessed by obtaining an Eligibility Code from your Online Childcare Account, sharing this with your nursery and then completing a Free Early Years Entitlement (FEEE) Parental Declaration form.

The funding year runs Autumn to August and term dates vary across Local Authorities. If you join a nursery midway through a term, the number of funded weeks left in the term will impact how your funding is applied or if you are eligible to receive this.

Here is an example of how that could work:

	Term		
	Autumn	Spring	Summer
	(Sept – Dec)	(Jan-March)	(April-Aug)
Number of funding weeks available per the Local Authority	14	11	13
30 hours per week stretched and delivered weekly			
Child is 9 months before the start of the Autumn Term	38 weeks x 30 hours = 1,140 hours per year, divided by 51 weeks = 22.35 funded hours per week.		
Child is 9 months after the start of the Autumn Term but before the start of the Spring Term	Not Eligible	24 weeks x 30 hours = 720 hours, divided by 35 weeks = 20.57 funded hours per week. This consists of the Spring and Summer terms (i.e. until the end of the Academic Year) divided by the 35 total weeks in the Jan – Aug period.	
Child is 9 months after the start of the Spring term but before the start of the Summer Term	Not Eligible	Not Eligible	13 weeks x 30 hours = 390 hours, Divided by the 22 weeks total in the April – Aug period = 17.73 funded hours per week.

For more information on the term duration and dates set by your Local Authority, please check your [Partou Nursery page](#).



The 30 hours funding covers the cost of care only which is why you will see additional charges for meals and snacks, consumables, and extras on your invoice as these ensure that we are able to provide necessary items and a consistently high standard of care. You can read about these optional charges here.

Eligibility Criteria

To be eligible for funding, you will need to meet the following criteria:

- You must live in England.
- You and your partner earn at least £183 per week (equivalent to 16 hours on National Minimum Wage).
- You or your partner must not earn over £100,000 per annum adjusted net income (after tax).

You may still be eligible if you are on sick or parental leave and if you are claiming benefits. You can check your eligibility against the full criteria here: [Best Start in Life - Gov](#).



How to apply for Working Family Funded Childcare

Step 1. To apply you'll need a Government Childcare Account log in which you can get or sign into here: Sign in to your childcare account - GOV.UK. If this is the first time you access this you will need to provide some supporting documents and information such as your National Insurance Number, Unique Taxpayer Reference if you're self-employed and the UK birth certificate reference number of the children you are applying for.

Step 2. Apply within the Online Childcare Account for your funded hours. Once you have applied, you will receive an 11-digit eligibility code. Please pass this to your Partou Nursery using this funding code form. Your Nursery Management Team will then check this code and add it to your account.

Step 3. Once this has been done you will receive a Free Early Years Entitlement (FEEE) Parental Declaration form from Funding Loop to check and sign. This is usually in the month before the new term starts so either August, December or March however this can vary depending on when we receive your code.

Step 4. Your funding will be applied to your invoice which will be issued on the 15th of each month for the month ahead.



The Free Early Years Entitlement Parental Declaration form will be sent to you via Funding Loop. Funding Loop is the online system Partou nurseries use to collect completed Parental Declaration forms each term. We need these to be able to claim funded hours from the Local Authority.

Look out for emails from funding@mail.fundingloop.co.uk and please try to complete and return these as quickly as possible to make sure that your funding is confirmed for the term ahead.

Please remember you'll have to reconfirm your working family eligibility code every three months and the responsibility for this lies with families. You will see your renewal period dates in your Online Childcare Account so it is a good idea to set a calendar reminder to avoid missing the deadline!

Key Dates for applying

The deadline for applications is the day before the term begins however, we encourage families to apply at least 6 weeks earlier to ensure all parties have enough time to complete their tasks.

Period your child turns 9 months	Term you can access 30 funded hours childcare from	Recommended Application Period
1st January to 31st March	Term starting on or after 1st April	15th January – 28th February
1st April – 31st August	Term starting on or after 1st September	15th June – 31st July
1st September to 31st December	Term starting on or after 1st January	15th October -30th November

Working Family Funded Childcare Checklist:

- Check your funding eligibility here - [Eligibility | Best Start in Life](#)
- Access your Online Childcare Account -
 - Create your Online Childcare Account for the first time if this is a new eligibility code application - [Sign in to your childcare account](#)
 - Sign into your Online Childcare Account to manage an existing code/reconfirmation - [Sign in to your childcare account](#)
- Apply for your first Eligibility code - [Free Childcare for Working Parents](#)
- Provide code to your Partou nursery - [Your Funding Code](#)
- Complete Funding Loop paperwork once received via email from funding@mail.fundingloop.co.uk and return as quickly as possible.