

## Parent Declaration Form for Funded Early Education Places for 2, 3 and 4 year olds

To receive your child's funded Nursery Education entitlement, this form must be completed accurately at each of the settings your child attends. You should discuss the options available with your child's setting before completing the form, to ensure that you are able to take up your child's entitlement in the way that you wish.

### 1. Child's Details

Child's Legal Family Name:	
Child's Legal Forename(s):	
Name by which the child is known: (if different from above)	
Child's Date of Birth:	
Proof of Date of Birth provided:	
Child's Gender:	
Child's Ethnicity:	
Child's Address:	
Child's Postcode:	

### 2. Parent/Carer's Details

**IMPORTANT: Please complete for 30 Hours Childcare, Disability Access Fund and Early Years Pupil Premium funding purposes**

Parent/Carer Surname: (person named on benefits claim)	
Parent/Carer Forename:	
Parent/Carer Date of Birth:	
Parent/Carer National Insurance Number/NASS Number:	
Parent/Carer Email Address: (Please provide a telephone number if email address is not available)	
2 <sup>nd</sup> Parent/Partner Surname:	
2 <sup>nd</sup> Parent/Partner Forename:	
2 <sup>nd</sup> Parent/Partner Date of Birth:	
2 <sup>nd</sup> Parent/Partner National Insurance Number/NASS Number:	

### 3. Funding – Universal 15 Hours

Your child is entitled to 570 'universal' hours per year, which is a maximum of 15 hours per week over 38 weeks of the year. You can choose to spread your child's hours over more than 38 weeks of the year, for example over 51 weeks. This would mean that your child would access less than 15 'universal' hours per week. You can choose to receive funded hours at a maximum of two settings in **any one** day. A maximum of 10 hours can be funded per day.

Your child's setting(s) can choose how they offer the free entitlement. Please discuss your requirements with each setting before completing this form to ensure that what they offer meets your needs. Your child's setting will claim funding based on the information you provide. You may find that you are left with a bill from your child's setting if you do not complete the form accurately and funding is therefore not allocated appropriately. You will need to complete a Parent Declaration Form for each setting that your child attends.

If your child is attending a specialist setting (eg. Special School Nursery Class/Nursery Assessment Class), they must be allocated 'universal' hours to cover the number of hours your child attends.

### 4. Funding – Additional 15 Hours

If your child is aged **3 or 4 years of age** and you (and your partner if applicable) meet the criteria, your child **could** be entitled to a total of 30 hours childcare per week. Please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to find out more information and apply for your 30 Hours Free Childcare Code.

Do you think your child is entitled to '30 Hours Free Childcare'?

Yes – The code is 

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No

If you have provided a valid '30 Hours Eligibility Code' above, your child is entitled to a further 570 'additional' hours per year. If at any point during the year your child stops being eligible for the 'additional' hours, your child's free entitlement will be based on the 'universal' allocation above. You must also discuss your child's attendance hours with their setting, to ensure that they are still able to offer the hours that you need.

Once you have allocated your child's funded hours, you will not be able to make any changes during the term.

### 5. Early Years Pupil Premium

The Early Years Pupil Premium (EYPP) is an additional sum of money used to enhance the quality of your child's early years' experience by improving the teaching and learning, facilities and resources of a setting, with the aim of impacting positively on your child's progress and development.

It is paid to settings for 3 & 4 year old children of families in receipt of certain benefits. Applicable benefits include: Income support; Income-based Jobseekers Allowance; Income-related Employment and Support Allowance; Support under part 5 of the Immigration and Asylum Act 1999; the guaranteed element of State Pension Credit; Child Tax Credit (provided you are not entitled to Working Tax Credit and have an annual income of no more than £16,190; Working Tax Credit run-on; Universal Credit.

It is also available for children who are or have been looked after (LAC) by the Local Authority.

If your child is entitled to EYPP, it will only be paid to the setting(s) receiving the 'universal' hours. For more information, please speak to your child's setting.

Do you believe that your child is eligible for Early Years Pupil Premium?    Yes     No

**6. Please allocate your child's FUNDED hours below:**

Setting(s) Name		Please enter number of funded hours attended per day (maximum of 30 hours per week)					Total hours attended at setting per week	Total number of weeks per year to receive funded hours (eg. 38, 51)
		Mon	Tues	Wed	Thurs	Fri		
1	Universal hours							
	Additional hours							
2	Universal hours							
	Additional hours							
3	Universal hours							
	Additional hours							
4	Universal hours							
	Additional hours							
5	Universal hours							
	Additional hours							
Total daily <b>funded</b> hours attended (maximum of 15 universal hours and 15 additional hours per week)								

**7. Disability Access Fund Declaration**

Three and four year old children who are in receipt of child Disability Living Allowance and are receiving all or part of their free entitlement, are eligible for the Disability Access Fund (DAF). The DAF is paid to your child's setting to ensure that they can support your child's needs. The DAF is a fixed annual payment of £615.

Is your child eligible and in receipt of Disability Living Allowance (DLA)?

- Yes – You will need to provide a copy of your child's DLA letter to your child's setting
- No

If your child is splitting their free entitlement across two or more providers please nominate which setting you would like the DAF to be paid to. This should be the setting where you child attends the majority of their funded hours.

Name of setting to receive the DAF: \_\_\_\_\_

**8. Parent/Carer Declaration**

Please sign to agree that:

- I certify that all of the details provided above are correct.
- The setting(s) named above will claim funding based on the information I have provided.
- The setting(s) named above will claim for additional funding as appropriate (which may include funding to support inclusive practice for children with additional needs), to support them to provide the free Early Education Place for my child.

- The setting(s) named above can contact each other to ensure they each make accurate funding claims, provide accurate invoices and can support your child's learning and development, as appropriate.
- I understand that I will have to pay a bill to my setting(s), even after my child has stopped attending, if the information I provide is incorrect.
- I understand that in order to claim the 'additional' 15 hours, I must re-confirm my eligibility every three months with HMRC and that if I fail to do so, I will be liable to pay for any hours not funded by the local authority.
- I understand that I must amend this form/complete a new form if my circumstances or attendance patterns change.
- I understand that my child's allocated funding will not be moved during a term.
- My child's details will be forwarded to Worcestershire County Council and shared securely with relevant partners and agencies, including Babcock Prime and the Department for Education.
- My child's details may be used by Worcestershire County Council for functions other than funding, such as to support school admissions concerning SEN provision and Children's Centres.
- My child's details will be forwarded to their proposed school once I have accepted their Reception place.
- My details and my partners, where applicable, will be used to apply for EYPP and to confirm eligibility for 30 Hours Funded Childcare, as appropriate.
- I have been made aware of the Privacy Notice and am able to access a copy if I so wish.
- I understand that my child's details and my own/my partners will be securely retained for audit purposes.

Signed:	
Parent/Carer Name: (please print)	
Date:	

### 9. Provider Declaration

Please sign to confirm that:

- You have provided the parent/carers with accurate information about Nursery Education Funding.
- You are offering a funded place as outlined above.

Signed:	
Provider Name:	
Date:	