

**CHILDCARE SUBSIDY  
TERMS & CONDITIONS  
2024/25**

## Childcare Subsidy Terms & Conditions 2024/25

**Policy Owner:** ELT  
**Date Approved:** 22 October 2024  
**Next Review:** July 2025  
**Responsibility for Review:** Student Services Manager & Designated Safeguarding Lead  
**Policy Review Frequency:** Annual

Applicable to staff: Yes/~~No~~  
 Applicable to students: Yes/~~No~~  
 Publish on College website: Yes/~~No~~

**Consultation:**

Undertaken with:	Yes/No:	Date:
Committee/Board		
ELT	Yes	22 October 2024 8 October 2024
SLT		
Unions		
Students		
Employees		
Employers/Stakeholders		

**Any Associated Documentation, for Reference:**

**ELT SIGN-OFF:** Marie Haworth, Vice Principal Quality, Teaching, Learning & Student Support



## General Terms and Conditions

1. A maximum childcare amount of £240.00 per week per child is available.
2. Learners need to be aware that whilst every effort is made to maintain support throughout the academic year, this is subject to available funds. There is therefore a possibility that the amount of subsidy may have to be decreased, or stopped altogether, should the fund be spent.
3. The contract is between the childcare provider and learner. It is therefore your responsibility to pay any shortfall of fees over and above the childcare subsidy amount.
4. The amount of subsidy awarded will be dependent on household income and the number of eligible children.
5. Evidence of Child Benefit, Child Tax Credit or child's birth certificate (LONG) will be required for all children you are claiming the childcare subsidy for.
6. Childcare subsidy is only available for the time you spend in timetabled classes at College, including half day sessions.
7. If you are eligible for other funding schemes (for example: some 2-4 year olds in England are eligible for Free Early Education & Childcare Vouchers), it is a requirement that you will take up your full entitlement to these, as this will be deducted from the amount of subsidy awarded.
8. The Fund will not cover payments for children over the age of 11.
9. The childcare element of WTC and any other external sources of funding will be deducted from the weekly amount before the subsidy is calculated.
10. Any payments made from the Funds may affect your entitlement to other benefits. It is your responsibility to declare any funds received to DWP if you are in receipt of benefits.
11. In order to receive payments from the funds, you must achieve 90% or above attendance, in each period. If your attendance falls below 90% any payments due to you will be suspended and your childcare provider will be informed. Please note that for the purposes of the fund, certain absences can be authorised, but you must provide evidence of this; please see the section on attendance below.
12. The fund can only pay childcare subsidy to Ofsted registered nurseries/childminders or Breakfast/After School Clubs and therefore takes no responsibility for the quality of care provided. Payments are made directly to the childcare provider by BACS.

13. Failure to submit a claim within a reasonable time period from the start of the course may result in funding being refused unless there are exceptional circumstances.
14. New claims will only be accepted after the Autumn Term if there are funds available.
15. If you cease to attend or withdraw from the course that you receive childcare subsidy for, financial support will finish on the last date of recorded attendance. The responsibility for all childcare costs reverts to yourself from this date.
16. If your programme of study requires a period of compulsory work experience you will need to apply for this separately on a 'Work Placement' form. Any assistance with this will be subject to available funds.

### **Attendance**

17. You need to telephone the absence hotline for all absences from college. Please telephone 01772 225959 or email [absencehotline@preston.ac.uk](mailto:absencehotline@preston.ac.uk) on the day of the absence. Failure to do this could result in your childcare payment being withheld.
18. Once your application for childcare support is accepted, please be aware that if your attendance drops below 90% and you have been absent from college, any payments due to you will be suspended and your childcare provider will be informed. You will need to book an appointment with a Welfare Officer in Student Services to provide evidence of the absence for the payment to be reinstated.
19. Childcare costs arising from student holidays during term time (even if booked prior to starting college) will not be covered by the childcare subsidy.
20. The following are examples of absences which may be authorised and the required evidence:
  - Student sickness – should be reported via the absence hotline (see point 18 above). The number of sickness absences will be closely monitored and if considered excessive, payments may be withheld.
  - Appointments – for example: hospital, doctors, dentist etc. Evidence of appointments must be provided in the form of a letter or appointment card. Failure to provide this could result in your childcare payments being withheld.
  - Interviews – for example: Job, university etc. Evidence of interviews must be provided in the form of a letter or email confirmation. Failure to provide this could result in your childcare payments being withheld.
  - Bereavement or funeral.
  - Religious holidays.
  - School Inset day - Evidence of Inset day must be provided in the form of a letter from school. Failure to provide this could result in your childcare

- payments being withheld.
- Other - to be discussed with a Welfare Officer. If the explanation is unsatisfactory, the learner will become responsible for payment of the full amount to the childcare provided. The childcare provider will be notified if this occurs.

### **Change of Circumstances**

21. It is your responsibility to complete a Change of Circumstances form if:

- Your weekly rate changes or you become eligible for a Free Early Education & Childcare subsidy or any other external childcare funding.
- Your college timetable changes.
- You start a new course.
- You require additional childcare due to sitting exams