



Park Road Academy Primary Nursery

30 Free Hours Entitlement Policy

2025 – 2027

Introduction

Park Road Academy Primary School is committed to providing families with access to the optional Government extended 30-hour entitlement, subject to eligibility criteria set by Her Majesty's Revenue and Customs (HMRC).

This policy outlines the procedures and guidelines for parents/carers to access this entitlement.

Aim

The aim of this policy is to ensure parents/carers are well-informed about the eligibility criteria and application process for receiving 30 free hours of childcare.

Entitlement Criteria

- All 3-year-old children are entitled to **15 hours of funding** from Trafford. This entitlement is automatically applied when a child starts their nursery place at Park Road Academy Nursery.
- Parents/carers who meet the eligibility criteria may access an **additional 15 hours of funding** (totalling 30 hours).

For further details and to check eligibility, visit the [Childcare Choices website](#).

Application Timeline

Parents/carers can apply for the additional 15 hours of funding when their child is **2 years and 36 weeks old**.

Child's Birthday	Eligible for 30 Hours from	Recommended Application Period
1 September – 31 December	Term starting on/after 1 January	15 October – 30 November
1 January – 31 March	Term starting on/after 1 April	15 January – 28 February
1 April – 31 August	Term starting on/after 1 September	15 June – 31 July



How to Apply for 30 Hours Funding

Applications are made via the [Government Gateway](#). Parents/carers will need to create or sign in to an account in order to apply.

Sharing the 30-Hour Code

- Before your child's initial invoice is issued, you will be asked to complete an online form to share your 30-hour code.
- If the code is received after the stated deadline, it will be applied to the following months invoice and you will be charged in full for your first months fee.
- Codes must be **renewed every 3 months**. Failure to renew may result in charges for the additional hours. *(via the school website, form library)*
- Parents/carers must notify the school immediately if their circumstances change.

Change in Circumstances

A **grace period** may be granted when a parent's circumstances change (for example, changes in employment or income) and eligibility is affected.

- Local Authorities confirm eligibility via the **Eligibility Checking Service (ECS)**.
- During the grace period, the Local Authority will continue to fund the child's place, in line with the *Early Education and Childcare Statutory Guidance for Local Authorities (2017)*.

Usage of 30 Free Hours

The 30 free hours can be used during **term time only (38 weeks)** at Park Road Academy Nursery, in the following sessions:

- **Morning Session:** 8:30 am – 11:30 am
- **Afternoon Session:** 12:30 pm – 3:30 pm

Additional Hours and Partnership Working

- Parents/carers may choose to pay for additional hours outside of the funded sessions.
- If using more than one childcare provider, this must be declared on the **30 Free Hours Agreement Form**.

Author: Mrs S. Breen – September 2025

Next Review: August 2027