



MOONLIGHT NURSERY & PRESCHOOL

Applying for Funding

When to Apply

Navigating government funding can sometimes feel confusing – but at Moonlight Nursery, we’re here to make it simple. Funding availability depends on your child’s age and when you apply. Below is an easy guide to help you understand when to apply based on your child’s age and eligibility.



Moonlight Nursery Tip! Apply at least 3 months before you need the funding. Please note, you cannot use your code in the same term that you apply.

Working Family Funded Childcare (for eligible working parents)

Recommended time to apply for eligibility code	Last date for eligibility code for next term
15 th October – 30th November	By 31 st December
15 th January – 28 th February	By 31 st March
15 th June – 31 st July	By 31 st August

Universal Funded Childcare (for all 3-4 year olds)	Funding starts from
1 st September – 31 st December	1 st January
1 st January – 31 st March	1 st April
1 st April – 31 st August	1 st September



Step-by-step

How to Apply for 15 & 30 Funded Hours

STEP 1: Check Your Eligibility

- Visit childcarechoices.gov.uk
- Use the eligibility checker to confirm if you qualify for:
 - 15 hours funded childcare
 - 30 hours funded childcare
- Note: Some changes will apply to eligibility, with children under 9 months becoming eligible since September 2025.

STEP 2 – Create or Log in to Your Childcare Account

- Go to gov.uk/apply-for-tax-free-childcare
- Create or log in using your Government Gateway account.
- You will need:
 - Your National Insurance Number (or Unique Taxpayer Reference if self-employed)

NOTE: Reconfirm Every 3 Months

- HMRC will remind you to reconfirm your code via email or text.
- Failure to reconfirm could mean your funded hours stop.

STEP 3 – Submit Your Application

- Fill out the form to apply for:
 - 30 hours funded childcare
 - Tax-Free Childcare (optional – this can be done at the same time)
- You will need:
 - Details about your income or employment
 - Your partner's details (if applicable)
 - Your child's date of birth

STEP 4 – Receive Your Eligibility Code

- If eligible, you'll receive an 11-digit code.
- You must reconfirm your eligibility every 3 months.
- Important: Codes cannot be used in the same term they are applied for – apply before the term your child becomes eligible.

STEP 5 – Share Your Code

- Give your eligibility code to your local nursery or preschool.
- You'll also need to provide:
 - Your National Insurance Number (belong to the person who applies)
 - Your child's date of birth
- Complete a Parental Declaration Form (provided by the nursery)
- The home addresses where eligibility code issued



Tax-Free Childcare vs. Funded Hours

Working family funding for when the child becomes eligible

Recommended time to apply for eligibility code	Last date to apply for Eligibility code
15th October to 30th November	By 31st December to be funded from 1st January
15th January to 28th February	By 31st March to be funded from 1st April
15th June to 31st July	By 31st August to be funded from 1st September

Universal funded childcare

A child turning 3 between	Can be funded from
1st September to 31st December	1st January
1st January to 31st March	1st April
1st April to 31st August	1st September

Step-by-step

How to Apply for Tax-Free Childcare

STEP 1

Visit the government website: gov.uk/sign-inchildcare-account

STEP 2

Provide your supporting documents, like your child's passport.

STEP 3

Apply for your eligibility code. You'll need your National Insurance number too.

STEP 4

Wait for a decision. It might be instant, but can take up to seven days.

STEP 5

Submit your eligibility code to your Moonlight Nursery & Preschool

STEP 6

Remember to reconfirm your eligibility every three months.