

Early Education Funding

Parent/Carer Declaration Form



1. PROVIDER DETAILS - parents/carers to complete

Name of childcare provider	Child start date at the setting
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2. CHILD DETAILS

First name(s)	Legal Surname		
Preferred Surname	Gender (please tick)	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Date of birth	Parent/Carer contact	Tel:	Email:
Home address (inc. postcode)			

Ethnic Background (We are required by law to pass the following information to the Department of Education for statistical purposes)

<input type="checkbox"/> White British	<input type="checkbox"/> White & Black African	<input type="checkbox"/> Bangladeshi
<input type="checkbox"/> White Irish	<input type="checkbox"/> White & Asian	<input type="checkbox"/> Chinese
<input type="checkbox"/> Any Other White Background	<input type="checkbox"/> Any Other Mixed Background	<input type="checkbox"/> Korean
<input type="checkbox"/> Traveller of Irish Heritage	<input type="checkbox"/> Black Caribbean	<input type="checkbox"/> Any Other Asian Background
<input type="checkbox"/> Gypsy/Roma	<input type="checkbox"/> Black African	<input type="checkbox"/> Any Other Ethnic Background
<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> Any Other Black Background	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Pakistani	<input type="checkbox"/> Indian	

3. PARENT/CARER DETAILS - parents/carers to complete

Parent/Carer 1 (main benefit holder, if applicable)		Parent/Carer 2	
First name		First name	
Surname		Surname	
Date of birth		Date of birth	
National Insurance number or Asylum Support Reference Number (previously NASS):		National Insurance number or Asylum Support Reference Number (previously NASS):	

4. YOUR CHILD'S ELIGIBILITY - parents/carers to complete

To be completed with assistance from your chosen provider(s). Please tick which entitlement you will be using.

Working Families Entitlement for children from 9 months old

Childcare for working families' eligibility code	
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2-Year-Old Funding for children:

- From families receiving certain benefits,
- From families with no recourse to public funds,
- Other children who:
 - Are looked after by the local authority,
 - Have left care through a special guardianship order (SGO), adoption or residency order,
 - Receive Disability Living Allowance (DLA),
 - Have an education, health, and care plan (EHCP).

Two-Year-Old Funding eligibility code	
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Universal entitlement for 3- and 4-year-olds (up to 15 hours per week).

5. EARLY YEARS PUPIL PREMIUM (EYPP) registration - parents/carers to complete

EYPP is an additional funding paid to childcare providers. The funding is used to enhance the quality of the early years' experience for the children by improving the teaching, learning, facilities and resources, with the aim of impacting positively on the children's progress and development. For more information, please speak to your childcare provider.

Complete this section if you believe that your child may qualify for EYPP.

Are you in receipt of Universal Credit?

Yes No

Is your child currently looked after by a local authority in England or Wales?

Yes No

Has your child left care in England or Wales through adoption, special guardianship order or a child arrangement order?

Yes No

6. DISABILITY ACCESS FUND (DAF) - parents/carers to complete

The DAF is an annual payment to a childcare provider at an amount set by the government for children in receipt of Disability Living Allowance. The DAF can only be paid to one provider, once per year.

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

Yes No

If your child is accessing their early education funding with two or more childcare providers, please tell us which childcare provider should be paid the DAF.

Name of nominated provider:

7. ATTENDANCE AND FUNDING DETAILS - parents/carers to complete

Provider name	Please enter the number of hours attended each day							Total number of hours attended per week	Total number of funded hours per week	Stretched offer (tick if applicable)
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday			
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
Changes to the original claim (if applicable)										
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>

8. DECLARATION - parents/carers to complete

I, the Parent/Carer, can confirm that I have read and understood the form and that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise the provider to claim early education funding as agreed above on behalf of my child.

I understand that if I have given any misleading information on this declaration or have claimed more than the maximum entitlement with one or more childcare providers, I may be asked to reimburse the provider(s) or my child's funded place may be taken away. I understand that if I choose to take less than the full entitlement for my child, I agree that BCP Council has no obligation to make arrangements to provide additional hours to ensure my child receives the maximum entitlement over the year.

I understand that the funded hours agreed must be used on a regular weekly basis and that funding may be withdrawn with regular non-attendance. I understand that I must notify the childcare provider of my child's absence, and the reason will be recorded in the register. Providers will be paid where parents withdraw their child, for instance to go on holiday, for up to 2 weeks (or 3 weeks for children claiming a stretched offer) per funding cycle. The childcare provider may charge parents/carers for any additional week's absence, where part of their terms and conditions.

I understand that once a Parent/Carer Declaration form is signed, if my child leaves the setting or cancels their reserved place without giving the required notice period, as stated in the contract between parents/carers and the provider, up to four calendar weeks of funding (in lieu of notice not given) will be paid to the current provider. This may affect the Early Education Funding claim with a new provider, except where there are safety or quality concerns for which a formal complaint has been made to Ofsted and substantiated.

In addition, I give permission for BCP Council to check my eligibility status with Government departments and hold my details to make further checks to:

- Confirm my child's eligibility and validate the Working Families Eligibility Code - if applicable
- Enable the provider to confirm eligibility and to claim the 2-Yer-Old funding for families receiving certain benefits – if applicable
- Enable the provider to confirm eligibility and to claim Early Years Pupil Premium (EYPP) - if applicable
- Enable the provider to claim Disability Access Fund (DAF) for my child – if applicable

I have received access to the '[Early Education funding guide for parents and carers](#)' and I understand that if I choose to claim funding using the All Year Round Stretch method (for example 11hrs per week for 51 weeks per year), there will be a loss of some funded hours over the course of the year.

I understand that you will process personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (If you would like to know how we use your information, please see the BCP Privacy Notice available on the council website).

Name of Parent/Carer: Relationship to Child:
(Please print clearly)

Signature: Date:

9. PROVIDERS TO COMPLETE

This declaration, which is evidence of your Early Education Funding claim, must be retained for future reference (including local authority audits) for at least 1 year following the child leaving your care. Please note however that you may be asked by BCP Council to produce evidence of a claim at any time.

Please indicate which documents have been seen by ticking the relevant box below:

Birth Certificate Passport Other

I confirm that, to the best of my knowledge, this form has been completed correctly.

Name of Childcare Provider:

Signature of Provider: Date:

Additional charges

Government funding is intended to deliver 15 or 30 hours a week (or fewer under the Stretched Funding scheme) of free, high quality, flexible early education and care. Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

Provide details of the charges made for consumables and additional services: