

March 2018

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### Summer term codes

There will possibly be a small number of parents who applied before 31 March that may receive their 30 hours code in April. This may be due to a number of reasons such as technical problems or HMRC requiring additional information before making an eligibility determination.

As a local authority we are allowing flexibility for those who applied on time (before 31 March) but received a code after this date to take up a summer term place, under the following conditions:

- Parents must have a code with a start date up to 23 April and no later
- For digital codes (beginning '500'), providers will need to ask parents to acquire evidence of when they applied. HMRC will be able to issue a standard email or letter with the 'application date' to parents who contact the helpline requesting evidence.
- Temporary codes (beginning '11') will only be issued to parents who applied/attempted to apply by 31 March and so should be accepted as evidence that the parent applied by the deadline.

### Provider Portal Training

As we approach the new funding term, we have scheduled provider portal training sessions in April (details below).

The training is completely free of charge and will take you through the step-by-step process of claiming funding via the portal, for the 2 year old funding, universal 15 hour funding and extended 15 hour funding (30 hours) for 3 and 4 year olds.

- Monday 23 April, [2-4pm](#) and [7-9pm](#) at the King Charles Centre
- Wednesday 25 April, [2-4pm](#) and [7-9pm](#) at Twickenham Training Centre

Please click on the date you prefer and this will take you directly to the booking on CPD Online.

