

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, 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 Forename(s):		
Child's Legal Family Name:		
Name by which the child is known: (if different from above)		
Child's Date of Birth:		
Proof of Date of Birth provided:	<input type="checkbox"/> Yes	Documentation provided:
Child's Gender:		
Child's Address:		
Child's Postcode:		

The following question is optional. The information provided will be stored by your child's setting in line with their Data Protection Policy and will be shared with Worcestershire County Council and the Department for Education, as part of their claim for Nursery Education Funding. If you no longer wish to have your child's ethnicity processed, you can withdraw your consent to your child's setting at any time.

Child's Ethnicity:	(optional)
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2. Parent/Carer's Details

IMPORTANT: The following information needs to be provided if you are accessing **30 Hours Free Childcare**, **Early Years Pupil Premium** or the **Disability Access Fund** for your child.

Parent/Carer Forename: (person named on benefits claim)	
Parent/Carer Family Name:	
Parent/Carer Date of Birth:	
Parent/Carer National Insurance Number/NASS Number:	
2 nd Parent/Partner Forename:	
2 nd Parent/Partner Family Name:	
2 nd Parent/Partner Date of Birth:	
2 nd Parent/Partner National Insurance Number/NASS Number:	

3. Funding Entitlements

Detailed information about each of the funding entitlements can be found on pages 5 – 6.

Please indicate which of the following funding entitlements you wish to claim for:

Funding Entitlement	Confirmation												
<p>Two Year Old Funding</p> <p><i>Applications can be made at www.worcestershire.gov.uk/freechildcare</i></p>	<p>Have you applied for Two Year Old Funding in Worcestershire and received a Certificate of Eligibility?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Ref. No <table border="1" data-bbox="1115 591 1481 656"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table></p> <p>Please give a copy of your Certificate of Eligibility to your child's setting(s).</p>												
<p>30 Hours Free Childcare for eligible 3 & 4 year old children</p>	<p>Please enter your 30 Hours Free Childcare Code:</p> <table border="1" data-bbox="608 815 1489 869"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>												
<p>Early Years Pupil Premium for eligible 3 & 4 year old children</p>	<p>Are you in receipt of any qualifying benefits? <i>(Further information can be found on page 6)</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Is your child currently, or have they been, looked after by the Local Authority?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you have ticked 'yes', please ensure that you have provided your details on page 1.</p>												
<p>Disability Access Fund for eligible 3 & 4 year old children</p> <p><i>(A copy of your child's DLA letter must be provided to the setting.)</i></p>	<p>Is your child in receipt of Disability Living Allowance? <i>(Further information can be found on page 6)</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If your child is receiving their free entitlement at more than one setting, please nominate the setting you wish to receive the Disability Access Fund:</p> <p>Name of Setting: _____</p> <p>You will be contacted by the School's Finance Team to confirm your allocation. Please tick to confirm that you are providing consent to be contacted:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'yes', please provide your preferred contact details:</p> <p>Email Address: _____</p> <p>Telephone Number: _____</p> <p>If you have not given consent to be contacted, please email eyfunding@worcestershire.gov.uk to confirm your Disability Access Fund allocation.</p>												

4. Please allocate your child’s FUNDED hours below:

If your child is entitled to Two Year Old Funding or Universal entitlement for 3 & 4 Year Old Funding, please allocate up to 15 ‘Universal’ hours. If your child is entitled to the 30 Hours Free Childcare for 3 & 4 Year Old Funding, please allocate up to 15 ‘universal’ hours and up to 15 ‘additional’ hours. Unless you are advised by your child’s setting, please **split your child’s funded hours equally between ‘universal’ and additional’**.

If your child is attending a specialist setting (e.g. Special School Nursery Class/Early Years Specialist Language Unit/Nursery Assessment Class), they must be allocated ‘universal’ hours to cover the number of hours your child attends.

Your allocation of funded hours must be in line with what is offered by your child’s setting. Once you have allocated your child’s funded hours, you will not be able to change your child’s setting or reduce their funded hours until the end of each term.

Setting(s) Name		Please enter number of funded and non-funded hours attended per day (max. of 30 funded hours per week)					Total hours attended per week (including non-funded hours)	Total number of weeks per year to receive funded hours (eg. 38, 51)
		Mon	Tues	Wed	Thurs	Fri		
1	Universal hours (max. 15)							
	Additional hours (max. 15)							
	Non-Funded hours							

If your child attends any other settings, please enter the information in the table below:

(Other) Setting(s) Name		Please enter number of funded hours attended per day (max. of 30 hours per week)					Total hours attended per week (including non-funded hours)	Total number of weeks per year to receive funded hours (eg. 38, 51)
		Mon	Tues	Wed	Thurs	Fri		
1	Universal hours (max. 15)							
	Additional hours (max. 15)							
2	Universal hours (max. 15)							
	Additional hours (max. 15)							

Total Funded Hours attended per week:

Total Funded Hours attended per year (weekly funded hours x number of funded weeks):.....

You can request a copy of your ‘child-based statement’ from your child’s setting to confirm the number of funded hours that your child has accessed during the year.

It is a requirement of the Early Years Foundation Stage (EYFS) for settings to communicate with each other and share information about your child, if you child is attending more than one setting. This will include information contained within this form.

5. Privacy Information

The information provided within this form will be processed by your child's setting, to enable them to claim Nursery Education Funding. The information will be securely shared with Worcestershire County Council and the Department for Education, to provide your child's funded hours. The information will also be shared with Babcock Prime, who is commissioned by Worcestershire County Council to deliver education services on their behalf.

- Further information about how Worcestershire County Council will use your/your child's data can be found within their Privacy Notice: www.worcestershire.gov.uk/privacy
- Further information about how Babcock Prime will use your/your child's data can be found within their Privacy Notice: www.babcockprime.co.uk/privacy.

6. Parent/Carer Declaration

Please sign to confirm 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.
- 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 (30 Hours Free Childcare), 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 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 understand that I must amend this form/complete a new form if my details, circumstances or attendance patterns change.
- I understand that my child's allocated funding will not be moved during each funding period.

Parent/Carer Signature:	
Date:	
2 nd Parent/Partner Signature:	
Date:	

7. 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.
- The hours allocated total no more than a maximum entitlement of 570 annual 'universal' or 'additional' hours.

Signed:	
Provider Name:	
Date:	

Parent Declaration Form - Supporting Information

Please retain this information for your records.

1. Two Year Old Funding

Some two year old children are entitled to free childcare. Information about the eligibility criteria and how to apply can be found at: www.worcestershire.gov.uk/freechildcare. Funding for eligible two year old children is based on 15 free 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 free 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.

2. 3 & 4 Year Old Funding - Universal 15 Hours

Your child is entitled to 570 'universal' free hours per year, which is a maximum of 15 hours per week over 38 weeks of the year, from the term after your child's 3rd birthday – 1st January, 1st April or 1st September. 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 (e.g. Special School Nursery Class/Early Years Specialist Language Unit/Nursery Assessment Class), they must be allocated 'universal' hours to cover the number of hours your child attends.

3. 3 & 4 Year Old Funding - Additional 15 Hours (30 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 to find out more information and apply for your 30 Hours Free Childcare Code.

If you have received a 30 Hours Free Childcare Code, please enter the Code onto the Parent Declaration Form.

If you have provided a valid '30 Hours Eligibility Code' above, your child is entitled to a further 570 'additional' hours per year. The 'additional' hours will start from the beginning of the next funding period - 1st January, 1st April or 1st September. 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(s), to ensure that they are still able to offer the hours that you need. When

you allocate your child's hours, we recommend that unless you are advised differently by your child's setting, you should allocate the hours equally between 'universal' and 'additional'.

4. 3 & 4 Year Old Funding - 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 (with a net income threshold of £7,400).

It is also available for children who are or have been looked after (CLA) 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.

If you believe your child is entitled to EYPP, please indicate this on the Parent Declaration Form. Accessing EYPP will have no impact on your finances or access to any benefits.

5. 3 & 4 Year Old Funding - Disability Access Fund

Three and four year old children who are in receipt of child Disability Living Allowance (DLA) 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.

If your child is in receipt of DLA, you will need to allocate the DAF on the Parent Declaration Form and provide a copy of your child's DLA to your child's setting. If your child is accessing their free entitlement at more than one setting, you will have to choose which setting to allocate it to. We recommend that this is the setting where your child spends the majority of their funded hours.

Once the DAF payment has been made, it cannot be moved. To ensure that you are happy with your choice, the School's Finance Team will require you to confirm your choice; if you have provided consent they will contact you directly, if you have not given consent, you will need to email the team directly at eyfunding@worcestershire.gov.uk to confirm your choice.