



Diss Community and Church Primary Schools Federation

**Diss Church of England Junior School and
Diss Infant School with Nursery and Children's Centre**

27 September 2017

Dear Parents and Carers

30 hour Eligibility Code

I am writing to you as a parent who has a child who attends our Nursery for 30 hours a week and uses their extended entitlement at our setting.

Every term, school has to claim the funding for your child's place in the Nursery from the local authority. In order to claim your extended hours, you must ensure your eligibility code remains valid. All codes have an end date and school is unable to receive the funding if your code is invalid.

If your child attends nursery for more than 15 hours and we are unable to claim the funding for the extended entitlement due to your eligibility code being invalid and out of date, you will be charged for the additional sessions. This is in accordance with the parent/carer declaration which you have signed on the termly claim form and the school's charging and remission policy.

Please ensure you renew your eligibility code when it expires to ensure funding continues to be received for your child's place. School cannot be held responsible for out of date codes and parents must apply and renew themselves.

Yours faithfully

Lyn Schug

Lyn Schug
Deputy Headteacher

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