

## Parent Declaration Form for Funded Childcare for 3 and 4-year-olds

To receive your child's funded childcare 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 Details

Child's Legal Forename(s):	
Child's Legal Family Name:	
Child's Date of Birth:	
Proof of Date of Birth provided:	<b>YES / NO</b> 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, Worcestershire Children First 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 through your child's setting at any time

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

**IMPORTANT:** The following information needs to be provided if you are accessing **Funded Childcare for Working Families, 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 <sup>nd</sup> Parent/Partner Forename:	
2 <sup>nd</sup> Parent/Partner Family Name:	
2 <sup>nd</sup> Parent/Partner Date of Birth:	
2 <sup>nd</sup> 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><b>Funded Childcare for Working Families</b></p> <p>Applications can be made at:  <a href="https://www.childcarechoices.gov.uk/">https://www.childcarechoices.gov.uk/</a></p>	<p>Please enter your <b>Eligibility Code</b>:</p> <table border="1" data-bbox="730 398 1498 468"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											
<p><b>Early Years Pupil Premium for eligible children</b></p>	<p>Are you in receipt of any qualifying <b>benefits</b>? (<i>Further information can be found on page 6</i>):</p> <p><b>YES / NO</b> (delete as appropriate)</p> <p>Is your child currently, or have they been, looked after by the Local Authority?</p> <p><b>YES / NO</b> (delete as appropriate)</p> <p>If you have ticked 'YES', please ensure you have completed Section 2 (Parent/Carer Details) on page 1.</p>											
<p><b>Disability Access Fund for eligible 3 &amp; 4-year-old children</b></p> <p>A copy of your child's DLA letter must be provided to the setting.</p>	<p>Is your child in receipt of <b>Disability Living Allowance</b>? (<i>Further information can be found on page 6</i>)</p> <p><b>YES / NO</b> (delete as appropriate)</p> <p>If your child is receiving their funded entitlement at more than one setting, please nominate the setting you wish to receive the Disability Access Fund.</p> <p><b>Name of Setting:</b></p>											

#### 4: Please allocate your child's FUNDED hours below:

Please allocate up to 15 'Universal' hours for your child. If your child is entitled to the Funded Childcare for Working Families, please also allocate 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/EY's 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.

Name of Setting:							
	Mon	Tues	Weds	Thurs	Fri	Total hours attended per week	Total no. of weeks per year to receive funded hours (eg. 38, 51)
Universal hours (max. 15 hours)							
Additional hours (max. 15 hours)							
Non-Funded hours							
<i>Depending on the options you have chosen with your child's setting, there may be a charge for consumables and/or extra hours and services. Please ensure you have discussed this with the setting before your child starts accessing funded hours.</i>							

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

	Mon	Tues	Weds	Thurs	Fri	Total hours attended per week (including non-funded hours)	Total number of weeks per year to receive funded hours (eg. 38, 51)
Name of 2 <sup>nd</sup> Setting:							
Universal hours							
Additional hours							
Name of 3 <sup>rd</sup> Setting:							
Universal hours							
Additional hours							

<b>Total Funded Hours attended per week</b> (including hours accessed at all settings)	
<b>Total Funded Hours attended per year</b> (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 your 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 Worcestershire Children First, 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](http://www.worcestershire.gov.uk/privacy)

## 6: Parent/Carer Declaration

Please sign to confirm that:

- I certify that all 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 funded 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 (Funded Childcare for Working Families), 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 Funded Childcare for Working Families, 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 <sup>nd</sup> Parent/Partner Signature:	
Date:	

## 7: Provider Declaration

Please sign to confirm that:

- You have provided the parent/carer with accurate information about Nursery Education Funding.
- You are offering a funded place as outlined above.
- The hours allocated total no more than 570 annual 'universal' or 'additional' hours.

Signed:	
Provider Name:	
Date:	

## Parent Declaration Form - Supporting Information

Please retain this information for your records.

### 1: 3 & 4-Year-Old Funding - Universal 15 Hours

Your child is entitled to 570 **'universal'** funded 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 3<sup>rd</sup> birthday – 1<sup>st</sup> January, 1<sup>st</sup> April or 1<sup>st</sup> 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 funded 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.

### 2: 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](http://www.childcarechoices.gov.uk) to find out more information and apply for your Eligibility Code.

If you have received a Eligibility Code, please enter the Code onto the Parent Declaration Form.

If you have provided a valid '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 - 1<sup>st</sup> January, 1<sup>st</sup> April or 1<sup>st</sup> September. If at any point during the year your child stops being eligible for the **'additional'** hours, your child's funded 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'.

### 3: 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 funded 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: Deprivation Funding

Deprivation funding is an additional sum of money used to enhance the quality of your child's early years' experience by increasing the hourly rate paid to your child's setting. It is paid to settings with funded children who live in specific postcodes within Worcestershire. Your child's setting will be able to confirm if your child is receiving the deprivation supplement and how they are using it.

#### 6: Disability Access Fund

Funded children who are in receipt of child Disability Living Allowance (DLA) and are receiving all or part of their funded 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 £910.

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 funded 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.

**Further information and Frequently Asked Questions about funding can be found here:**  
<https://www.worcestershire.gov.uk/council-services/childrens-services/childcare/funded-childcare>