

# Parent / Guardian Declaration Form

FOR 2 YEAR OLD EARLY YEARS ENTITLEMENT(S) 2023/2024 For

more details visit [www.warwickshire.gov.uk/childcarecosts](http://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)	
--------------------------------	--

## 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)

2 Year EY Voucher code from emailed confirmation letter

*EY Voucher Code	*Start Date	*For provider Copy of confirmation letter / email taken
		YES <input type="checkbox"/> NO <input type="checkbox"/>

## Part 2 - Claim Details

AUTUMN TERM – 14 Weeks funding (maximum 210 hours)						A	B	C
Setting(s) Name List all settings your child attends (maximum of 2 in one day)	Funded hours used per day					Total number of hours per week (maximum equivalent of 15 hours over 38 weeks between all providers)	Number of weeks funded claimed per year: Term time: 38 weeks Stretched: up to 52 weeks	Provider use only Hours added to portal (A x B/38 = C)
	Mon	Tue	Wed	Thur	Fri			
A								
B								
C								
Total Daily Funded Hours								
Additional paid for hours – Setting A								

SPRING TERM – 11 Weeks funding (maximum 165 hours)						A	B	C
Setting(s) Name List all settings your child attends (maximum of 2 in one day)	Funded hours used per day					Total number of hours per week (maximum equivalent of 15 hours over 38 weeks between all providers)	Number of weeks funded claimed per year: Term time: 38 weeks Stretched: up to 52 weeks	Provider use only Hours added to portal (A x B/38 = C)
	Mon	Tue	Wed	Thur	Fri			
A								
B								
C								
Total Daily Funded Hours								
Additional paid for hours – Setting A								

SUMMER TERM – 13 Weeks funding (maximum 195 hours)						A	B	C
Setting(s) Name List all settings your child attends (maximum of 2 in one day)	Funded hours used per day					Total number of hours per week (maximum equivalent of 15 hours over 38 weeks between all providers)	Number of weeks funded claimed per year: Term time: 38 weeks Stretched: up to 52 weeks	Provider use only Hours added to portal (A x B/38 = C)
	Mon	Tue	Wed	Thur	Fri			
A								
B								
C								
Total Daily Funded Hours								
Additional paid for hours – Setting A								

### Part 3 – Terms, Parental Consent and Declaration

Please read all information before signing

#### **TERMS:**

WCC will fund eligible children for the 2 year funding entitlement for 570 hours. This equates to 15 hours per week 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 entitlement from **the term after** the child has reached the age of two
- The government's term dates used are:
  - Children born in the period 1<sup>st</sup> January to 31<sup>st</sup> March: the start of term beginning on or after **1st April** after the child's 2nd birthday
  - Children born in the period 1<sup>st</sup> April to 31<sup>st</sup> August: the start of term beginning on or after **1st September** after the child's 2nd birthday
  - Children born in the period 1<sup>st</sup> September to 31<sup>st</sup> December: the start of term beginning on or after **1st January** after the child's 2nd birthday
- The parent must show the confirmation email or letter from the Local Authority as evidence of their entitlement to their nursery provider before they can claim a funded place.
- The Local Authority will continue to fund a place, even if there is a change in circumstances, up until the point when the child becomes eligible for the 3 & 4 year old entitlement
- The 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 to attend another setting before or after Headcount Day, the providers should arrange to transfer a proportion of the funding to the other setting
- The funding for the term is calculated using the hours attended during Headcount week, the nursery will need to make arrangements with the funding office for any increased hours after this date
- If a child becomes eligible for funding after Headcount Day, the provider must arrange funding with the Early Years Funding office
- 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 the 2 Year funding entitlement
- 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 2 year old Early Years Entitlement 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](http://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](http://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.