

# Parent / Guardian Declaration Form

FOR ALL EARLY YEARS ENTITLEMENT(S) **Summer Term 2023/2024**



## 2Help Entitlement:

- For all eligible two-year-olds from the term after their second birthday with a valid EY Voucher Code

## Universal Entitlement:

- For all three- and four-year-olds from the term after their third birthday

## Working Parent Entitlement:

- For all eligible children from the term after their third birthday with a valid Eligibility Code (Extended Hours)
- For all eligible children from the term after their second birthday with a valid Eligibility Code (Expanded Hours)

For details of all entitlement criteria 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.

<b>*Provider Name:</b> (Setting A)	
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## Part 1 - Child's Details

<b>*Child's Legal First Name:</b>	<b>*Child's Legal Middle Name:</b>	<b>*Child's Legal Last Name:</b>	<b>Preferred Last Name:</b>
<b>*Address:</b>			<b>*Post Code:</b>
<b>Parent's Email Address:</b>			
<b>Parent's mobile telephone number:</b>			
<b>*Child's Date of Birth (dd/mm/yyyy):</b>			
<b>*Gender:</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Other <input type="checkbox"/>
<b>*Ethnicity – Please tick one box below</b>			
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"/>		

*\*Early years provider use only (copies of documents do not need to be retained for this purpose)*

<b>*Type of documentary proof of DOB:</b> (e.g. Birth Certificate / Passport)	<b>*Document checked by::</b> (Full name)	<b>*Date seen:</b> (dd/mm/yy)

**Part 2 – Accessing the Entitlements – please tick the relevant box** **2Help entitlement**

For parents who meet the criteria for the 2Help entitlement funding for who have confirmed eligibility via the Warwickshire County Council website and provided a funding confirmation letter with the **EY Voucher Code** issued. If you do not have evidence that your child is eligible, you will be liable to pay for any additional hours accessed where the provider is unable to claim funding for your child. **Please complete the information below:**

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

- Working Parent Expanded 15 hours entitlement for 2 year olds\***  
 **Universal 15 hours entitlement for 3 & 4 year olds**  
 **Working Parent Extended 15 hours entitlement for 3 & 4 year olds\***

\*For the **Working Parent entitlements** from the term following the child's 2nd birthday, with a valid **eligibility code issued by HMRC**, the term before they are due to access a funded place. The eligibility code is to be reconfirmed every 3 months. If you do not have a valid code for the term, you will be liable to pay for any additional hours accessed where the provider is unable to claim funding using the eligibility code. **Please complete the information below:**

*Parent / Carer Forename and Surname:	*Parent / Carer National Insurance Number:	*Eligibility Code (11 digit number starting with 50)

**Additional Entitlements:****Disability Access Fund (DAF)**

For children in receipt of child Disability Living Allowance (DLA) and receiving the funded Early Education entitlement. DAF is paid to the child's nursery as a fixed annual rate, as notified by the Local Authority, each calendar year.

Please tick if your child is receiving 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 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](http://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

**If you have ticked YES, 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:

**Q2. Other**

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

YES  NO

**If you have ticked YES, please provide a copy of the relevant order to your early years provider.**

EYPP will automatically be applied to Children Looked After by Warwickshire County Council. Carers of Children Looked after by another local authority will need to provide additional information to the nursery provider.

### Part 3 - Claim Details

SUMMER TERM – 13 Weeks funding (maximum 195 /390 for 30 hours)								A	B	C
Setting(s) Name List all settings your child attends (maximum of 2 in one day)	Funded Hours Entitlement Type	Funded hours used per day					Total number of hours per week (maximum equivalent of 15 hours over 38 weeks between all providers for each entitlement)	Number of weeks funding claimed per year: Term time only: 38 weeks Stretched: up to 52 weeks	Providers use only: Hours added to the Provider Portal (A x B/38 = C)	
		Mon	Tue	Wed	Thurs	Fri				
A	2Help or 3 & 4 year old Universal (15 hours)									
	*Working Parent Entitlements (15 hours)									
B	2Help or 3 & 4 year old Universal (15 hours)									
	*Working Parent Entitlements (15 hours)									
C	2Help or 3 & 4 year old Universal (15 hours)									
	*Working Parent Entitlements (15 hours)									
Total Daily Funded Hours										
Additional paid for hours - Setting A										

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

WCC will fund eligible children for the:

- 2Help entitlement for families receiving some additional forms of government support for 570 hours over a full year. 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.
- 3- & 4-year-olds Universal entitlement for 570 Universal over a full year. This equates to 15 Universal hours per) for 38 weeks. Children may take their entitlement over more than 38 weeks and up to 52 weeks if taking a stretched offer.
- 3- & 4-year-olds Extended working parent entitlements for 570 over a full year. This equates to 15 Extended hours for working parent 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.
- 2-year-olds Expanded working parent entitlement for 570 hours over a full year. 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.
- The entitlement starts from the term after the child has reached the relevant age.
- The government's term dates used are:
  - o Children born in the period 1st January to 31st March: the start of term beginning on or after 1st April after the child has reached the relevant age.
  - o Children born in the period 1st April to 31st August: the start of term beginning on or after 1st September after the child has reached the relevant age.
  - o Children born in the period 1st September to 31st December: the start of term beginning on or after 1st January after the child has reached the relevant age.
- If a child is claiming the 2Help entitlement, 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
- Once the 2Help entitlement has been confirmed, 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
- If a child is claiming the working parent entitlements, they must also have an Eligibility 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 Eligibility Code every 3 months with HMRC.
- The Local Authority will continue to fund a place if the Eligibility Code expires until the end of the code's Grace Period
- If the parent no longer meets the eligibility criteria for 3 & 4 year olds extended hours for working parents or has not re-confirmed their Eligibility code before the grace period has ended, their funding will end at the grace period end date. The child can continue to take up their Universal entitlement at the provider of their choice as stated on the PDF
- If the parent no longer meets the eligibility criteria for 2-year-olds Expanded hours for working parents or has not re-confirmed their Eligibility code before the grace period has ended, their funding will end at the grace period end date.
- The provider cannot charge parents 'top up' fees (the difference between a provider's normal charge to parents and the funding they receive from the local authority) or require the parent to pay a registration fee as a condition of taking up their child's free place.
- The provider can charge parents a deposit to secure their child's free place but should refund the deposit in full within a reasonable time scale.
- Parents should be aware of the nursery's admissions policy and understand the hours/sessions which can be taken as free provision.
- The provider should provide clear, transparent, and itemised invoices so that parents can see that they have received their free entitlement completely free of charge and understand fees paid for additional hours and services.
- 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 can only be increased after this date in line with the Adjustment policy.
- 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 funding entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (as applicable)
- 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 for my child

\*Name of Provider:

TERM	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 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](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.**