

Parent / Guardian Declaration Form

FOR 3 & 4 YEAR OLDS EARLY YEARS ENTITLEMENT(S) 2022/2023

For more details visit www.warwickshire.gov.uk/childcarecosts



Please complete ALL parts of this form as appropriate
(sections marked with * are mandatory)

Only one form to be completed per
academic year updated termly

*Provider Name: (Setting A)	
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Part 1 - Childs Details			
*Child's Legal First Name:	*Child's Legal Middle Name:	*Child's Legal Last Name:	Preferred Last Name:
*Address:			*Post Code:
*Child's Date of Birth (dd/mm/yyyy):			
*Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/> Other – Please Specify:		
*Ethnicity – Put an 'x' in one box below			
White-British (WBRI)	<input type="checkbox"/>	Pakistani (APKN)	<input type="checkbox"/>
White - Irish (WIRI)	<input type="checkbox"/>	Bangladeshi (ABAN)	<input type="checkbox"/>
Traveller of Irish heritage (WIRT)	<input type="checkbox"/>	Any other Asian background (AOTH)	<input type="checkbox"/>
Any Other White Background (WOTH)	<input type="checkbox"/>	Black Caribbean (BCRB)	<input type="checkbox"/>
Gypsy/Roma (WROM)	<input type="checkbox"/>	Black - African (BAFR)	<input type="checkbox"/>
White and Black Caribbean (MWBC)	<input type="checkbox"/>	Any other Black background (BOTH)	<input type="checkbox"/>
White and Black African (MWBA)	<input type="checkbox"/>	Chinese (CHNE)	<input type="checkbox"/>
White and Asian (MWAS)	<input type="checkbox"/>	Any other ethnic group (OOTH)	<input type="checkbox"/>
Any other mixed background (MOTH)	<input type="checkbox"/>	Refused (REFU)	<input type="checkbox"/>
Indian (AIND)	<input type="checkbox"/>	Information not yet obtained (NOBT)	<input type="checkbox"/>

**Early years provider use only*

*Documentary proof of DOB: (e.g. Birth Certificate / Passport)	*Document recorded by: (Full name)	*Date Recorded: (dd/mm/yy)

Additional information if you are claiming Extended 30 hours:

Parent / Carer Forename and Surname	Parent / Carer National Insurance Number:	30 Hour Eligibility Code (11 digit number starting with 500)

Part 2 – Claim Details

AUTUMN TERM – 14 Weeks funding (maximum 210 /420 hours)	A	B	C
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[illegible]

SPRING TERM – 11 Weeks funding (maximum 165 /330 hours)	A	B	C
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[illegible]

SUMMER TERM – 13 Weeks funding (maximum 195 /390 hours)	A	B	C
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[illegible]

Part 3 – Additional Entitlement DAF and EYPP

Disability Access Fund (DAF):

Three and four year old children who are in receipt of child Disability Living Allowance (DLA) and are receiving the funded Early Education entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's nursery as a fixed annual rate of £800 per eligible child per calendar year.

Please tick if your child is eligible for DLA YES ☐ NO ☐

If you have ticked Yes, you must provide a copy of the DLA Award letter to your early years provider.

If your child is splitting their funded Early Education entitlement across two or more providers please nominate the setting where the local authority should pay DAF

*Name of Provider:

Early Years Pupil Premium (EYPP)

The Early Years Pupil Premium (EYPP) gives providers additional funding to support some three and four year old pupils. Children with EYPP will have a higher priority when applying for a school place where a school is oversubscribed.

For more details visit: www.warwickshire.gov.uk/childcarecosts

Q1: Family Income and Benefits

Is your gross household income below £16,190 and you are in receipt of benefits (not Working Tax credit) or

Is your Net income below £7,400 and you receive Universal Credits?

YES ☐ NO ☐

A claim for EYPP will not affect your claim for benefit or credits

Q2. Other

Has your child left local authority care through Adoption, Special Guardianship Order or Child Arrangement Order ?

Children Looked After by Warwickshire County Council will automatically have EYPP applied

YES ☐ NO ☐

If you have answered Yes, please provide a copy of the relevant order to your nursery provider

If you have answered Yes to either Q1 or Q2 please complete the following section:

*Parent / Carer Surname:	*Parent / Carer Forename:	*Parent / Carer Date of Birth:	*Parent / Carer National Insurance No or NASS Reg No:

Part 4 – Terms, Parental Consent and Declaration | Please read all information before signing

TERMS

WCC will fund eligible children for the Universal and Extended entitlements for 570 Universal or 1140 Extended hours per year. This equates to 15 Universal hours per week and 15 Extended hours (if eligible) for 38 weeks. Children may take their entitlement over more than 38 weeks and up to 52 weeks if taking a stretched offer.

- A child will be eligible for the Universal and Extended entitlement **from the term after** the child has reached the age of 3
- The government's term dates used are:
 - Children born in the period 1st January to 31st March: the start of term beginning on or after **1st April** after the child's 3rd birthday
 - Children born in the period 1st April to 31st August: the start of term beginning on or after **1st September** after the child's 3rd birthday
 - Children born in the period 1st September to 31st December: the start of term beginning on or after **1st January** after the child's 3rd birthday
- If a child is claiming the Extended 30 hours, they must also have a 30 hour code issued by HMRC with a validity start date the term **before** they wish to claim funding in line with the term dates above
- The parent **must** re-confirm the code every 3 months with HMRC
- The Local Authority will continue to fund a place if the code expires until the end of the code's Grace Period
- If the parent no longer meets the eligibility criteria for Extended hours or has not re-confirmed their code before the grace period has ended, they can continue to take up the child's Universal entitlement at the provider of their choice as stated on the PDF
- The Early Years Entitlement funded place should be delivered free of charge without paying 'top up' fees or registration fees as a condition of their funded place
- Parents should be aware of the nursery's admissions policy and understand the hours/sessions which can be taken as funded provision.
- The parent should have full details of the nursery's pricing tariff, in writing, for the additional services that should be paid for
- The parent should be given clear written information (invoice) to show how they have received their child's funded sessions

- The provider(s) where the child is in attendance on the Headcount Day, will receive the funding entitlement for the whole of the term.
- If a child leaves before Headcount Day the parent will be liable to pay the provider for the sessions already taken
- If a child leaves after Headcount Day, funding will not automatically be passed to the new provider. An agreement must be made between providers to transfer any funding if they agree.
- The funding for the term is calculated using the hours attended during Headcount week, funded hours cannot usually be increased after this date
- The parent must make sure that their child attends the hours/sessions that they are claiming funding for and in the agreed pattern of attendance. If the child has persistent non-attendance, WCC reserves the right to re-claim those hours from the provider
- A child is allowed to take short term absences without the funding being withdrawn e.g. sickness or holidays the nursery will have to agree extended periods with the Early Years Funding office
- The parent should comply with any notice period requirement in line with the contract or agreement they have made with their nursery provider
- The parent must sign this form each term, any changes to the details on the Parental Declaration Form (PDF) must be initialled and dated by the parent
- The parent should be made aware of the complaints procedure in relation to the funding

Parent/Guardian Consent and Declaration:

- I confirm that the information I have provided above is accurate and true.
- I understand and agree to the conditions set out in this document
- I confirm that the Information I have provided can be shared with Warwickshire County Council and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim 30 Hours Funding, Early Years Pupil Premium (EYPP) or Disability Access Fund
- I confirm that information may be shared to ensure effective safeguarding and promote the welfare and protection of children.
- I confirm that the provider named below can claim the Early Years Entitlements on behalf of my child

*Name of Provider:

TERM	Autumn	Spring	Summer
Name of Parent / Carer / Guardian with legal responsibility:			
Signature:			
Date:			

Providers Signature:			
Position:			
Date:			

CHILDMINDERS ONLY:

Please tick to confirm that you are not a close relative of this child* ☐

Close relative is defined under the Childcare Act as a parent, grandparent, aunt, uncle, brother or sister.

Your information Rights:

This service provides child care funding for children attending early years placements. Our valid lawful basis for processing personal data is a legal obligation.

To see how we use your personal data and what your information rights are, please read WCC's Education Services privacy notice at: www.warwickshire.gov.uk/childcarecosts

It should be read in addition to the council's overall customer privacy notice at www.warwickshire.gov.uk/privacy which includes the contact details if you have a complaint about your information rights.

For general enquiries, please contact Warwickshire County Council 's Customer Service Centre on 01926 410410.