



# Roehampton Church School

245 Roehampton Lane London SW15 4AA  
Telephone: (020) 8788 8650 Fax: (020) 8785 4636  
Email: [info@roehampton.wandsworth.sch.uk](mailto:info@roehampton.wandsworth.sch.uk)  
Website: [www.roehampton.wandsworth.sch.uk](http://www.roehampton.wandsworth.sch.uk)

## **Important general information for Parents accessing 30 hours childcare**

### **First step for Parents**

- Go online to HMRC childcare choices website to apply for 30 hours and/or Tax free childcare.  
<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>
- Click on Apply for 30 hours free childcare <https://childcare-support.tax.service.gov.uk/par/app/trialmessage> □ Fill in application answering all relevant questions. □ Get a DERN number.
- **If unsuccessful - END**

#### **If successful – continue**

- HMRC will send you an email stating you are successful.
- Go to parent secure page in HMRC to get your DERN number 5000XXXXXXX.
- Go to the childcare provider/school of your choice.
- Get a place and give DERN number to childcare provider/school.
- Childcare provider/school checks DERN number for start and end date.

### **Reconfirmation of DERN Number as end date approaches**

- Reconfirmation is every 3 months on the parent account with HMRC.
- HMRC will send reminder email out 4 weeks to end date and 2 weeks to end date.

#### **For Parent to reconfirm at HMRC:**

1. Look for reconfirmation tab in secure account.
  2. Click on it and answer all questions.
  3. Submit.
  4. Await confirmation from HMRC, allow up to 5 working days.
- If reconfirmation is unsuccessful - The provider may withdraw the place.

The provider will check the 500XXXXXXX DERN number for the **new** End date.

**This reconfirmation process should be done every 3 months.**

