



Parent Forename Parent Surname – Max 35char XX  
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Address Line 1 – Max 35char XX  
Address Line 2 – Max 35char XX  
Address Line 3 – Max 35char XX  
Town/City – Max 35char XX  
Postcode

Date 6 February 2024

Dear <Parent Forename Parent Surname> ,

### Your access code for 15 hours' free childcare

As a working parent of a child who turns 2 on or before 31 March 2024, you can now apply for the Government's new offer of 15 hours' free childcare per week, starting from April 2024.

We're writing to you because you reconfirmed your Tax-Free Childcare eligibility before 2 January 2024 and your reconfirmation window won't open before 15 February 2024.

We appreciate that some parents in this position will be keen to confirm their place with their childcare provider before 1 April 2024. Therefore, we want to provide additional support for the start of this childcare expansion, by giving you a temporary eligibility code so you can confirm your place with your childcare provider now.

Your code for <Child Forename Child Surname> is <Code>.

### If you want free childcare for your 2-year-old

You need to give your childcare provider:

- your child's temporary eligibility code
- your National Insurance number
- your child's date of birth.

If you use your temporary code for <Child Forename Child Surname>, you still need to reconfirm your eligibility for Tax-Free Childcare as normal when your reconfirmation window opens. Your reconfirmation date is <Confirmation Date>. You can reconfirm any time in the 4 weeks leading up to that date.

We'll remind you when it's time for you to reconfirm. You'll then need to give your digital code to your provider.

There is no need to contact us about this, as the temporary code can simply be given to your childcare provider, who will validate it for you. However, if you do need more information, full questions and answers can be found in the blog 'How to claim 15 hours free childcare', published on 22 January on [educationhub.blog.gov.uk](https://www.educationhub.blog.gov.uk).

**If you don't need this temporary code**

If you know when your childcare provider deadline is and you're happy to wait until your reconfirmation window opens, please ignore this letter.

You can still reconfirm your eligibility in the normal way and give your digital code to your provider.

**If you don't want to claim 15 hours free childcare for your 2-year-old**

You don't need to do anything.

**Further information**

To find out more about:

- free early education and childcare in your area, go to GOV.UK and search 'find free early education'
- ways you can save money on childcare, go to [childcarechoices.gov.uk](https://childcarechoices.gov.uk)
- how to claim 15 hours free Childcare go to [educationhub.blog.gov.uk](https://educationhub.blog.gov.uk).

Yours sincerely,

Childcare Service team