

PARENT/CARER COPY



Parent / Guardian Declaration Form

FOR 3 & 4 YEAR OLD EARLY YEARS ENTITLEMENT(S) 2023/2024

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

Funding Terms and Parent/Carer Agreement

Below are Warwickshire County Council's (WCC) terms to provide the Early Years Entitlements for eligible 3 & 4 year olds. It is important that the parent and the provider read this **BEFORE** signing the Parental Declaration Form (PDF) and the Early Years Provider makes a funding claim on behalf of the child

Terms of funding:

- 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

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- 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

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- 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 the parental Declaration Form (PDF) 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 entitlements

Your information rights:

This service provides childcare 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 <https://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.

Information may be shared to ensure effective safeguarding and promote the welfare and protection of children.

The Information provided will be shared with Warwickshire County Council and Department for Education, who will access information from other government departments to confirm the child's eligibility and enable the provider to claim the 30 Hours funding entitlement, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF).

