

*Am I eligible?*

*What evidence do I need?*

*I need help with the application form!*

# Your Childcare Offer in the Vale of Glamorgan

*How do I apply?*

*When do I apply?*



Addysg gynnar a gofal • Early education and care



Gwasanaeth Gwybodaeth i Deuluoedd y Fro  
Vale Family Information Service



Llywodraeth Cymru  
Welsh Government



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# What is the Childcare Offer?

- During term time, the Childcare Offer is made up of 17.5 hours of childcare funding and 12.5 hours of Foundation Phase (school) nursery:



- During school holidays the childcare funding increases up to 30 hours per week, for 9 weeks per year. You can use three weeks per term of holiday childcare funding. There is more information on [page 19](#)
- The Childcare Offer runs from the term after the child's 3<sup>rd</sup> birthday until they go to full-time school. This is usually the September after the child's 4<sup>th</sup> birthday. For exact eligibility dates, please go to: [Childcare Offer](#)

# Am I eligible for the Childcare Offer?

- ✓ You and your child need to live in Wales
- ✓ You need to be employed or self-employed
- ✓ You need to earn at least:
  - £139.52 per week if you are 25 years old or older
  - £131.20 per week if you are 20-24 years old

(rates based on 16 hrs per week at the National Living Wage and National Minimum Wage for April 2020-March 2021 and will change annually)

- ✓ You need to earn less than £100,000 (gross income) per year, per parent.

The above eligibility criteria apply to both parents in a two-parent family, or the sole parent in a one-parent family

# What evidence do I need if I am employed?

- ✓ **If you are employed:**

you need three months of payslips

- ✓ **If you don't have three months of payslips because you are about to start a new job:**

you need a job offer letter or contract, which states your salary or rate of pay and your hours, and the date your job starts

- ✓ **If you are employed but on maternity/paternity/sick leave:**

you will need a letter from your employer to confirm this. The letter will also need to state your usual salary and hours

# What evidence do I need if I am self-employed?

- ✓ **If you have been self-employed for over 12 months:**

you will need submit your most recent Self-Assessment return, including your Unique Tax Reference

- ✓ **If you have been self-employed for less than 12 months:**

you will need to provide evidence of your Unique Tax Reference and the date of registration

# Exceptions

- ✓ Parents in a two-parent family may be eligible if one parent is employed/self employed, and meeting the minimum earnings criteria, and the other parent is receiving one of the following benefits:
  - Incapacity benefit
  - Carers Allowance
  - Severe Disablement Allowance
  - Employment and Support Allowance
  - National Insurance Credits on the grounds of incapacity for work or limited capability for work
- ✓ Parents in a two-parent family where one parent is employed/self-employed, and meeting the minimum earnings criteria, and the other parent is receiving payments from the Armed Forces made to seriously injured veterans, e.g. Guaranteed Income Payment

**You will need to submit a recent benefits statement/letter as evidence**

# What other evidence do I need?

✓ **Your most recent Council Tax statement**

- You can request a replacement statement: 01446 709564 [CouncilTax@valeofglamorgan.gov.uk](mailto:CouncilTax@valeofglamorgan.gov.uk)
- Or register with the [eCitizen Gateway](#)

AND

✓ **Proof of parental responsibility:**

Long form birth certificate (with parent names)

**OR**

If you have the short form birth certificate (without parent names), you will **also** need another form of evidence, e.g. child benefit letter/letter from Nursery Admissions

**OR**

Other evidence of parental responsibility e.g. Special Guardianship Order



# Where do I apply?

Use the link to the Childcare Offer application on the [Vale of Glamorgan Family Information Service website](#)

The log-in page of the application form looks like this:

The screenshot shows a login interface with two main sections: 'New Applicant' and 'Existing Applicant'. The 'New Applicant' section contains a welcome message and an email input field. The 'Existing Applicant' section contains both email and password input fields. At the bottom, there are two buttons: 'Get Started' and 'Sign In', along with a link for 'I forgot my password'.

Please remember your password!

**Please don't try to apply through GOV.UK website – that is for England only**

# Child Details

Legal Forename(s):\*

e.g. James

Legal Surname:\*

e.g. Williams

Known As:

e.g. James Jones

Date of Birth:\*

09/10/2017

Gender:\*

Male

Female

Birth Certificate Number:\*

e.g. ABCD123456

Postcode:\*

e.g. NP206AD

Postcode Lookup

The Childcare Offer funding starts from the term after the child's 3<sup>rd</sup> birthday. Applications open about 8 weeks before the funding starts. Please check applications are open for your child's age group before you begin:

[Vale of Glamorgan Childcare Offer](#)

If you don't live in the Vale of Glamorgan, you must apply for the Childcare Offer through your own Local Authority's website

# Childcare Preferences

Children receive 12.5 hours per week of Foundation Phase nursery in the Vale of Glamorgan

This question is about your child's school nursery place

Do you intend for your child to attend, or is your child currently attending, 'foundation phase nursery' provision, that is sometimes referred to as 'early years entitlement'? The Foundation Phase is a developmental curriculum for three- to seven-year-olds in Wales. (You might be accessing foundation phase nursery provision through your local school, Cylch Meithrin, Playgroup, or Nursery).

How many hours per week does your child currently access the Foundation Phase for (leave blank for none):

How many hours per week do you intend for your child to access the Foundation Phase for (leave blank for none):

Where do you intend for your child to access the foundation phase?:

N/A

I do not intend for my child to attend foundation phase nursery

You need to apply for a nursery place in a school separately, through the Vale of Glamorgan's Admissions website: [Nursery Admissions](#)

# Childcare Preferences continued

I think my child may have a health, behaviour or development issue which may require extra care or help:

Yes

Please let us know if your child has any additional needs as we may be able to fund support, training for staff or specialist equipment in the childcare provision

# Childcare Provider

Please arrange your childcare before applying for the Childcare Offer

Childcare must be registered with CIW (or Ofsted in England)

Name of Provider:

Acorns Action Pak

If your childcare provider isn't on this list, it means they haven't yet registered to deliver the Childcare Offer with the Vale of Glamorgan.

Please contact the Family Information Service on

**01446 704704**

and we can help your childcare provider to sign up

# How many childcare providers can I use?

I want to add an additional Childcare Provider:

Yes

You can use the Childcare Offer with two childcare providers at a time.  
The combined hours for the two providers can't be more than 17.5  
hours per week.

You can use two different childcare providers during the school holidays.  
The combined hours for the two providers can't be more than 30 hours  
per week.

# Parent/Guardian Details – Parent 1

Update Parent/Guardian Details 1

**Forename:\***  
e.g. James

**Surname:\***  
e.g. Williams

**Date of Birth:\***  
14/10/2000

**National Insurance Number:\***  
e.g. AA 12 34 56 A

**Postcode:\***  
e.g. NP206AD

**House Number/Name:\***  
Click 'Select Address' to populate this field

If parents are separated, the parent with primary custody should apply

If separated parents have equal custody, parents must decide which parent will apply for the Childcare Offer.

# Parent/Guardian Details – Parent 2

I want to add an additional Parent/Carer:

<input type="checkbox"/>	Yes
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If you are a two-parent family, add a second parent here, at the bottom of the page. They will also need to meet the eligibility criteria and submit evidence

The following adults will also need to be added here and will need to meet the eligibility criteria:  
husbands, wives, or long-term, live-in partners of the parent with primary custody,  
or  
husbands, wives, or long-term, live-in partners of the parent with joint custody,  
who is applying for the Childcare Offer



# Supporting Documents

## Supporting Documents

### Optional Description

Upload (Supported Types: doc, docx, xls, xlsx, pdf, jpg, jpeg, gif, png)

Browse...

Upload

### Required Evidence

#### All Applications:

- Child's Birth Certificate – long form (including parents names)
- **Current** Council Tax Payment Form

#### Parent/Guardian 1 - one of the following:

- Employed - latest three month's wage slips or letter from employer confirming maternity/paternity/sick leave
- Self-Employed - self-assessment tax form for previous financial year

#### Parent/Guardian 2 (if applicable) - one of the following:

Please ensure all required documents are uploaded. If anything is missing, this could delay your application being processed.

**Parent eligibility: for more information please go to pages [5](#), [6](#), [7](#)**

# Application Notes

Document	Optional Description	Date	Download	X
No documents uploaded. Please upload a document				
<b>Application Notes:</b> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>				

Please use this box to provide any further details or explanations if needed

# School Holidays

- ✓ The Childcare Offer increases up to 30 hours per week, for three weeks per term, to use in the school holidays:

School Term	School holidays	Childcare Offer funded weeks
Spring Term = January – March/April (depending on the date of Easter)	February half term – 1 week Easter – 2 weeks	3 weeks x 30 hours per week
Summer term = April – August	May half term – 1 week Summer holidays – 6 weeks	3 weeks x 30 hours per week
Autumn Term = September – December	October half term – 1 week Christmas holidays – 2 weeks	3 weeks x 30 hours per week

You will need to pay for any other childcare you need.

You can roll over any full, unused funded holiday weeks for future holidays.

These holiday hours must be booked with your childcare provider in advance

# Frequently Asked Questions: 1

*Can my childcare provider charge me additional fees when my child is receiving the Childcare Offer?*

- ✓ Yes, if it is their policy to charge all parents these costs. Your childcare provider can charge you for:
  - Food - £2 per meal, and 75p per snack , up to £7.50 per day for full day care, or £4.75 for half day sessions
  - Transport, e.g. pick-up and drop-offs from school
  - Off-site activities e.g. trips
  - Deposits/retainers/ childminders' holiday pay
  
- ✓ If your childcare provider has a half day or daily rate, and your Childcare Offer hours don't cover these sessions, there may be a charge for the extra hours you need.
  
- ✓ If your childcare provider cares for your child **before and after** the Foundation Phase Nursery session, they can use your funded childcare hours for the time that your child is in school.

**Please check these charges before signing a contract with your childcare provider**

*Can I pay for extra childcare?*

Yes. You can pay your childcare provider for any additional childcare you need, which isn't funded by the Childcare Offer

# Frequently Asked Questions: 2

*What if I lose my job?*

*What if my earnings fall under the minimum threshold?*

*What if I have a placement as part of a course and I'm not working for a few weeks?*

There is an 8-week Temporary Exemption Period, which starts from the date that your circumstances change. You can still use the Childcare Offer during these 8 weeks. You need to let us know about a change of circumstances as soon as possible.

*Are students eligible?*

No, unless you meet the other Childcare Offer eligibility criteria – please go to page [4](#)

For information about financial support for students, please visit

<https://www.studentfinancewales.co.uk/>

# Frequently Asked Questions: 3

*Can I use the childcare element of Working Tax Credit or Universal Credit at the same time as the Childcare Offer?*

*Can I use the Tax-free Childcare scheme at the same time as the Childcare Offer?*

Yes!

You can use these other support schemes to help with childcare fees for **additional** childcare that is **not** covered by the Childcare Offer.

*Can I use 'salary sacrifice'/childcare voucher schemes at the same time as the Childcare Offer?*

# Frequently Asked Questions: 4

*Do my childcare hours increase if I don't use my Foundation Phase Nursery hours?*

The funded childcare hours **do not** increase if you don't use your Foundation Phase nursery place.

However, you don't have to take up your Foundation Phase nursery place in order to access the childcare funding.

*How will the Childcare Offer impact on my benefits?*

The Childcare Offer should reduce your childcare bills.

As you will be paying less for childcare, you may get less childcare funding through Working Tax Credit or Universal Credit

These websites may help you with this question:

<https://www.gov.uk/childcare-costs-for-tax-credits>

<https://www.gov.uk/childcare-calculator>

# Any questions?

If you have any questions, or you need help with your application, please contact us:

Call: 01446 704704

Email: [fis@valeofglamorgan.gov.uk](mailto:fis@valeofglamorgan.gov.uk)

Facebook: [facebook.com/VOGFIS](https://facebook.com/VOGFIS)

Twitter: @VALEFIS

Website: [www.valeofglamorgan.gov.uk/fis](http://www.valeofglamorgan.gov.uk/fis)